

NURSERY CARE



WESTMOUNT NURSERY

 **Parish of St Helier**

Parent Handbook

On

Health and Safety

Precautions and Guidelines

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HEALTH AND SAFETY PRECAUTIONS AND GUIDELINES

We aim to work in partnership with all parents and guardians to ensure all children are as safe as possible in our care. Please comply with the following preventative and protective safety measures (in alphabetical order) within our premises:

Abusive, bullying and threatening behaviour

Threatening or abusive harassment/behaviour toward staff and/or other users is unacceptable and will not be tolerated. Incidents of this nature may be reported to the police and may result in a child's place at nursery being withdrawn.

Accidents

Should your child have an accident, nursery practitioners will administer First Aid, record the accident, report it and ask the appropriate adult to sign an accident record, on a child's daily departure. More serious accidents are reported immediately by telephone.

Building security

Building security – children move independently in and out of rooms at times during the day. Some children store their belongings in/near our entrance hall. So when you enter and leave our premises, please ensure all doors are closed behind you and that no one is following that should not be.

Children's personal belongings

Staff and children cannot be held responsible for loss or damage to jewellery and clothing. Prevent this by marking your child's belongings with their name.

Child protection

- We will endeavour to respect parent's wishes and recognise the need for confidentiality – however our prime duty is to the children in respect of confidentiality.
- It may be necessary in some circumstances to contact the Children's Services/MASH for advice and support.
- It is our policy to share information with other professional agencies, where it is seen to be in the best interest of a child.
- Child Protection is non-discriminatory avoiding discrimination against children/adults on the grounds of race, sex and disabilities.
- Parents and guardians (as appropriate) must inform the nursery of their child's collection arrangements.

Fire safety

Our fire alarm system is directly linked to the Fire Service. Children will be evacuated from the building. Please do not enter when fire alarms are sounding.

Food safety

No hot drinks are to be taken into the nursery/in the vicinity of the children. Warm drinks must be in an insulated cup with a lid.

Please be aware that food is prepared in kitchens which has a range of foods such as milk, dairy, nuts, eggs, gluten and shell fish products.

Infection control

We comply with recommendations of the Environmental Health Department. A booklet is kept at the nursery for your perusal.

Children who have suffered from diarrhoea or vomiting should not return to the nursery until they have been **symptom free for 48 hours**.

Medication

Inhalers and **medication** can only be administered by nursery practitioners who are First Aid trained, providing they are **prescribed by a doctor, in its original container, clearly named with stated dosage clearly written**. Medication **must be handed to a member of staff** on arrival and signed for on a consent form – not left in your child's bag at child level.

Miscellaneous safety hazards

- Due to **allergies**, please do not bring or leave foods in your child's bag/peg at child level. All foods are provided.
- Please ensure your child does not wear jewellery at nursery. Any **scarves** should be handed to a member of staff on arrival as such items presents serious choking/strangulation hazards to young children, when left on their pegs.
- Do not leave plastic bags inside your child's bag/peg, as it is a safety hazard.

Ratios

Please adhere to **your child's contracted hours** – Children **must be collected promptly** at the end of the arranged session/contracted hours, as **prescribed by law**. Correct adult-child ratios are dependent on age range. It is a **safety measure** and **breaking these is an offense by law**. Lateness will incur extra charges and persistent lateness may result in forfeiture of the nursery place.

Signing in and out

To comply with the Health and Safety policy, please ensure you sign your child in and out of the premises, as everyone needs to be accounted for in an evacuation/emergency.

Sun safety

Please apply sun cream (at least factor 30) before bringing your child to nursery. Children must wear appropriate clothing to give protection to shoulders and back. Named wide brimmed hats and sunglasses may be provided by parents/guardians. Sunhats are also provided.

As a safety precaution, please refrain from open toed sandals, in order to protect children's feet from the sun, heat and injuries caused by nursery equipment.

Photography, use of devices and Social media

- Photographs/videos – we use cameras and videos when observing and recording children's development and play, including for training purposes. Occasionally photographs may be posted in the media including on the Parish website, in social media or shared with agencies for marketing purposes. If you do not want your child photographed, please inform the Key Worker or Nursery Manager
- As mobile phones are no longer just mobile phones—please do not use mobile phones or other devices whilst on the nursery premises.
- If you want a photo taken of your child whilst at nursery, please ask a member of **staff** who can take images using **a nursery camera or other Parish devices, whilst still ensuring children's identities are protected**, as appropriate.

Toys from home

We encourage children to share nursery toys, as age and developmentally appropriate. Dependent on children's age and stage of development, they may not be willing and/or able to do so – especially their own toys from home. Comforters (such as dummies, soft toys and blankets) are allowed but please refrain from bringing toys from home, as it causes much emotional distress. Staff cannot be responsible for small parts or toys getting lost or broken.

*For more details of our policies, procedures and guidelines—
please see our Nursery Policies Document in parent area/room .*

Nursery Contact Details:

Nursery Manager:

Linda Le Marquand

Email Address:

Linda.LeMarquand@posh.gov.je

Deputy Nursery Manager:

Sarah Paturel

Email Address:

Sarah.Paturel@posh.gov.je