

## SAFETY POLICY AND PROCEDURE

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### Car

To ensure the safety of your child whilst transporting them in my car;

- I have a full, clean driving license, which is available for you to see on request
- Ensure the car complies with all legislation, MOT, Car Tax etc
- Insure my car for business use as well as full comprehensive car insurance
- Fit all car seats correctly, according to age and weight, making sure the children are correctly strapped into them
- Use the child safety locks in my car whenever possible
- Carry a mobile telephone with me in case of an emergency
- Carry a First Aid kit in the car in case of an emergency
- Teach your child about the dangers of cars and roads, in an age appropriate way
- Advise you in advance if we are making any special trips or long trips in the car
- Try to limit car use should your child suffer from travel sickness so please let me know if your child does get car sick

### The Good Egg Guide to In-Car Child Safety

The Good Egg Guide is a guide which aims to highlight the importance of correctly fitted child restraints and gives guidance on how to find the best seat for your child's height, weight and size. It also outlines the law and highlights responsibilities of the drivers and the passengers. For reference their website is [www.goodeggcarsafety.com](http://www.goodeggcarsafety.com) I use this website to keep me updated with the law on car seats and to check I am using the correct car seats for each child I mind.

### Emergency Back Up Cover

My emergency back-up cover is Karen Gannaway and Clare Holden who are my assistants here at Tummy Ticks. They will be able to look after your children in an emergency for a maximum of up to 2 hours whilst they wait for you to collect your child should there be an incident that means, I, Ruth Thomas, cannot look after your child any longer that day. Karen and Clare both hold a 12 hour paediatric first aid certificate and have access to all emergency contact information for your children.

### Emergency Evacuation

I have an emergency evacuation procedure for my registered home which I practice regularly with the children in my care. On leaving my premises my meeting point is on the corner of the street by the grit box. I will check to make sure I have all the people I should have with me against the attendance record on my phone. In order to keep the children and myself safe I have the following procedure to evacuate my home in the event of an emergency.

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- Sound the alarm (this is a whistle that is blown 3 times in short bursts)
- Then say to the children "It's time to leave the house, it's time to leave the house"
- Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
- Take:
  - Drop off & pick up chart for the day
  - First aid kit with emergency contacts in it
  - Mobile phone
- Assemble down the pavement on the right by the yellow grit bin on the corner
- Contact the emergency services
- Comfort and reassure the children
- Arrange a safe place for the children to stay until parents can collect them
- Follow the instructions of the Emergency Services
- Do not return to the building until the Emergency Services have declared it safe to do so

The emergency evacuation procedure will be practiced on a regular basis with the children so they know what to do should we have to evacuate in a real emergency. Practices will be carried out on different days of the week to ensure all children practice the evacuation and the details recorded in the evacuation log.

### House Rules

It is important to have clear and precise house rules these will be used on a daily basis. These house rules can be found displayed on the wall by the front door.

- We do not swear, call each other names, fight or deliberately hurt anyone else
- We always wash our hands before eating main meals or snacks
- We eat all our main meals at the table or in a high chair to keep the house clean and avoid any accidents
- Smoking is not permitted anywhere on the premises
- We are always kind to each other and treat each other with respect
- We are always kind to the pets that live in the premises
- We take care of the toys and equipment that we play with so it will stay in good condition
- We always take care of the furniture so we have a nice place to sit, play and be in

### Premises

#### ARRIVING, LEAVING & SECURITY OF THE PREMISES

- I will not allow a child to leave my premises unsupervised without the parent's permission first. Please see my 'Late/non collection of child' section of my 'Safeguarding and Welfare Policy and Procedure'.
- I will keep the front and back doors locked when not in use whilst I am in the property to prevent unauthorised people entering the premises.
- Windows that are locked will have a key in the room so you can unlock the window in case of an emergency.
- I will follow the process in my Safeguarding and Welfare policy under 'Late/non collection of child' in the event that a parent or designated person cannot pick up a particular child.
- I will always try to have any maintenance / building work done on my property over the weekend or when I do not have minded children on my premises.
- I will check any visitor's identity by asking for their identity badge or card and if I am unsure of their genuine intentions, I will close and lock the door and make further inquiries by phoning authorities they say are connected to or the police.

DISABILITY - I openly welcome any child no matter what their disability and should a child with a disability need to attend my setting then I would consult Rachael Clelland - 07827 979 623 [rachael.clelland@bristol.gov.uk](mailto:rachael.clelland@bristol.gov.uk) who is the Early Years Project Officer for Inclusion to discuss any adjustments I may need to make to my property before the child starts with me. I will also consult the parents in detail with regard to the child's needs; this will allow me to offer the best care for that child.

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**OUTSIDE** - The children in my setting will always have access to the garden should they want to play outside, providing the weather does not make it unsafe for them to be outside e.g., too cold, high winds, icy, hail storms or thunder and lightning. I also take the children on many outings to various different parks where they can play on age appropriate swings, slides and climbing frames. I also like to encourage children to play ball games, running games and nature spotting walks in the parks.

**SLEEPING AREAS** - I will provide quiet sleeping areas for children under 5 years old should it be required and will use a monitor to keep a watch on the sleeping children. I will also regularly go and check your child is safe whilst they are sleeping to keep an extra eye on them.

**SPACE** - It is my responsibility to ensure my premises are safe, secure and fit for their purpose of childminding. I must meet the space requirements of indoor space per child which are as follows:

- Children under two years: 3.5m<sup>2</sup> per child
- Two year olds: 2.5m<sup>2</sup> per child
- Children aged three to five years 2.3m<sup>2</sup> per child

**TOILET FACILITIES & NAPPY CHANGING** – I have one toilet which is used by toilet trained children and any adult that is in the property. The toilet is cleaned daily and as and when necessary. There is no lock on our bathroom so children cannot lock themselves into the toilet. The nappy changing area is on the changing table in the lounge. I use antibacterial wipes to clean the whole area and the changing mats. After changing a baby I will wipe the mat with anti bacterial wipes suitable for that area. I place all dirty nappies in a nappy bag and then directly into my bin outside.

**TOYS** - There are toys available on open shelves in the lounge which are easily accessible by any child. I always have a range of toys that are suitable for the children I am minding that day. Toys that have been played with will be checked when tidying them away for breakages and damage that could cause it to break in the near future. If a broken toy cannot be fixed properly then it must be thrown away or recycled. I clean the toys regularly as they may have been dribbled on or have food on them. If I can I wash them with hot soapy water I will but if they have electrical parts then I will wipe them with anti bacterial wipes then wipe with warm water and dry. I have all my equipment necessary for the day organised so it is easily accessible to me during the day.

### **Risk Assessments**

It is vital that your child has a safe environment to play in. To ensure that the environment is as safe as possible I carry out risk assessments that are reviewed on a yearly basis and when necessary. I base every risk on the below steps:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record my findings and implement them
- Step 5 Review my assessment and update if necessary

I have a Risk Assessment folder which is available for you to look at. It is located in my dining area. I risk assess everything I do at every minute of every day as we all do, but I do keep written risk assessments of my whole house and outside areas of my property and I also have a general outings risk assessment. I have also completed a 'Think About Risk' sheet for various outings and also for driving and using public transport. These sheets help me to think about different risks that I may face from each outing that I am going on with the children allowing me to plan and prevent exposure to unsafe elements of the outing.

I have a risk assessment check list which I complete every day before the minded children arrive, ensuring I do not forget any hazards I have identified in my full risk assessments of the premises. If I am planning to take the

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children into environments that are unknown to me I try to do a risk assessment in advance so I am aware of any potential hazards, although this may not always be possible.

### **Weather**

In the event of severe bad weather (heavy snow, ice, fog, floods), it remains the parents decision whether or not to bring their child to my service. However, should your child be with me and the weather takes a turn for the worst and I decide to close, you will be contacted to come and collect your child as soon as you can.

My heating and hot water uses gas, if the heating breaks down and it is below a safe level of 16 degrees, I will utilise my wood burner to keep us warm using the fire guard for safety and will contact you to collect your child should you wish to. If I cannot utilise the wood burner in this circumstance then I would take the children somewhere warm (a cafe or library etc) and contact you to come and collect your child immediately.

If parents are delayed by severe bad weather, they must inform me as soon as possible, please see the late / non collection section in my Safeguarding Policy, and keep me updated about their journey. The child will be kept safe and reassured during this time. If you cannot bring your child to me in the morning of their session, for instance if you are snowed in, please inform me as soon as possible.

I will always use my common sense whether to go out on journeys or not. Children need to be dressed appropriately to go out in (and play!) in snow etc. If children do not arrive in or have suitable clothes for outdoor play, I will try to provide suitable clothing should I have spares in their size but ultimately we will have to stay inside if clothing is not appropriate. Please ensure your child has wellingtons or snow boots that fit them for use in the snow or bad weather conditions.

If schools or nurseries have to close due to bad weather, I will be happy to collect your child from school (unless the parents are able to collect the child or ratios do not permit me to). I will then keep them with me for the remainder of the day. In these circumstances you will be charged extra for the additional time that I care for your child if the hours concerned are not within your normal contractual agreement.