



## **Health, Hygiene & Safety Policy**

### **Purpose**

In recognition of the great trust that parents place in us as carers of their precious little ones and the fact that a child's health and safety is of paramount importance this policy seeks to detail the practices required, at all times, by all those who work with the children of Aflah Nursery.

Our nursery promotes a healthy lifestyle and a high standard of hygiene, in keeping with Islam and the great emphasis placed on cleanliness therein, in its day to day work with children and adults.

### **This will be achieved by:**

#### **Food**

- Aflah Nursery will observe current legislation regarding food hygiene and training.
- Aflah Nursery promotes a healthy eating Policy: See 'Food & Drink' Policy
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- Children's cooking activities will not use meat as an ingredient and children's allergies will be taken into consideration when planning this activity.

### **In particular each adult will:**

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Use different cleaning cloths for kitchen and toilet areas.
- Keep packed lunches/snacks in the designated space in the kitchen area.
- Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using it.

### **Outdoor play**

- Children will have the opportunity to play in the fresh air throughout the year through the implementation of a free flow area and in the garden of the Children's Centre (after a thorough, daily risk assessment by the Manager).

- Parents are asked to provide pupils with footwear that is appropriate for outdoor play and weather appropriate.

### **Illness & Absence**

- Parents are required to call Aflah Nursery to inform office personnel about their child's absence by at least 10am on the day of absence.
- Parents are asked to keep their children at home if they have any infection and to inform the nursery as to the nature of the infection so that the nursery can alert other parents and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the last attack.
- The presentation of infection, vomiting or diarrhoea within staff should also necessitate time off work, esp. until at least 48 hrs have elapsed since the last attack.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. Staff will wear sterile gloves when doing so.
- If a child is on prescribed medication the procedures detailed in the 'Admin of Medicines' Policy will be followed.
- With regard to the administration of life saving medication such as insulin/adrenalin injections, the position will be clarified by reference to the nursery's insurance company.
- The nursery shall ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

### **Information sources**

- Parents will have the opportunity to discuss health issues with nursery staff and will have access to information available to the nursery.
- The nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

### **Hygiene**

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

#### **Personal Care**

- Wash hands after using the toilet.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Large boxes of tissues will be available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Children will be required to wash hands before and after eating.

- Hygiene rules relating to bodily fluids followed with particular care and all staff and volunteers aware of how infections can be transmitted.

### **Cleaning and clearing**

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using antibacterial cleaner. Fabrics contaminated with body fluids rinsed in hot water.
- Parents are asked to provide a clean set of clothes and pants in a clearly labelled bag (to be kept on pupil peg) in case of accident. A polythene bag will be available in which to wrap soiled garments.
- All surfaces cleaned daily with appropriate cleaner.

### **Escorting Children To The Toilet**

Children are escorted to the toilet by a qualified (security checked) member of staff. Whilst they are encouraged to try to manage themselves, children are given the required and necessary help during the toileting process, however, the door will be left ajar. Nappies or pull-ups etc are always changed by a security checked member of staff. Staff will uphold the dignity and right for privacy of the child/children at all times during the toileting process or personal care routines.

Students are not permitted to take children to the toilet or to change nappies.

A staff member will remain in the vicinity of the washroom until the child is ready to re-join the nursery rooms, escorting the child back. Under no circumstances should a child/children be left alone in the washroom areas owed to the fact that they are external to the nursery rooms.

Children will be reminded to wash hands before leaving the washroom.

### **Safety Policy**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the nursery will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult.
- No photographs will be taken on a mobile phone within the setting by staff.
- All photographs will be taken of children in the nursery rooms, or outside in designated area/s or whilst out on a trip or visit. No photos will be taken in the toilet area of the setting or whilst a child is being cleaned/washed e.g. nappy changing or whilst partially dressed. Any photos taken of a child washing hands in the washroom area will be witnessed by one other member of staff.

- All photos will be processed as per agreed policy. Once printed, all photos will be erased from the camera card.
- All printed photos will be put into the child's development book, on display, returned to parent/s, put in nursery photo albums or shredded.
- No photographs will be stored on a home computer or home laptop unless specifically for the purposes of creating a power point presentation or similar and only by an Operations Manager. After delivery of the power point all stored photos will be erased.
- Regular safety monitoring will include checking of the accident and incident records.
- All adults are aware of the system in operation for children's arrivals and departures.
- Children will leave the group only with authorised adults as stated in the signing in-out book. Should circumstances change throughout the day, a child will only be permitted to leave the nursery with other than their parent or authorized adult once phone contact is made to confirm parental permission.
- Outdoor space is securely cordoned off.
- Equipment is checked regularly and any damaged items are repaired or thrown away
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obscured.
- Heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have access to the kitchen, cookers or any cupboards storing hazardous materials including matches.
- Fire drills are held termly and when new staff, students or volunteers commence.
- A register of children is completed as people arrive so that a complete record of all those present is available in any emergency.
- The nursery operates a no smoking policy.
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually.
- Whenever children are on the premises the correct staff : children ratios are maintained at all times.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking and energetic play receive close and constant supervision.
- Adults ensure that their hot drinks are kept away from children and are placed on surfaces out of the reach of all children. Adults do not walk around with hot drinks within the nursery rooms.
- On outings, the adult : child ratio will be at least one to three.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Children who are sleeping are checked regularly and a member of staff will remain in the vicinity.

- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The premises are checked and thoroughly cleaned before locking up at the end of the day.

Print Name: Ms. Frazana Aslam  
Role: Operations Manager  
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