



The Play Den

12 Safeguarding and Welfare Requirements

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

SAFETY

We ensure that the setting, garden, toys and equipment are safe and suitable for children to play and learn in.

There is always plenty of space both inside and outside for children to play and explore. Toys and equipment are of a high standard, are suitable for the ages and stages of children in our care, are regularly replenished (broken toys removed) and conduct **weekly toy cleaning** on a rota which is recorded. Premises are cleaned throughout the day and thoroughly cleaned at night and checked again before re-opening. We record details of all cleaning and risk assessments of key areas are completed.

The premises is secured at the front with a security coded door and cannot be opened without the code. The rear of the property is secured with gates that are bolted at the top (to keep children in) and the bottom (to keep intruders out). Access to the nursery has the added feature of a bolted gate to keep children safe whilst parents and carers enter or leave the building.

Nappies are disposed of in yellow sacks and disposed of by 365 commercial services.

The setting adheres to **Food Safety** regulations and kitchen checks are completed every morning and night. These checks include:

- Temperature checks using a probe
- Cleaning the fridge
- Removing out of date food
- Covering left-over foods
- Storing foods in the correct order on shelving
- Ensuring clean clothes are available and separate cloths are used for cleaning surfaces, the floor and washing dishes
- Wearing blue aprons to prepare and serve foods
- Baby milk is made up as required if warmed (breastmilk or cartons) we do so using a bowl and boiling water (not the microwave)
- Using separate chopping boards for raw and cooked meats, vegetables and salads
- Removing jewellery (except a plain wedding band)
- Nail varnish is prohibited by all staff
- Staff that has experienced any stomach conditions does not prepare or serve food within 48 hours of any episode.

(Safeguarding and Welfare 3)

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Please refer to **HEALTH AND SAFETY POLICY**

The Play Den has a **FIRE AND EVACUATION POLICY** and conducts fire and evacuation drill with the children and staff a minimum of twice per year but usually every term.

The setting is fitted with alarmed smoke sensors throughout the Nursery and all call points are tested weekly. Bi-yearly checks are carried out on the fire equipment and extinguishers are checked yearly. The setting also has a fire blanket (located in the kitchen) and a fire extinguishers located throughout the Nursery in accordance with advise from our fire contractor.

Fire exits are clearly labelled and both staff, colunteers and children are made aware of the fire and evacuation procedure upon induction. All fire exits are free from obstruction. **(Safeguarding and Welfare 3)**

Smoking:

The Play Den operates a non-smoking policy. Staff are strictly prohibited from smoking in uniform. All visitors (staff or otherwise) are prohibited from smoking both inside and outside (on any part of the property). In addition, no person smokes anywhere on the property where children are about to be present. E.G before opening. Smokers are required to leave the premises entirely and go to the public pathway away from the setting. **(Safeguarding and Welfare 3)**

PREMISIS

The setting meets the required space specifications as set out by Ofsted. **(Safeguarding and Welfare 3)**

Toys and resources are organised to enable children (including those with disabilities) to access toys appropriately. The setting has a large enclosed rear garden and a smaller garden for younger children to play in. Both are accessed by patio doors to enable easy access in all weather conditions and are not exclusively for those age groups as children are able to play in either garden when appropriate. The setting operates a 'free-flow' to outdoor play. We supply puddle suits and wellingtons. The only exception to outdoor play is in the event of severe weather conditions. **(Safeguarding and Welfare 3)**

Sleeping children are checked every 15 minutes and an alarm is used to remind staff to conduct sleep checks. The temperature of the room is checked and action taken to reduce or increase the temperature. A record is also kept of checks carried out (including ongoing Risk Assessments) which is kept for one academic year. The setting has a separate baby room to ensure they have plenty of room for physical development. They mix with older children frequently. **(Safeguarding and Welfare 3)**

The setting has four toddler toilets and two adult toilets that are available for older children to use. There are two nappy change areas. Staff use gloves and white aprons when changing nappies and dealing with toileting issues. The setting utilises paper towels for hygiene reasons and every sleeping child has their own sheet (labelled) that is washed mid-week. Each child brings in spare clothing; however, the setting also has spare clothing and necessary items in the event this is not available. **(Safeguarding and Welfare 3)**

There is an office that is available for staff to talk to parents confidentially.
(Safeguarding and Welfare 3)

The Play Den has public liability insurance. **(Safeguarding and Welfare 3)**

This policy was produced on 19/11/12 and last updated on 11/4/19