

# Kiddie Capers Childcare

## Policies



### Admissions

#### Policy statement

It is our intention to make our settings accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to our settings through open, fair and clearly communicated procedures.

#### Procedures

We ensure that the existence of our settings are widely advertised in places accessible to all sections of the community.

We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

Our waiting lists procedure may take into account:

- the age of the child
- sessions required
- the length of time on the waiting list;
- the vicinity of the home to the setting;
- whether any siblings already attend the setting; and
- the capacity of the setting to meet the individual needs of the child.

We offer funded places in accordance with the Code of Practice for West Sussex and any local conditions in place at the time.

Our settings and their practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.

Our settings and their practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

We support children and/or parents with disabilities to take full part in all activities within our setting.

We share and widely promote our inclusion policy.

We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in our settings that provides stability for all the children.

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### Admissions Procedure & Policy for Children with Special Needs and/or Disabilities

#### Policy statement

To make clear how we follow admissions of children with Special Educational Needs and/or Disabilities (SEND) in a sensitive and appropriate manner.

#### Procedures

The setting is expected to make reasonable adjustments in order to cater for and accommodate children. If the needs of the child are deemed as beyond reasonable, this may be a reason for non-admission. Prior to a place being offered, all children and their respective needs will be considered. Our ability to provide appropriate facilities for the welfare of the child will be taken into consideration.

Parents will be able to see what we offer all children including those with SEND on The Local Council's Local Offer website. The local offer puts all the information in one place, about health and social services, education, leisure activities and support groups available in the area for children and young people aged 0–25, with special educational needs and disabilities (SEND). It also explains the additional or different provision provided for children who have SEND. The local offer enables parents, carers, children, young people and practitioners/professionals to see clearly which service(s) and support across education, health and social care, are available locally for all children and young people from birth to 25 years with SEND, and how and when they can be accessed.

Kiddie Capers Childcare will aim to do this by:

Our setting managers will:

- In consultation with the parent/carer of the child jointly assess the extent of the additional support requirement to meet the special need/abilities of the child.
- Work in partnership with the parents to best support not only the child but the family.
- Where external agencies are already engaged in the care and development of that child, the setting manager will consult with those agencies on the extent of the additional support requirement and the appropriateness of the setting to meet those requirements.
- When the setting manager does not feel able to conclude her/his assessment of the setting's ability to meet the needs of that child, the manager will, with support from appropriate professionals, obtain additional professional advice/guidance from the appropriate agencies and our Company Directors.
- When a child with special educational needs and/or disabilities is admitted, the setting manager and Special Educational Needs Co-ordinator (SENCO) will:
  - Agree a schedule of additional support with the parent/carer of the child to be signed and dated by the manager and the parent/carer.
  - Allocate a suitably experienced key person.
  - Review on a regular basis (subject to the extent of the additional support requirement) the setting's performance in meeting the needs of the child.
- When a child with special educational needs and/or disabilities is not admitted, the setting manager will inform the parents of the decision and provide valid reasons as to why the setting is unable to meet the additional support requirements of the child.

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# Kiddie Capers Childcare

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### Equality and Diversity Policy

#### Policy statement

Kiddie Capers' equality and diversity policy recognises that all people have a right to their distinctive and diverse identities and that all people are different and must be treated as individuals.

#### Procedures

We provide a supportive, open environment where all children and employees have the opportunity to reach their full potential. Kiddie Capers will manage the provision of and access to high quality affordable childcare. We promote equality and diversity through our relationships with children, parents, families and carers.

We aim to achieve this by:

- Ensuring all children can be included.
- Providing children with activities and learning opportunities to acknowledge promote and respect diversity in local communities.
- Providing positive images and role models which illustrate non-stereotypical roles, racial, cultural and religious diversity and disability in a way that has real meaning to the children and their families.
- Encouraging an understanding of spiritual development by reflecting all faiths and encouraging the tolerance of all faiths including the promotion and celebration of religious festivals and their meaning. Each individual setting will aim to enjoy and celebrate religious events personal/relevant to the community they serve.
- Having in place policy and/or procedures to deal with inappropriate practices and attitudes, action to be taken should discrimination occur.
- Inviting parents in the reviewing of our policies.
- Ensuring all our publicity will demonstrate an understanding of equality and diversity.
- Using language which is easily understood.
- Wherever there is a widely shared specific need or where individuals have common needs, we will address these through a specific strategy.
- Recognising the need to monitor and review our policies and welcome challenges from, and the involvement of, our employees and customers in this process.
- Actively consulting with different individuals and communities to ensure that the services which are provided are responsive and reflect the diversity of needs.
- Valuing the diversity of all communities, and making our services, facilities and resources accessible and useful to every individual.
- Recognising that our ability to meet these diverse needs is improved by having a diverse workforce which generally reflects local populations and which has the skill and understanding to achieve our service objectives.
- Committing to valuing diversity in our workforce and to developing and training our employees to improve their ability to meet our goals; within an overall framework of equality.

Kiddie Capers Childcare:

- Believe that our employees have an important part to play in making this happen.
- Require every employee to recognise and discharge their own responsibility.
- Undertake to listen to our customers and to involve them in the development of services which recognise and value their diversity.

# Kiddie Capers Childcare

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To ensure that we meet this policy at all times each setting has dedicated Equality Officers who support all members of staff by:

- Ensuring their team, room and garden area are promoting equal opportunities in their practice and environment.
- Ensuring cultures and festivals are equally celebrated and promoted.
- Ensuring the team has a good understanding of cultures and festivals and therefore can promote them correctly.
- Attending training on equal opportunities, promoting inclusion, and cascade this back to the rest of the team.
- Working together with the other Equality Officers and manager to create:

- o A setting that ensures every child is given the same opportunities regardless of their abilities.
- o A setting that positively promotes equality through the genders and cultures.
- o A setting that gives every child an open and accepting knowledge of the world around them.

# Kiddie Capers Childcare

## Policies



### Healthy Eating

#### Policy Statement

Kiddie Capers Childcare wish to promote the right environment for children to understand the importance of making healthy food choices. Mealtimes present a great opportunity to promote healthy food choices for children.

#### Aims

To make sure that children who bring breakfast, lunch, snacks and/or teas from home to eat in Nursery, have food that is just as healthy and nutritious as food served at settings, regulated by national standards. To give clear guidance to parents, carers, children and staff on providing healthy food options. We believe that healthy mealtimes can contribute to the health of children and need to be consistent with the nutritional standards provided by Early Years Nutritional Guidelines. The policy applies to all meals consumed within Nursery. The Nurseries will continue to work with parents and carers to ensure all meals at Kiddie Capers abide by this policy.

#### Example Contents of Breakfast:

- Fruit
- Yoghurt
- Cereal

#### Example Content of Packed Lunches and Teas:

- Fruit and vegetables; at least one portion of fruit, vegetables, or salad a day. Ensure grapes, cherry tomatoes and berries are cut in half (long ways).
- Carbohydrates: starchy food such as bread, pasta, rice, couscous, noodles, potatoes (not fried)
- Dairy; food such as milk, cheese, yoghurt, fromage frais, or soya products
- Drinks; water, pure fruit juice (no added sugar), milk, yoghurt drinks or smoothies.
- A small cake bar or small packet of biscuits.
- Sandwich fillings where possible to be savoury. Products like jam should be an occasional treat.
- All meals should be age appropriate, so that older children can eat independently and should not need preparing by the staff. Please ensure items such as grapes, tomatoes and cocktail sausages are sliced (in half, long ways).
- A packet of age-appropriate crisps or snacks

#### Example Contents of snacks:

- Fruit and vegetables; at least one portion of fruit, vegetables
- Carbohydrate: such as breadsticks, rice cakes, crackers

The following should not be included in breakfasts, lunches, snacks and teas:

- Fried food
- Chocolate Bars
- Nuts or products containing nuts, such as peanut butter and nut based cereal bars.
- Fizzy/sugary drinks in cartons, bottles or cans (including diet or energy drinks which contain high levels of caffeine and other additives which are not suitable for children)
- Sweets
- Microwave Meals

### Special Diets and Allergies

We ask parents/carers to be aware of nut and other allergies. For this reason, children are not permitted to swap food items. We ask parents to refrain from including whole nuts or nut based cereal bars in lunch boxes/bags.

# Kiddie Capers Childcare

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### Food Containers

We ask that parents/carers provide a food container where items can be stored securely and appropriately until the mealtime period. As fridge space may be limited, we advise the meals are in insulated bags, preferably with freezer blocks to keep food cool especially in the summer months.

### Staff Lunch Approach

Staff are encouraged to comply with this policy when bringing in packed lunches and eating with the children.

### Facilities for Meals

We will:

- Provide appropriate facilities to store meals.
- Make sure all children always have access to drinking water (EYFS)

### Snack Times

Snacks will be offered between meals to ensure children receive appropriate levels of energy and nutrition, mid-morning and mid-afternoon.

### Monitoring of Policy

To promote healthy eating, we will regularly monitor the content of breakfasts, packed lunches, snacks and teas. We will talk to parents/carers where necessary and offer guidance on bringing healthy meals and snacks. If meals and snacks are not deemed to meet nutritional standards parents will be advised on changes that need to be made. Once a child is fully weaned, we will no longer reheat food from home. Children are welcome to purchase a hot meal or bring in a cold packed lunch. Any sweets or sugary drinks will be sent home at the end of the day. Water and milk will be provided as an alternative. If a child's meal from home continues not to follow the guidance, then the parent/carer will be asked to come in for a consultation with the manager.

### Birthdays and Other Celebrations

We welcome cakes being brought in for the children by their peers to celebrate Birthdays or any other celebrations. If these are brought into nursery to share amongst the children, we will share these during our session. Please advise a member of staff should you not wish for your child to be given these occasional treats.

### Working with Parents and Carers

We hope that all parents and carers will support this Healthy Eating policy. We will offer advice and guidance to parents and carers on breakfasts, packed lunches, snacks and teas if required.

# Kiddie Capers Childcare

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### Safe Sleep Policy

#### Policy statement

Sudden Infant Death Syndrome (SIDS) or Sudden Unplanned Death in Infancy (SUDI) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died and a review of the baby's clinical history. Safe sleep practices reduce the risk of SIDS/SUDI and the spread of contagious diseases.

#### Procedures

In order to maintain safe sleep practices these policies and procedures will be followed:

- Healthy infants under the age of one will always be put to sleep on their backs. Side and front sleeping is not as safe as back sleeping and is not recommended. Putting an infant on their back does not cause them to choke or aspirate. If a child rolls over themselves whilst they are sleeping they will be left to find a comfortable position themselves, and monitored for the duration of their sleep.
- If an infant has evidence of a medical condition which results in them being unable to be placed on their backs to sleep, this will be documented on their healthcare plan and agreed on a case by case basis with the setting and parents/carers.
- Infants will always be placed in the 'feet foot' position where their feet are up against the foot of the cot.
- Infants will be put to sleep in a cot, mat or small bed designed specifically for sleep.
- If an infant falls asleep in anything other than a cot, mat or bed. The practitioner will assess the safety of the position and act on it appropriately.
- Infant's heads will never be covered with anything whilst sleeping.
- The room temperature, where possible, will not exceed 24 degrees Celsius. All appropriate measures will have been taken, during warmer weather months to reduce the room temperature e.g. limited bedding and clothing for the children, windows opened and fans used to cool the room down.
- The layers placed on an infant will be adjusted according to the room temperature.
- Only one infant will be placed in each cot.
- Visual checks are carried out before the infant is laid to sleep to ensure that there isn't anything inside their mouths or around their cot/bed that could be a choking hazard
- Infants have regular visual breathing and temperature checks to ensure their safety whilst sleeping.
- All infants are given blankets which are used solely for their use and are laundered weekly. Under 1 year olds have breathable blankets e.g. cellular blankets.
- All children who are asleep are checked at least every 10 minutes which is recorded on Family.
- All possible choking hazards are removed from a child before they go to sleep. These include: dummy clips, hair slides, hair ties and bibs.

Our nurseries will work with families, where possible, to ensure children's regular sleep routines are adhered to. However, we ask parents to be mindful that this may not always be possible. For example, when a child returns to nursery, following a period of illness or if they have had a disturbed nights sleep.

# Kiddie Capers Childcare

## Policies



### Sickness Policy (including children with allergies)

#### Policy statement

We aim to provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying illness and following our procedures promptly.

#### Procedures for children who are sick or infectious

- If children appear unwell during the day – for example, if they have a temperature of over 38 degrees, sickness, diarrhoea or pains, particularly in the head or stomach – We will call the parents and ask them to arrange collection of the child.
- If a child has a temperature of over 38 degrees, they are kept cool, by removing top clothing.
- The child's temperature is taken using an in ear thermometer. If it is above 38 degrees, it is recorded on the Family app and parents/carers will be contacted for the child to be given paracetamol or ibuprofen. Permission for medication is given on the app and this will also be logged. Subsequent checks are to be taken and recorded on the app at 30-minute intervals. Parents will be asked to arrange collection of any child with a temperature that remains at 38 or above after one dose of paracetamol or equivalent.
- Children who are sent home with a high temperature will be asked to remain at home until their temperature has returned to below 38 degrees for a minimum of 24 hours.
- In extreme cases of sudden onset of illness an ambulance is called, and the parent informed.
- We can refuse admittance to children who have a temperature of over 38 degrees, sickness and diarrhoea or a contagious infection or disease. We will exclude any child with a contagious illness on the advice of the NHS, or at our own discretion, to prevent the risk of infection to others.
- Where children have been prescribed antibiotics for an infectious illness or complaint, we ask parents to keep them at home for 24 hours before returning to the setting in case of any adverse reaction (unless this medication has been prescribed for the child on a previous occasion).
- After vomiting and/or diarrhoea, we ask parents keep children home for 48 hours following the last episode.
- Staff will advise you of the exclusion period required should your child develop any infectious illness. This may vary, dependent on case numbers and local outbreaks of any such condition.

#### Infectious Diseases – Hand, Foot and Mouth Disease

- To minimise the spread of Hand, Foot, and Mouth Disease (HFMD) and to protect the health of all children and staff, any child exhibiting symptoms of HFMD, including visible spots or blisters, will not be permitted to attend the nursery until all spots have fully scabbed over.
- While this policy differs from NHS guidance, it reflects our commitment to reducing the risk of transmission within the nursery environment and acknowledges the potential severity of the condition.

#### Infectious Diseases – Conjunctivitis

- To maintain a healthy and safe environment for all children and staff, any child showing symptoms of conjunctivitis, including eye discharge, will not be permitted to attend the nursery until there is no longer any discharge from the eyes, or the child has been on eye medication for at least 24 hours.

#### Reporting of 'notifiable diseases'

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, we will report this to Public Health England.
- GPs also have a responsibility to report notifiable diseases too. Therefore, when we become aware, or are formally informed of a notifiable disease, we inform Ofsted and contacts Public Health England, and act on any advice given.

#### Waste disposal procedure

Many viral infections are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults. We:

- Wear single-use vinyl gloves and aprons when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Bag soiled clothing for parents to take home for cleaning.
- Clear spills of blood, urine, faeces or vomit using mild disinfectant solution and a disposable yellow cloth or bodily fluid clean up kit.
- Clean any tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit using a disinfectant or sterilisation process.
- Ensure that children do not share face cloths or towels.

Flexible Childcare at our Nurseries Across Sussex

[www.kiddiecaperschildcare.co.uk](http://www.kiddiecaperschildcare.co.uk)



# Kiddie Capers Childcare

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### Sickness Policy (including children with allergies)

#### Nits and head lice

- Nits and head lice are not an excludable condition; although in exceptional cases we reserve the right to ask a parent to keep the child away until the infestation has cleared.
- On identifying cases of head lice, we inform all parents ask them to treat their child and all the family if they are found to have head lice.

#### Procedures for children with allergies

- When children start at the setting, we ask their parents if their child suffers from any known allergies. This is recorded on Family.
- If a child has an allergy, we complete a Health Care Plan to detail the following:
  - The child's name
  - The nature of the allergic reactions
  - What to do in case of allergic reactions, any medication used and how it is to be used.
  - Control measures - such as how the child can be prevented from contact with the allergen.
  - Review measures.
- This Health care Plan is kept in the child's personal file and a copy is displayed where staff can see it.

#### Insurance requirements for children with allergies and disabilities

- If necessary, our insurance will include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from our insurance provider must be obtained to extend the insurance.
- At all times We ensure that the administration of medication is compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage.

- **Oral medication:**

-Asthma inhalers are now regarded as 'oral medication' by insurers and so documents do not need to be forwarded to our insurance provider. Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.

-We must be provided with clear written instructions on how to administer such medication.

-We adhere to all risk assessment procedures for the correct storage and administration of the medication.

-We must have the parents or guardians' prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to the insurance provider.

- **Life-saving medication and invasive treatments:**

These include adrenaline injections (EpiPen's) for anaphylactic shock reactions or invasive treatments such as rectal administration of Diazepam (for epilepsy).

-We must have:

·information from the child's GP/consultant stating the child's condition and what medication if any is to be administered;

·written consent from the parent or guardian allowing our staff to administer medication; and

·proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.

For children requiring assistance with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.:

-Prior written consent must be obtained from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.

-Staff must have the relevant medical training/experience, which may include receiving appropriate instructions from parents or guardians.

-Copies of these documents may need to be shared with our insurance provider should additional insurance be required. Written confirmation that the insurance has been extended will be issued by return.

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# Kiddie Capers Childcare



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### Health and Safety General Standards

#### Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, volunteers and visitors.

- We aim to make children, parents, staff, volunteers and visitors aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:
  1. Matt Cornford – Company
  2. Nursery Manager – Individual Setting
  3. They are competent to carry out these responsibilities.
  4. They have undertaken health and safety training and regularly updates her knowledge and understanding.
  5. We display the necessary health and safety poster onsite

#### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed at each site

#### Procedures

##### Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the induction and annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We make children aware of health and safety issues through discussions, planned activities and routines.
- We operate a no smoking policy.

##### Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- Our windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

##### Doors

- We take precautions to prevent children's fingers from being trapped in doors.

##### Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.
- Stair gates are in place at the foot and top of the stairs if required

##### Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded and We teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in Our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our settings, including storage areas.

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# Kiddie Capers Childcare

## Policies



### Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- When in use our paddling pools are always supervised.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during warmer weather.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

### Hygiene

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the play room(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes; and
  - ensuring individual use of flannels, towels and toothbrushes.

### Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals of at least every ten minutes.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with [the consent of the manager and the management team/my consent].

### Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

# Kiddie Capers Childcare

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### **Safety of adults**

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

### **Control of substances hazardous to health**

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.

### **The use of plug-in electrical devices brought in by colleagues**

- Staff who bring in their own electrical devices which plug into a socket must ensure they are safe to use. No adaptors should be used, wires should not be frayed or loose, the device should be in good working order.