

BEANSTALKS CHILDCARE LTD

PARENT INFORMATION PACK



BEANSTALKS PROSPECTUS

Setting name	BEANSTALKS CHILDCARE		
Address	WOODHEYS / TYNTESFIELD PRIMARY SCHOOLS / COPPICE PRE-SCHOOL		
Telephone number	01612910545	Email	beanstalks@hotmail.co.uk

Our setting aims to:

- provide high quality care and education for children below statutory school age
- embrace the new Early Years Foundation Stage (EYFS) and use it as the basis of our approach to early learning and development
- work in partnership with parents to help children to learn and develop
- ensure that each child is in a safe and stimulating environment
- offer children and their parents a service that promotes equality and values diversity.

We are registered by the Office for Standards in Education (Ofsted) which inspects all care and education provision. Copies of inspection reports are available on request for parents and carers and online at www.ofsted.gov.uk.

Parents

Parents and carers are important members of the setting with valuable knowledge and information to share about their children. By sharing information, you can make sure that the setting provides the most appropriate care and education for your child.

We encourage you to become involved in all aspects of the setting. You can be involved in the setting's management through the parent forum. We also keep you up-to-date and involved by holding regular parent evenings and open days. Newsletters and a parent's notice board also share the latest information about nursery activities.

Staff

Our setting complies with regulatory requirements and has the appropriate number of qualified staff for the children attending. We provide in-service training and staff development opportunities to continually update their skills, knowledge and experience. Due to our commitment to safeguard children, we follow a carefully structured recruitment and selection procedure. All new staff must undergo a range of security checks including criminal record disclosures, reference and qualification checks and successfully complete a probation period.

Key worker

The setting operates a key worker system and upon joining you and your child will receive support from an experienced member of staff responsible for your child's individual needs. Your child's key worker will find out from you about your child's interests, likes, dislikes and special requirements. Although the key worker will be your dedicated point of contact for questions and answers, all staff will be happy to feedback or discuss any concerns with you. The key worker will also monitor and keep confidential records of your child's progress and achievements. These records are always available for you to see and contribute towards.

Curriculum

The Early Years Foundation Stage provides the statutory framework for young children's learning and development from birth. We provide a broad range of challenging and stimulating play activities, both indoors and outdoors, that promote children's overall development. Individual planning enables each child to meet his/her personal goals and we take into account any special educational needs. The areas of learning and development include:

- personal, social and emotional development
- communication and language
- mathematics
- literacy
- knowledge and understanding of the world
- expressive arts and design
- physical development.

We assess how young children are learning and developing by observing them frequently. We believe that

parents know their children best and we ask them to contribute to assessment, sharing information about what their children like to do at home and how parents are supporting development.

Settling in

We want your child to feel happy and safe with us. During the settling-in period you will meet your child's key worker and they will be able to support you if you are feeling anxious and answer any questions you may have. The setting has a settling-in policy and a copy is enclosed in this prospectus.

Daily routine

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the session/day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning.

The setting organises the day so that children can take part in a variety of child-chosen and adult-led activities. These take account of children's changing energy levels throughout the day.

The setting caters for children's individual needs for rest and quiet activities during the day.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

Mealtimes

The setting makes snacks and meals a social time when everyone eats together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food taking into account all dietary requirements. The weekly menus are on display.

Policies

Copies of the setting's policies and procedures are enclosed with this prospectus or are available for you to see at the setting.

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and their parents.

The staff and parents of the setting work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. The policies include:

- equal opportunities policy
- health and safety policy
- security and child protection policies
- special educational needs, medical needs and confidentiality policies
- moving, handling and physical restraint policies
- complaints procedure
- discipline policy.

PARENT INFORMATION

(COMPLAINTS)

Beanstalks encourages parents to share their concerns regarding the running of the provision and suggestions for improvement as early as possible to avoid concerns escalating before they are resolved.

All parents are given a copy of the provision's complaints procedure when their child starts attending the provision. The procedure sets out straightforward steps to make a complaint and informs parents on how their complaints will be dealt with. These steps involve:

- talking to the child's key person about the concern, or
- talking to the key person's manager if the concerns are about the key person
- agreeing a course of action.

If no agreement can be made, then the parent should put the complaint in writing to the provider, which must then record the complaint and investigate it, keeping the parent informed. At all times the provider should seek to resolve the concern and agree a course of action with the parent.

The parent may wish to complain to Ofsted. Where appropriate, the provider will agree the course of action with Ofsted.

Contact details for Ofsted are: 26-32 Store Street, Picadilly Gate Manchester M1 2WD, tel: 0300 123 1231 e-mail: enquiries@ofsted.gov.uk. The Ofsted website contains guidance for parents on how to make a complaint at www.ofsted.gov.uk.

Admissions Procedure

A prospectus is available to parents on request and can be either collected from the setting or posted out to prospective parents. This booklet contains information on the setting, photographs and contact details.

We actively encourage parents to visit the setting while sessions are in progress so they can see how we operate and the interaction between the staff and the children. We request that parents make an appointment for these visits so that they do not have an impact on the running of the setting.

We request that parents complete an application form and then they are either placed on a waiting list or offered a place if there are vacancies in the setting. We do not charge for being on the waiting list; however, we request that parents keep us informed if they take up a place at another setting and no longer wish to remain on our list.

Before admission we will require parents/carers to complete a comprehensive pack of documentation. This provides the setting with permission for events such as outings and the taking of photographs and detailed information on their child enabling us to provide continuity of care where possible, as well as meeting the child's individual needs.

On admission, it is our policy to offer two two-hour sessions free of charge to assist with the settling in of the child into the setting. These sessions are only available once payment of one month's fees in advance has been received and need to be pre-arranged with the allocated key worker to ensure they are available to provide the additional support the child may require.

See our [settling in policy](#) for more details.

All children are welcomed to attend our sessions and we make no discrimination. Children and families are all valued, regardless of their ethnicity, culture, religion, disability, sex, social and economic background, etc. We demonstrate a commitment to working with parents to provide an environment that is suitable for their child's individual needs, this includes supporting children in developing independent toileting, and we will not exclude children using nappies.

Behaviour Management (Parent Information)

We aim to work with the children to enable them to develop self-discipline and self-esteem in a safe environment of mutual respect and encouragement. We promote positive behaviour and have developed strategies for dealing with unwanted behaviour. We work closely with parents to support children who may be demonstrating unwanted behaviour, sharing strategies and providing additional one-to-one time for the child if they are in need of extra emotional support.

To promote positive behaviour we have implemented the following.

- We have developed some simple rules for the setting. These are explained to everyone in the setting. We involve the children in helping to agree rules wherever possible.
- All adults in the setting ensure that the rules are applied consistently, so that children have the security of knowing what to expect and learning right from wrong.
- All staff try to provide a positive role model for the children with regard to friendliness, care and courtesy. Modelling polite manners such as saying "please" and "thank you".
- Staff in the setting praise and encourage desirable behaviour such as kindness, turn taking and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

When children behave in undesirable ways we will follow the procedure outlined below.

- Children who misbehave will be given one-to-one adult support in talking about what was wrong and why and how to behave more appropriately. Where appropriate this might be achieved by a period of "time out" with an adult.
- In cases of serious misbehaviour, such as racial, bullying or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame. Parents will be informed.
- In any case of misbehaviour it will always be made clear to the child or children concerned that it is the behaviour and not the child that is unwelcome.
- Staff will not shout or raise their voices in a threatening way.
- Physical punishment, such as smacking or shaking, will be NOT be used or threatened. Such behaviour from any member of staff in the setting would be classed as gross misconduct, which could lead to instant dismissal.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such as a "naughty chair" will not be used.
- Staff will make themselves aware of and respect a range of cultural expectations regarding interactions between people.
- Staff will be aware that some kinds of behaviour may arise from a child's special needs. They will work with the SENCO to develop strategies to support the individual child's behaviour.

NUTRITION

Provision of Food by Parents (HOLIDAY CLUB)

Where food is provided by parents, the early years service will need to ensure that the food is suitable. An advice sheet with food suggestions given out to parents at the start of their child's involvement with the service is a good way to ensure that parents supply the kind of food that is acceptable.

Advice for parents could include the following suggestions.

- Include something from each of the four main food groups: starchy foods such as bread, potatoes, rice and pasta; fruit and vegetables; milk and dairy foods; and meat, fish and other non-dairy sources of protein. The food should contain at least some protein to keep children alert, carbohydrates for energy, calcium for growth of healthy bones and teeth, and fruit and vegetables for vitamins and minerals.
- Include at least a portion of fruit or vegetables, such as cherry tomatoes, banana, carrot, cucumber, celery and peppers, as this will set the child on their way to the recommended five portions per day.
- Make sandwiches out of brown bread or, if the child will not eat brown bread, using "whole white" bread (white bread made with one-third wholemeal flour).
- Vary sandwich fillings using high-protein fillings such as chicken, egg, ham, tuna or cheese.
- Include salads such as chicken Caesar salad or tuna pasta salad as a carbohydrate rich alternative to sandwiches.
- In the winter or on cold days, send in some home-made soup.
- Cut down on crisps, which are high in fat, and choose plain popcorn, or dried mixed fruit (without added sugar) instead.
- Replace cakes, chocolates and biscuits with scones, currant buns and fruit bread.
- Make sure that the child gets enough calcium by adding a slice of cheese, yoghurt or rice pudding.
- Always make sure that the child is given a healthy drink to go to school with to keep him or her hydrated and able to concentrate.
- Rather than drinks that are very high in sugar, such as fizzy drinks or "juice drinks", include unsweetened fruit juice or water.
- Add a fruit smoothie made from natural yoghurt, mixed berries and perhaps a dash of honey, or maybe a home-made flavoured milk shake.
- Avoid foods with a high salt or sodium content or include them sparingly. A product that's high in salt is one with anything above 1.25g of salt per 100g or 0.5g of sodium per 100g.

- Avoid foods with high saturated fat content or include them sparingly (but do not use low-fat options, as children under the age of five should not have a low-fat diet).
- Avoid foods with high sugar content or include them sparingly. A product with a lot of sugar is one that has 10g or more of sugar per 100g, while a product low in sugar generally contains 2g or less per 100g.

Parents' Handout: Early Years Nutrition Nutrition

Our philosophy is that eating should be a relaxed, happy and social occasion. In our nursery the children eat altogether sitting with the staff, so that we can use mealtimes as an opportunity to develop and encourage children's eating and social skills.

The children are taught to wash their hands before snack and any meal.

We are keen to work with parents at all times to ensure that the dietary needs of our children are met. We welcome any parent with suggestions or concerns to contact us.

We take our responsibilities for food safety very seriously indeed. All of our handling staff have up-to-date training in food hygiene, and all food produced or supplied in and for Beanstalks stored, prepared and served to the highest standards of food safety

Equal Opportunities Policy

This setting is committed to promoting understanding of the principles and practices of equality and justice. The setting encourages equal opportunities and operates an equal access policy.

All children, irrespective of their race, colour, family structure and social, cultural and religious backgrounds are welcomed. The setting welcomes all children with disabilities and special needs and encourages full integration within the daily life at Beanstalks.

The setting respects and celebrates cultural diversity and acknowledges its responsibility to promote positive images and role models to the children in its care. Activity programmes will reflect the multicultural nature of our society in an environment where gender stereotyping is not an option.

Staff will be expected to create an atmosphere that allows children to feel valued and enable them to develop a high self-esteem. It is the responsibility of all members of staff to ensure that the statements in this policy are complied with. Members of staff who are found to be in breach of this policy will be subject to disciplinary action.

Any signs of direct or indirect discrimination resulting in one person being treated less favourably than another must be challenged. The setting expects that unacceptable conduct of an anti-discriminatory nature, from staff or any adult, which has been observed by another member of staff, would be reported.

The activities and play materials in the setting help the children to broaden their knowledge and understanding of people and cultures in our society and the world at large. For example, as well as celebrating Christian festivals, the setting bases activities on religious and cultural celebrations from across the globe, and the children play with dolls and other toys which reflect race, culture, or physical ability which is different from their own. All children in this setting are given the opportunity to play with all the toys (subject to health and safety with children under three years of age). No toys are just for girls or just for boys.

All children in this setting are provided with the opportunity to reach their full potential. Sometimes this may involve staff adapting an activity to suit the individual ability or stage of development of a child, providing additional or different resources or by providing additional staff support and attention.

Parents' Handout: Advice to Parents and Carers on Bringing Food from Home

It is the policy of Beanstalks to ensure that all food and drink prepared and consumed on its premises is prepared to the highest standard to prevent any type of illness in the children in its care and their staff.

We would therefore welcome a few moments of your time to read through these guidance notes on bringing milk and food prepared at home.

Bringing in Food from Home

Unfortunately we do not have suitable premises to provide children with food, other than snacks (ie fruit and juice, etc mid-morning and mid-afternoon), we ask parents and carers to bring in a lunch box prepared at home.

Whilst the majority of parents and carers are familiar with food hygiene regimes we would like to confirm how food should be prepared for lunch boxes.

- Please sanitise the food preparation area.
- Please ensure that you have washed your hands.
- Please ensure that the lunch box itself has been thoroughly washed in hot soapy water.
- If you are feeling unwell, or have a tummy upset, please take extra special care or ask another family member to do the preparation for you.

Please pack the food in a plastic container, labelled with your child's name, the date and the food it contains. Ideally this should be transported in an insulated cooler with chiller or ice packs. On arrival the lunch boxes will be placed in our refrigerator

Please do not provide any foods in your child's lunch box that contain nuts or may have traces of nuts to safeguard other children who have a nut allergy. Thank you.

Illnesses and Accidents Policy

Name of organisation: Beanstalks

Policy Statement

It is the policy of Beanstalks that children in our care are kept safe at all times.

Beanstalks understands its duty to promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill. In this respect the nursery is fully compliant with Section 3: Welfare Requirements of the Early Years Foundation Stage (EYFS) statutory framework.

Procedure

At Beanstalks we realise that all children have minor illnesses, such as minor coughs and colds, from time to time that do not prevent them from attending. In these circumstances staff should allow children to attend.

Beanstalks is also aware that some children have longer term illnesses and conditions that, while serious, do not affect their day to day life and that living a "normal" life and attending early years care is an important part of their coping with that illness. These cases will always be discussed with the parents/guardians at the enrolment stage and, if accepted at the nursery, a suitable plan of care will be agreed which may involve the administration of prescribed medication.

However, Beanstalks is also aware that some children will have minor or serious illnesses from time to time that should prevent them from attending. It is therefore the policy of the nursery that children who have anything more than a minor illness should be kept at home. This is particularly important in the case of any infectious illness that might be spread.

Children with the following signs or symptoms will be excluded from the club

- diarrhoea and/or vomiting
- doubtful rash
- conjunctivitis
- infectious illness, eg chicken-pox, mumps or measles
- fever or temperature.

Parents/guardians should be advised that their children may not return to the nursery until 48 hours after they have been symptom free.

If a child arrives at the nursery ill, the senior member of staff will take the decision as to whether the child is fit to attend or not. If not, the parent will be asked to take the child home.

If a child becomes ill while at the nursery or has an accident then the duty first aider will be asked to see the child immediately and the child's parents/guardians should be called and asked to collect the child. While waiting for the parents/guardians the child will be monitored and comforted and given the chance to rest in a quiet area. If the child's condition worsens such that it causes concern to the first aider and staff then suitable medical treatment should be arranged in the form of a GP, an ambulance or transport to Accident and Emergency as appropriate and the parents/guardians informed.

In the event of an illness or accident requiring hospital treatment, the person in charge will try to inform the parents/guardians immediately and arrange to have the child taken to hospital. The person who takes the child should stay with the child until the parents/guardians arrive.

If the parents/guardians do not arrive or are unable to be contacted, the member of staff should stay with the child until the appropriate treatment has been given and follow the advice of a responsible doctor. Where appropriate they should return with the child to the nursery where he or she would be cared for until the arrival of the parents/guardians.

In all cases the first aider will complete a detailed report of what happened and action taken.

Any illness, accident or injury to a child will be recorded in the accident book and, in the case of a serious injury, an appropriate report made to Ofsted as required by the Early Years Foundation Stage (EYFS) statutory framework. Reports should be made via the Ofsted Contact Centre on 08456 404040.

Parents' Handout: Illnesses and Injuries

Please do not bring your child into Beanstalks if they are ill. Children do not cope well if feeling unwell and in a Club environment illnesses can easily spread.

At Beanstalks we realise that all children have minor illnesses, such as minor coughs and colds, from time to time that do not prevent them from attending. In these circumstances, if the illness is very minor, nursery staff will usually allow children to attend, depending on how the child feels on the day.

However, Beanstalks is also aware that children will have minor or serious illnesses from time to time that should prevent them from attending. It is therefore the policy of the nursery that children who have anything more than a very minor illness should be kept at home. This is particularly important in the case of any infectious illness that might be spread to other children.

Therefore, children with the following illnesses or symptoms should not attend the nursery:

- diarrhoea and/or vomiting
- doubtful rash
- conjunctivitis
- infectious illness, eg chicken-pox, mumps or measles
- fever or temperature.

Children should not return to the nursery until 48 hours after they have been symptom free.

If a child arrives at the nursery ill then the senior member of staff will take the decision as to whether the child is fit to attend or not and you may be asked to take the child home.

If a child becomes ill while at the nursery our duty first aider will be asked to see the child immediately and the child's parents/guardians will be called and asked to collect them. While waiting for the parents/guardians the child will be monitored and comforted and given the chance to rest in a quiet area. If the child's condition worsens such that it causes concern to the first aider and staff then suitable medical treatment should be arranged in the form of a GP, an ambulance or transport to Accident and Emergency as appropriate and the parents/guardians informed.

In all cases of childhood illness parents/guardians are advised to obtain appropriate and timely medical or healthcare advice.

Parents' Handout: Security Collection Procedure

This setting uses the following collection procedure for the collection of children at the end of their session.

- The child's key worker must know who is collecting the child each day and who is not allowed contact (where appropriate).
- If another adult is to collect the child, the setting should be informed in writing, the day before if possible.
- Adults nominated by the parents to collect a child should provide a password that has been previously agreed between the parents and the key worker.
- All children must be signed out by a member of staff before they leave.
- We will ensure no child leaves unsupervised, parents should help by leaving the doorway clear so that no child can slip through unnoticed.
- If you are unavoidably detained and cannot arrive on time to collect your child, please telephone to inform us. We reserve the right to charge for extra time that your child stays at the setting.
- If your child remains uncollected, we will phone all contact numbers after 15 minutes and if we cannot make contact the police or local authority social care for children will be contacted.

Health and Safety Policy Statement

Beanstalks acknowledges the provisions of the Health and Safety at Work, etc Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of children, parents and carers, , staff and others using its premises or participating in its activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the employer is "To provide a safe and healthy working environment for staff and visitors and a safe, caring and developmental environment for children."

The arrangements outlined in this statement and the various other safety provisions made by Beanstalks cannot prevent accidents or ensure safe and healthy working conditions. We believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Beanstalks will take all reasonable steps to identify and reduce hazards to a minimum but all staff and children must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises or while taking part in activities.

Procedure

Duties of the Employer

1. In the discharge of its duty the employer will:
 1. make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
 2. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the provision
 3. periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 4. identify and evaluate all risks relating to:
 1. accidents
 2. health
 3. all activities, including work experience

5. identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
6. create and monitor the management structure.
2. In particular the employer undertakes to provide:
 1. a safe place for staff to work and for children to be cared and developed, including safe means of entry and exit
 2. plant, equipment and systems of work which are safe
 3. safe arrangements for the handling, storage and transport of articles and substances
 4. safe and healthy working conditions which take account of all appropriate:
 1. statutory requirements
 2. codes of practice whether statutory or advisory
 3. guidance whether statutory or advisory
 5. supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner
 6. necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 7. adequate welfare facilities.
3. So far as is reasonably practicable the employer will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
 1. this policy
 2. all other relevant health and safety matters
 3. instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the Responsible Person

1. As well as the general duties which all members of staff have (see 5.0), the responsible person has responsibility for the day-to-day maintenance and development of safe working practices and conditions for staff, volunteers, children, visitors and any other person using the premises or engaged in activities sponsored by the provision and will take all reasonably practicable steps to achieve this.
2. The responsible person is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
3. In particular, the responsible person will:
 1. be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the provision
 2. ensure, at all times, the health, safety and welfare of staff, children and others using the premises or facilities or services or attending or taking part in the provision's activities

3. ensure safe working conditions for the health, safety and welfare of staff, children and others using the school premises and facilities
4. ensure safe working practices and procedures throughout the provision including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
5. consult with members of staff, including the safety representatives, on health and safety issues
6. arrange systems of risk assessment to allow the promptly identification of potential hazards
7. carry out periodic reviews and safety audits on the findings of the risk assessment
8. identify the training needs of staff and children and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
9. encourage staff, children, parents, carers and others to promote health and safety
10. ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, children and others are made safe without delay
11. encourage all employees to suggest ways and means of reducing risks
12. collate accident and incident information and, when necessary, carry out accident and incident investigations
13. monitor the standard of health and safety throughout the school, including all activities, encourage staff, children and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
14. monitor first aid and welfare provision
15. monitor the management structure, along with the governors.

Duties of Supervisory Staff

1. All supervisory staff (eg room supervisors, practitioners) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
2. In addition to the general duties which all members of staff have, they will be directly responsible to the responsible person or the member of staff nominated by the that person to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
3. They will take a direct interest in the health and safety policy and in helping other members of staff, children and others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:

1. safe methods of working exist and are implemented throughout their department
2. health and safety regulations, rules, procedures and codes of practice are being applied effectively
3. staff, children and others under their jurisdiction are instructed in safe working practices
4. new employees working within their department are given instruction in safe working practices
5. regular safety inspections are made of their area of responsibility as required by the responsible person or as necessary
6. positive, corrective action is taken where necessary to ensure the health and safety of all staff, children and others
7. all plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order
8. all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
9. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
10. toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
11. they monitor the standard of health and safety throughout the department in which they work, encourage staff, children and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
12. all the signs used meet the statutory requirements
13. all health and safety information is communicated to the relevant persons
14. they report, as appropriate, any health and safety concerns to the appropriate individual.

Duties of All Members of Staff

1. All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
 1. take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
 2. as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
3. In particular all members of staff will:
 1. be familiar with the safety policy and any and all safety regulations as laid down by the employer
 2. ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and children
 3. see that all plant, machinery and equipment is adequately guarded and in good and safe working order
 4. not make unauthorised or improper use of plant, machinery and equipment
 5. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 6. ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
 7. report any defects in the premises, plant, equipment and facilities which they observe
 8. take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, Contractors and Others

1. When the premises are used for purposes not under the direction of the employer then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices. This may mean liaising with the landlord within shared premises.
2. The employer or the co-ordinator will seek to ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. If in shared premises it will usually be whilst the provision is open.
3. Where the provision has sole use of the premises and the premises are hired to persons outside the employ of the employer, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all safety directives of the employer and that they will not without the prior consent of the employer :
 1. introduce equipment for use on the premises
 2. alter fixed installations
 3. remove fire and safety notices or equipment
 4. take any action that may create hazards for persons using the premises or the staff or pupils of the school.
4. All contractors who work at any premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all

persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.

5. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the employer will take such actions as are necessary to prevent persons in his or her care from risk of injury and may wish to consult with the Health & Safety Executive for guidance and possible enforcement of the legislation.
6. The employer draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Staff Consultative Arrangements

1. The employer will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

Codes of Practice and Safety Rules

1. In consultation with the employer (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
2. From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as SEAC, will issue codes of practice on particular topics for the guidance of employers who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate.

Risk Assessment

1. The responsible person will ensure that a risk assessment survey of the premises, methods of work and all activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

Emergency Plans

1. The responsible person will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the provision. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 1. save life
 2. prevent injury
 3. minimise loss.

This sequence will determine the priorities of the emergency plan.

2. The plan will be agreed by the employer and be regularly rehearsed by staff and children. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the employer.

First Aid

1. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
2. The number of certificated first aiders will not, at any time, be less than the number required by law.
3. At the discretion of the employer other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the employer after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the employer as that being sufficient to meet the needs of all foreseeable circumstances.
4. Supplies of first aid material will be held at various locations throughout the building. These locations will be determined by the responsible person. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
5. Adequate and appropriate first aid provision will form part of the arrangements for all external visits.
6. A record will be made of each occasion any member of staff, child or other person receives first aid treatment either on the school premises or as part of a provision's activities.