

2.0 Health & Safety Statement

Aims

Little Troopers Day Nursery is committed to undertaking all that is reasonable to prevent personal injury and protection from foreseeable hazards for all employees.

The nursery regards the promotion of Health & Safety as the objective of all employees, regardless of their position within the company.


The Management acknowledges its responsibility to:

- Provide and maintain safe and healthy working conditions, practices, and procedures, taking account of any statutory requirements.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Provide, maintain, and supervise the use of all necessary Health & Safety facilities and protective equipment.
- Continually monitor and investigate Health & Safety matters in conjunction with employees or their representatives in order to eliminate potential hazards.

Employees have a duty to cooperate in the operation of this policy by:

- Using protective equipment and facilities provided and adhering to statutory obligations.
- Working safely and efficiently.
- Reporting all incidents or hazards that have caused, or may result in, personal injury.
- Adhering to nursery procedures and practices to ensure safe and healthy working conditions are maintained at all times.
- Participating in Health & Safety activities and training which are organised by the nursery in order to eliminate potential hazards.
- Assisting in the investigation of accidents, with the objective of considering (and introducing) new measures to prevent a recurrence.

A copy of this statement and the Health & Safety policy will be continually reviewed by the Nursery Management team and revised as appropriate.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.1 Health & Safety policy

Introduction

As a company, Little Troopers Day Nursery has a duty to look after the health, safety, and welfare of all of its employees while at work. This includes the health and safety of those not in its employment, but who might be affected by the company's operations, such as the children, parents, volunteers, and visitors.

This duty is qualified by the standard "so far as is reasonably practicable", Therefore it is the aim of Little Troopers Day Nursery to take all reasonably practicable action will to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to nursery property, by promoting awareness of legal, personal, and economic responsibilities.

In order that employees are able to work safely, adequate information, instruction, training, and supervision must be provided, as well a workplace which is safe, without risk to health and adequate as regards to welfare facilities.

It is the duty of all employees to conform to our nursery policy and safe systems of work such as the nursery's procedures and to accept and carry out their responsibilities. Failure to do this may result in harm, damage, or personal injury. This awareness will be achieved through the company's planned induction and training and accompanying literature including this policy and the company staff handbook.

Employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act 1974, to take responsibility for their own safety and that of other workers, and to co-operate with the company as to enable it to carry out its own responsibilities successfully.

Those employees of a senior level (Room Leaders and Management) who authorise work tasks to be carried out by more junior employees must ensure that sufficient information, instruction, supervision, and training are provided to enable them to avoid hazards and contribute to their own safety and health at work. Senior staff must also carry out safety inspections of the working environment (including daily visual inspections) under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. Little Troopers Day Nursery reviews all working practices regularly to ensure that the safest procedures are implemented. These are achieved by undertaking regular risk assessments.

All volunteers, students, parents, visitors and sub-contractors such as building contractors or hygiene service providers contracted by the nursery will be required to comply with and adhere to the nursery's policy on safety.

Responsibilities

Little Troopers Day Nursery is committed to undertaking all that is reasonable to prevent personal injury and protection from foreseeable hazards for all employees.

The company regards the promotion of Health & Safety as an objective of all employees, regardless of their position within the company.

The Management acknowledges its responsibility to:

- Provide and maintain safe and healthy working conditions, practices, and procedures, taking account of any statutory requirements.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Provide, maintain and supervise the use of all necessary Health & Safety facilities and protective equipment.
- Continually monitor and investigate Health & Safety matters in conjunction with employees in order to eliminate potential hazards.

Employees have a duty to cooperate in the operation of this policy by:

- Using protective equipment and facilities provided and adhering to statutory obligations.
- Working safely and efficiently.
- Reporting all incidents or hazards that have caused, or may result in, personal injury.
- Adhering to nursery procedures and practices to ensure safe and healthy working conditions are maintained at all times.
- Participating in Health & Safety activities and training which are organised by the nursery in order to eliminate potential hazards.
- Assisting in the investigation of accidents, with the objective of considering (and introducing) new measures to prevent a recurrence.

The Company Director

The Company Director has overall responsibility for Health & Safety at Little Troopers Day Nursery, discharging this responsibility through the Nursery Manager, Deputy Nursery Manager, and all employees.

Her duties with regard to Health & Safety are:

- Ensuring that adequate human and financial resources exist and are maintained to ensure compliance with this Health & Safety policy.
- Fostering the aims and objectives of this Health & Safety policy throughout Little Troopers Day Nursery.
- Enforce agreed policies and procedures necessary to ensure the company's Health & Safety compliancy.
- Identify any proposed changes in Health & Safety or related legislation likely to affect Little Troopers Day Nursery.
- Ensure this Health & Safety policy is kept under review, updated when necessary.
- Initiate accident investigation when appropriate.
- Act as the nursery's "Centre of competence" on Health & Safety matters.
- Maintaining all statutory records/documentation relating to Health & Safety, such as Accident forms, Risk Assessments, the master copy of this Health & Safety Policy, etc.
- Being the company interface with statutory Health & Safety enforcement agencies, for example the local authority environmental health department, fire officers, etc. and to liaise with them, the Nursery Manager, and senior staff as appropriate when a visit by an inspector is proposed.
- Being responsible for ensuring the notification the statutory authority in the event of a RIDDOR reportable accident/incident. NB: RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995).

The Nursery Manager

The Nursery Manager is to report to the Company Director any issues regarding Health & Safety at Little Troopers Day Nursery. Her duties with regard to Health & Safety are:

- Inspecting the whole of nursery premises to ensure there are no violations of this policy or good Health & Safety practice and take action necessary to correct any breaches observed. For example, to ensure there is no compromise of good safety practice, for example obstruction of routes to escape.
- Act as the first point of contact for all staff members, members of the public and governing authorities on a day-to-day basis.
- Ensure that all accidents at work involving their staff or to visitors when in their geographic area of responsibility) are properly recorded on a nursery accident form, and, in the event the Company Director directs that an accident investigation is to take place in respect to any such accident, to co-operate with those investigating.
- Maintaining all statutory records/documentation relating to Health & Safety, ensuring documentation is correctly completed and the Company Director notified of all accidents.
- Where the use of Personal Protective Equipment (PPE) is required, ensuring it to be strictly enforce the wearing of such PPE e.g., hygiene practices.
- Receive and follow-up any concerns expressed by their employees in respect to Health & Safety matters.
- Advise Company Director in the event she becomes aware of any workplace risks, which have not been considered within Little Troopers Day Nursery risk assessment exercise.
- Arranging all Health & Safety training required, for example induction of new staff.
- Ensure compliance with this policy by all employees reporting to her.

The Deputy Manager

The Deputy Nursery Manager is to report to the Company Director any issues regarding Health & Safety at Little Troopers Day Nursery in the absence of the Nursery Manager.

All Employees

Every person working for Little Troopers Day Nursery, irrespective of their position in the company, is an employee, and, as such, must comply with the duties of employees which are set out in two key pieces of Health & Safety law as follows:

Section 7 - The Health & Safety at Work Act 1974 (HASAWA) requires that employees:

- Look after themselves while at work and do not endanger others by *their* acts or omissions.
- Co-operate with their employer in all the measures, which the employer takes to comply with statutory Health & Safety duties.

Regulation 12 - The Management of Health & Safety at Work Regulations 1992 (MHSW) requires that employees:

- Use all work tools and equipment as trained.
- Report all serious/imminent danger.
- Report all perceived shortcomings in their employer's arrangements for Health & Safety.

Management of Responsibilities – in summary

The Management of Little Troopers Day Nursery have overall and final responsibility for Health and Safety, within the company and its operations. They will ensure the company has an effective policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

Responsibility	Named Position
Accident Reporting and Recording	Nursery Manager & Company Director
Collection/ Delivery Procedures	Nursery Manager
Computer Equipment	Company Director
Controls of Substances Hazardous to Health (COSHH)	Nursery Manager
Drugs and Medicines	Nursery Manager
Equipment Maintenance and Inspection	Nursery Manager
Fire Equipment and Evacuations	Nursery Manager
First Aid Provision	Nursery Manager
Food Hygiene	Nursery Manager
Health and Safety Inspections	Nursery Manager & Company Director
Housekeeping	Nursery Manager
Instruction in safe working practices	Nursery Manager
Office Safety Inspections	Company Director
Outside services	Company Director
Risk Assessments	Nursery Manager & Company Director
Training	Nursery Manager
Visitors (incl. sub-contractors)	Nursery Manager
Waste	Nursery Manager & Company Director

Health and Safety Committee

To ensure the effectiveness of the Management of Health & Safety responsibilities, the company has a Health & Safety committee which meet on a regular basis to discuss how we are performing and what improvements we could be made. The Health & Safety committee members are:

Health & Safety Committee	Position
Rebecca Warner	Company Director
Beverly Massingham	Acting Nursery Manager
Jo Richens	Acting Deputy Manager

Key elements of the Health and Safety policy

- What to do in case of fire is covered by separate instructions posted throughout the premises.
- Employees must report all incidents. Where necessary, these will be followed by an investigation to determine the cause so as to remedy any faults and prevent a recurrence of the incident.
- The names of all First Aiders are displayed outside each of our rooms. Our first aid boxes are located around the nursery premises and all staff are made aware of their locations.
- Instruction of employees in safe working methods and the maintenance of these methods are amongst the duties of the Management team & Room Leaders, who also initiate any steps necessary to improve unsafe conditions.
- Training of employees in Health and Safety matters necessary to their work and in the operation of emergency procedures is undertaken by the appropriate competent person.
- Good housekeeping is considered to be the foundation of our Safety Programme in which everyone must play a part. There are arrangements for:
 - The proper storage of clothing, resources (toys and equipment), and waste, and the removal of waste,
 - The provision of adequate space for machinery, equipment and working materials,
 - Maintaining clean rooms, offices, washing, toilet and first aid facilities.
- The maintenance of equipment on which personal safety depends is the responsibility of supervision. All defective equipment will be withdrawn until faults are rectified, and all maintenance work will be undertaken by competent personnel.
- Regular safety inspections of all areas will be undertaken in accordance with a timetable agreed by Management. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out if reasonably practicable to do so.

- Every effort is made to provide appropriate personal protective equipment (PPE) in consultation with the employee and Management.
- Safety procedures and rules for contractors are outlined.
- Risk assessments will be carried out as required under the current edition of the Management of Health and Safety Regulations.
- The risk assessments will be monitored and reviewed as necessary.

Consultation with staff

Little Troopers Day Nursery accepts that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult employees on Health and Safety matters.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned, including:

- Individual staff supervision meetings,
- Staff meetings,
- Information displayed on notice boards,
- Staff letters.

In the event a member of staff wishes to raise a Health and Safety matter for discussion, they should bring the matter to the attention of the Nursery Manager, or the Deputy in their absence.

Health & Safety Arrangements

Allergens

The company is aware that children may have or may develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

For our procedures to be effective it is very important that parents communicate any change to their child's known or suspected allergies and the possible allergic reaction to them as soon as they have been identified.

Allergic reactions are known to increase every time a child is exposed to/ or consumes them. Failure to do this will result in a child being put at unnecessary risk due to our nursery team receiving a lack of information, being unable to protect and support a child fully by either using preventive measures (eliminating the allergen) or administering suitable medication or first aid.

The company follows the EU Food Information for Food Consumers Regulations (EU FIC) by identifying the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children. Parents are also advised that the majority of foods are freshly prepared on site by our qualified nursery chef. However, some refreshment provision such as baked goods (e.g. bread, crumpets, baguettes, bread sticks), spreads (e.g. margarine, cheese, hummus) may have been produced by a food manufacturer offsite. Little Troopers Day Nursery CAN NOT guarantee that these foods do not contain traces of a known allergen. Therefore, these products may need to be eliminated for child with a known allergen.

For further details please refer to our Allergies and Allergic Reactions policy, and our Nutrition and Meals policy.

Control of Substances Hazardous to Health Regulations (COSHH)

The company acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances it uses or produces, either intentionally or as by-products of its activities.

It recognises that the purpose of COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as it is reasonably practicable.

The company will:

- All substances used must be risk assessed, and a data sheet provided.
- Ensure staff receive suitable training, information, instruction and supervision regarding individual products, the use and any associated materials/ cloths to be used with them.
- Maintain an up-to-date inventory of substances used or encountered as a result of the Nursery's activities.
- Identify the health hazards associated with the substances listed on the inventory.
- Identify the employees or third parties that might be exposed to the hazards identified.
- Identify the controls currently in place.
- Introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable.
- Maintain written records of COSHH assessments.
- Review COSHH assessments every two years, or sooner if substances or activities change significantly, to ensure that controls remain adequate.

The Nursery Manager is responsible for maintaining the COSHH inventory and an up-to-date list of supplier's material safety data sheets.

The Nursery Manager is responsible for carrying out COSHH assessments and for bringing any significant findings to the attention of those concerned.

All employees are responsible for using the controls identified in COSHH assessments. Where any employee considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level this should be brought to the attention of the Nursery Manager immediately.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment or to monitor the effectiveness of controls or as a legal requirement, records will be kept as follows:

- General area monitoring results will be kept for five years
- Personal monitoring results will be kept for forty years.

Contractor Guidelines

All contractors using potentially hazardous substances must produce training and guidelines for their employees on the COSHH regulations. Before any contractual work may take place on the company premises a copy of the contractor's training records and guidelines issued to their employees must be made available to the Company Director.

Display Screen Equipment (DSE)

Under the Health & Safety (Display Screen Equipment) Regulations 1992 (DSE) (Amended in 2002) the company is required to perform a suitable and sufficient assessment of all workstations used by regular computer users. For the purposes of the Regulations, these are users who use display screen equipment continuously for an hour or more each day.

At Little Troopers Day Nursery media devices (Display Screen Equipment), such as tablets, are used by all nursery practitioners to record child observations and assessments on a regular basis and therefore form part of their daily tasks. As these records are snap shots and are often very short taking up to five minutes to detail on a tablet, staff are instructed to ensure they break in between each record to reduce their usage.

The health & safety induction of new staff and existing staff (taking on additional administrative roles) includes suitable information, instruction, training & supervision on display screen equipment. This is tailored to their individual needs depending on their responsibilities within their role.

We acknowledge that some more senior staff may be required to use their display screen equipment on a more frequent basis and for longer lengths of time, therefore it is our policy that all staff that are based in the Nursery's office for much of their role will have their workstation risk assessed on an annual basis. This assessment incorporates the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations) which set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. Staff who are classed as a 'user' will be requested to undergo an eye and eyesight test with an optician for the purpose of determining whether or not they require glasses solely for use with DSE equipment. Staff may attend an optician of their choice. Where possible, we expect staff to arrange an appointment for the beginning or the end of the day and retain the receipt to be able to claim the cost of the test.

All staff have the opportunity to discuss their individual display screen equipment needs during their regular supervision meetings.

Electricity

Apart from switching electrically powered equipment on and off, no member of staff should undertake work involving electricity, unless they have been suitably trained.

If any electrical work is required, the Nursery Manager should be contacted in order to arrange for it to be done. Any staff member who finds an item of electrical equipment to be faulty must report the fault to the Nursery Manager, who will note the fault, remove the item and replace it where required.

No electrical item or portable electrical equipment may be brought onto the company premises and used without the prior permission of the Nursery Manager. This includes items such as mobile phone chargers, laptop charges, toasters, kettles, and radios.

The company arranges regular checks on the safety of all pluggable electrical equipment known as PAT testing. A sticker is displayed on each item confirming that the equipment is safe to use, and in date. Portable Appliance Testing (PAT) records are kept in the Health & Safety File. As a company standard kettles, toasters and cd players are replaced on an annual basis.

Equipment Type	Formal Visual Inspection/ Test	General Nursery Action
Non-handheld electrical items including: <ul style="list-style-type: none"> Computers incl. VDU screens, laptops, media devices such as tablets Printers Desk lamps Extension leads (Includes cable leads & plugs for equipment listed above) 	Every 2 –4 years	Every 2 years
Earthed Equipment including: <ul style="list-style-type: none"> Kettles, toasters, radios & cd players Microwaves Vacuum Cleaners, fridges, washing machine Televisions 	Visual every month Visual every month Test 1-2 years Test 1-2 years	Replace every 12 months & date plug Replace every 2 years & date plug Replace every 2 years & date plug Replace every 2 years & date plug

Fire Precautions and Fire Emergencies

It is imperative that all employees take the risk of fire seriously, and understand and comply with the measures, which we have been taken to reduce the risk of fire and, if necessary, evacuate children and adults quickly from the premises.

These arrangements are explained to all new starters as part of their Health & Safety induction. The Health & Safety induction includes full information on all the routes to escape to the emergency assembly point and points out the fire emergency information displayed prominently around the building.

Every employee should memorise their main and secondary routes to escape, the position of the nearest fire alarm call button and fire extinguishers to their classroom and also understand what action they are required to take if they see a fire, or on hearing the fire alarm bells. A nursery fire procedure and premises plan outline the emergency exit routes and fire extinguisher locations.

Please refer to our Fire Safety & Evacuation policy and procedure for further details.

First Aid Procedures

First Aid notices are displayed outside each room detailing all nursery staff who are trained in Paediatric First Aid and who currently hold a valid certificate. Copies of each employee's valid certificate can be found in their individual staff files and well as being listed on the nursery's Central Record.

First Aid Boxes

The nursery has first aid boxes in all group rooms and in the nursery's kitchen.

Suitably Trained Paediatric First Aid Staff

The Early Years Foundation Stage EYFS (Statutory) Framework revised in September 2025 requires at least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The Paediatric First Aid (PFA) certificate must be a full course relevant for people caring for young children and babies and must be renewed every three years.

All staff who obtain a Level 2 and/or Level 3 qualification since 30th June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff to children ratios at level 2 or 3 in an early years setting. Due to the nature of our business and building layout, in addition to the EYFS statutory requirements the management of the nursery have taken the decision to conduct regular Paediatric First Aid (PFA) course to capture additional staff who may be unqualified at the time of joining our nursery.

First Aid arrangements when on outings

When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate outing first aid box at all times. First Aid procedures for accidents remain the same both on the nursery premises and on outings.

Recording of Accidents

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- All first aid administered must be recorded on a nursery Accident form.
- The accident and any first aid administered must be recorded in as much detail as possible.
- The Accident form must be signed by the person who administered the first aid and a staff witness.
- The parent of the child who had the accident must also be made aware of the accident and sign the Accident form.

All accidents must be reported to the Nursery Manager who will determine the severity of the accident and whether it must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13). All Accident forms will be kept for at least 22 years.

Further details regarding our First Aid procedures can be found in our Accident and First Aid policy.

Incident and Accident Reporting (RIDDOR)

Responsibilities

The Company Director and Nursery Manager are responsible for investigating all incidents involving personal injury, damage to property, machinery, equipment, fittings/ fixtures, as well as all near misses in areas under their control. The Accident forms will be kept in the Nursery Office, and it will be the responsibility of the Nursery Manager to ensure that these records are correctly maintained.

Accidents and Accident Reporting

The regulations regarding accident reporting are the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013). All accidents at work or occurring as a result of work, must be recorded in one of the company Accident forms by the person involved or a person acting on their behalf.

It is important that a record entry is made on an Accident Record form even if no significant injury occurs, and whether or not first-aid or other medical treatment was provided. This allows the Nursery to investigate the circumstances with a view to preventing a repetition of the accident; thus, reducing the risk of work colleagues having a similar accident/ injury. A range of serious injuries and dangerous occurrences at work also have to be reported to the statutory enforcement authority immediately they occur, and failure to make such reports is a criminal offence.

The Nursery Manager is responsible for the reporting of any notifiable injuries, diseases, or dangerous occurrences to the Enforcing Authority. The contact details are as follows:

Environmental Health Department

Oxford City Council
Town Hall
St Aldate's
Oxford, OX1 1BX

Telephone: 01865 252 862

Email: foodsafety@oxford.gov.uk

In addition, accidents and accident reporting must be referred to the HSE: Major & fatal injuries only on 0345 300 9923 and non-major & fatal injuries via the HSE website www.hse.gov.uk and complete an online reporting form.

Responsibilities

Nursery Manager

- Inform the company Health & Safety Officer (Rebecca Warner).
- Ensures that all accidents and incidents are properly reported, recorded, and reviewed and the correct persons have been notified, including parents of a child who has received an injury.
- Determine when an incident must be reported to the HSE under RIDDOR.
- Ensures staff are trained on reporting procedures.
- Will ensure that all incidents are reported in the mandatory timeframes and will cooperate with fully with the company Health & Safety Officer and authorities as requested; including safety circle meetings, the gathering of documentation and investigations.
- Will review accident and incident records monthly to identify trends and take preventative action.

Staff

- Must report all injuries, accidents, and near misses immediately to the Nursery Manager or person in charge.
- Must complete the Accident/Incident Form accurately and promptly and give full details of the accident in the event that an investigation needs to take place.
- Must inform parents/carers of any injury to their child on the same day.

Parents/Carers

- Must inform staff of any injuries that occurred outside of nursery hours.
- Must sign the Accident Form to confirm they have been informed.

Visitors and contractors

- Must follow the same procedures as staff when working or visiting our nursery premises.

Types of Incidents and the Reporting Requirements

Type of Incident	Who to Notify	Reporting & Recording Requirements	Timeframe for Reporting
Minor injuries (e.g. small cuts, grazes, bumps)	Internal recording only	Record on accident form; review for trends.	Record on the same day
Serious injuries – including any of the following: <ul style="list-style-type: none"> • Fracture (other than fingers, thumbs or toes) • Amputation • Dislocation of shoulder, hip, knee or spine • Loss of sight (temporary or permanent) • Crush injury to head or torso causing internal damage • Serious burn (10% of body or affecting eyes, lungs or organs) • Scalping requiring hospital treatment • Loss of consciousness (head injury/asphyxia) • Injury requiring resuscitation or hospital stay over 24 hours 	<ul style="list-style-type: none"> • Health & Safety Executive (HSE) • Ofsted • Environmental Health 	<ul style="list-style-type: none"> • Record on accident form • Nursery Manager must complete RIDDOR form and notify all relevant authorities. 	<ul style="list-style-type: none"> • Notify HSE within 10 days of the incident • Notify Ofsted as soon as possible, but within 14 days of the incident • Environmental Health as soon as practicable
Injuries to staff resulting in over 7 days' absence	<ul style="list-style-type: none"> • Health & Safety Executive (HSE) 	<ul style="list-style-type: none"> • Record on accident form • Nursery Manager to submit RIDDOR report. 	<ul style="list-style-type: none"> • Report to HSE within 15 days
Injuries to children requiring hospital treatment	<ul style="list-style-type: none"> • Health & Safety Executive (HSE) • Ofsted • Environmental Health 	<ul style="list-style-type: none"> • Record on accident form • Notify authorities using required forms. 	<ul style="list-style-type: none"> • Notify HSE within 10 days of the incident • Notify Ofsted as soon as possible, but within 14 days of the incident • Environmental Health within 10 days of the incident
Deaths (child, staff, or visitor) on the nursery premises	<ul style="list-style-type: none"> • Health & Safety Executive (HSE) • Ofsted • Environmental Health 	<ul style="list-style-type: none"> • Emergency services must be called immediately. • Nursery Manager to inform authorities without delay and preserve scene for investigation. 	<ul style="list-style-type: none"> • HSE – Immediate (within 24 hours) contact number: 0345 300 9923. • Notify Ofsted as soon as possible, but within 14 days of the incident • Local Authority Designated Officer (LADO) • Environmental Health within 10 days of the incident.
Near misses / dangerous occurrences (e.g. equipment collapse, fire, gas leak, electrical explosion)	<ul style="list-style-type: none"> • Health & Safety Executive (HSE) • Ofsted • Environmental Health 	<ul style="list-style-type: none"> • Record in Incident Log. Report to authorities if there was potential for injury or fatality. 	<ul style="list-style-type: none"> • Notify HSE within 10 days of the incident • Notify Ofsted as soon as possible, but within 14 days of the incident • Environmental Health within 10 days of the incident
Notifiable diseases	<ul style="list-style-type: none"> • Health & Safety Executive (HSE) • Ofsted • Environmental Health 	<ul style="list-style-type: none"> • Record in Incident Log. 	<p>Refer to the UK Health Security Agency website and notify in accordance with requirements.</p> <p>Notifiable diseases and how to report them – GOV.UK</p> <ul style="list-style-type: none"> • Notify HSE – in some cases within 24 hours • Notify Ofsted

Informing a child's parents/carers

In **all** cases relating to a child, the parents or carers of the child who has received a serious injury within our care will be informed by telephone in the first instance.

In the event of a major incident

The Nursery Manager (or Deputy in her absence) will manage the event and adhere to the following procedure:

1. Ensure immediate safety of all persons and call emergency services.
2. Notify parents/carers as appropriate and provide support.
3. The Nursery Manager must contact the company Health & Safety Officer, HSE, Ofsted, and the Local Authority.
4. Secure the area to preserve evidence until an investigation is completed.
5. Record the incident in detail on an accident/incident form.
6. Cooperate fully with all official investigations.

Recording Procedures

- All accidents and incidents must be logged on an accident/incident form (paper or digital).
- Entries must include; date, time, and location; name and age; description of injury; witness details; action taken; names/signatures.
- Records are retained for at least 22 years a child and up to three years for a staff member after they leave our nursery.

Non-Reporting of Injuries

Failure to report or record an injury may constitute a breach of health and safety regulations and could result in disciplinary action for staff or enforcement action from HSE or Ofsted. All staff have a duty of care to ensure incidents are reported accurately and promptly.

Review and Monitoring

In the event of any incident as part of the safety review, the Nursery Manager and the Health & Safety Officer will:

- Conduct a Safety Circle meeting to:
 - review incident record
 - conduct meetings with witnesses and review witness statements
 - conduct a visual inspection of the area/resource
 - review the risk assessment and staff training, and look to see whether any further preventative action needs to be taken.

This policy will be reviewed annually or following any change in legislation or guidance.

Manual Handling

The regulations concerned with manual handling are The Manual Handling Operations Regulations (MHOR) 1992 (Amended in 2002). 'Manual handling' refers to lifting, putting down pushing and pulling of loads by human effort. The weight and shape of loads are not the sole criteria where Health & Safety is concerned, other important factors that need to be considered including the physical characteristics of those doing the work, the number of loads to be moved, the distances over which the loads are carried and the thermal conditions.

It is the duty of the nursery to consider all manual handling and to endeavour to eliminate or reduce it wherever possible. Where human involvement cannot be avoided, and the loads being handled have the potential to cause ill-health, there must be an assessment of the task with a view to minimising the potential effects of the work, together with appropriate theoretical and practical training in handling.

Where particular work tasks entail regular manual handling, such as the lifting of children, moving of tables and chairs suitable training will be provided to those staff members involved.

The Health & Safety induction of new staff and existing staff (taking on additional tasks) includes suitable information, instruction, training & supervision on manual handling. This is tailored to their individual needs depending on their responsibilities within their role.

Any member of staff who is asked to become involved in a manual handling task which they believe could be harmful to them must not attempt the task but should either ask for assistance or decline to do it.

All staff have the opportunity to discuss their individual manual handling needs during their regular supervision meetings.

Pregnancy

Little Troopers Day Nursery has a duty to carry out an assessment of the work task of an employee who has advised that she is pregnant, to verify that her work does not pose risks.

The pregnant employee is responsible for informing the Nursery Manager as soon as possible so that a risk assessment can be conducted during the first trimester of the employee's pregnancy. In conjunction with the employee a risk assessment will be conducted, and the findings recorded. Where it reveals some tasks, which ought no longer to be carried out by the pregnant employee, arrangements will be made to have the tasks in question carried out by others.

Further assessments are then to be carried out during the second and third trimesters.

Reporting Health & Safety concerns and making suggestions

At Little Troopers Day Nursery, we believe that good Health and Safety standards can only be maintained with the goodwill and co-operation of every employee.

All employees have a duty to report serious and imminent danger and perceived shortcomings in their employer's Health and Safety arrangements. Prompt reporting of concerns enables things that are capable of an immediate fix to be attended to at once. It also ensures we receive input from a much larger group than those whose primary duty it is to look after Health and Safety.

Procedures are developed with the staff for the staff and therefore staff must communicate where procedures fail or could be improved to ensure the work task can be completed safely and without compromising the health and safety of those involved. Problems or suggestions of ways to improve the health and safety of the company should be reported to the Nursery Manager in the first instance, or the Deputy in her absence.

Risk Assessment

As part of the Management of Health & Safety at Work Regulations 1999 the company has a duty of care to ensure that we protect the health and ensure the welfare of all its employees, volunteers, children and visitors to the Nursery.

The risk assessment process is a key component of ensuring all appropriate measures are identified to assist in the achievement of this aim. The objective of risk assessment is to identify potential problems and to take measures to either eliminate the dangers or reduce them to the lowest level reasonably practicable.

Definitions of a hazard and a risk

It is important that everyone understands the definitions of a hazard and a risk:

Hazard: Something with the potential to cause harm.

Risk: The likelihood of the harm being realised and the severity.

Key risk assessment areas

At Little Troopers Day Nursery risk assessments are conducted and reviewed in accordance with risk group involved, so for example where the risks directly affect the company children risk assessments will be reviewed more regularly. However, where some areas are risk assessed on an annual basis, visual inspections will take place on a daily basis and form part of the nursery's checklist procedures.

Listed below are the areas of risk the nursery has identified. These are the hazards within the nursery with the potential to cause harm, the risk being the likelihood of the harm being realised and the severity. Where possible the risk will be eliminated or controlled to minimise the potential to cause harm or injury.

Additional risk assessments will be required for situations such as when an accident or incident takes place, a routine, the structure, or layout of the building changes significantly.

Key Areas		
<ul style="list-style-type: none"> • Body fluids • Changing areas • Classrooms • Display screen equipment • Doors, glass and windows • Electrical appliances • Electricity • Entrances and hallways • Fire safety • First aid • Floors and flooring 	<ul style="list-style-type: none"> • Food and liquids including Allergens • Front entrance and garden • Garden • Gas appliances • Hazardous substances • Hot appliances • Kitchen and Laundry rooms • Large play equipment • Manual handling • Office 	<ul style="list-style-type: none"> • Outing and trips • Rest/sleep areas • Security • Stacked furniture • Staff room • Stairways and landings • Storage of sharp objects • Toilets • Toys and resources • Waste disposal • Water hazards

Carrying out risk assessments

The Nursery Management team have the responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. Although there is a very practical approach to risk assessment it is important that "competent" staff, meaning those with suitable training conduct risk assessments and are able to understand the work task or activity and the best practice that must be followed, have the ability to remain impartial and unbiased.

The nursery risk assessment form prompts competent staff to consider questions like:

- What is the hazard?
- Who might be harmed?
- What is the likelihood and the level of risk?
- What precautions can we/could we have taken?
- Who has reviewed the risk?
- When is it next reviewed?

Recording of findings

Having identified the hazards, competent staff then have to decide how likely it is that harm will occur; i.e., the level of risk and what to do about it. Risks are part of everyday life and as a nursery we cannot be expected to eliminate all risks, but we must do is make sure we know what the risks are and how they can be managed responsibly. Questions need to be raised such as:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely? Some practical steps include:
 - trying a less risky option, so changing the procedure or work task
 - preventing access to the hazards, this could be a physical barrier
 - organising work to reduce exposure to the hazard
 - issuing personal protective equipment
 - providing welfare facilities such as first aid and washing facilities
 - involving and consulting employees

Like all policies and procedures, staff are expected to comply with preventative measures identified by risk assessments and failure to do so may result in disciplinary action being taken.

Room temperatures

- Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times. There is a thermometer in each room to ensure this is monitored.
- Staff must always be aware of the dangers of babies and young children being too warm or too cold.
- Temperatures should not fall below 18°C in the Orange group room (10 months to 2 years) and 16°C in all other areas.
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Training

The Nursery ensures that its employees will receive all the Health & Safety training necessary for them to work safely and without risks to their health. The following relevant training is provided:

Safeguarding Children

All staff are required to attend a course detailing the procedures involved in safeguarding of children within their care. This is a mandatory course and must meet the standards outlined by both Ofsted and the Oxfordshire Safeguarding Children Board. Safeguarding training is required every 2 years.

The Nursery Manager conducts regular Safeguarding training for all employees in the form of update meetings, group activities and group room audits to ensure that employees Safeguarding knowledge is regularly tested and up to date.

Known Allergens

All staff are required to attend specific training every 2-3 years in appropriate treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods. Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child.

Staff are required to:

- follow our Allergies and Allergic Reactions Policy as well as other supporting documentation; including,
- our current child allergy list, which is displayed within each group room to minimise the likelihood of a child with an allergy to come into contact with the allergen.

For those children with a known allergen (when starting nursery) or developing an allergen will attending nursery a risk assessment will be conducted by the Nursery Manager in conjunction with the child's Group Room Leader. This will then be circulated to all staff.

New Starter Induction

To familiarise all new staff (including temporary staff) with company Health & Safety arrangements, in particular emergency evacuation.

All induction records are kept within the staff member's personal file.

Paediatric First Aid

The Early Years Foundation Stage EYFS (Statutory) Framework revised in September 2025 requires at least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The Paediatric First Aid (PFA) certificate must be a full course relevant for people caring for young children and babies and must be renewed every three years.

All staff who obtain a Level 2 and/or Level 3 qualification since 30th June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff to children ratios at level 2 or 3 in an early years setting.

Due to the nature of our business and building layout, in addition to the EYFS statutory requirements the management of the nursery have taken the decision to conduct regular Paediatric First Aid (PFA) course to capture additional staff who may be unqualified at the time of joining our nursery.

Further details regarding our First Aid procedures can be found in our Accident First Aid policy.

Manual Handling

For any employee, whose work entails regular manual handling of loads, the Nursery Manager will conduct suitable training as to how to undertake these tasks safely. This includes:

- the lifting of children
- the changing of nappies, classroom cleaning duties
- the lifting of nursery equipment such as tables, chairs, food trays, toys, and resources.

Summary of training

The Nursery Manager ensures the following additional training takes place during the new starter induction process and carries out annual refresher training during regular staff training meetings.

Area	Training required	Who
Dealing with blood	In house training	All staff
Safeguarding/ Child protection	Individual course as a new starter Annual Refresher	All staff
Care of babies	In house training and external course	All staff working with under 2's
Risk assessment	In house training	Senior staff
Fire safety procedures	In house training	All staff
Food hygiene	External online course	All staff
Allergy awareness	In house training and external online course	All staff
Manual handling	In house training	All staff
Stress awareness and management	In house training	Management
Changing of nappies	In house training	All staff
Fire warden duties	External course	Management
Medication requiring technical or medical knowledge e.g., Epi Pen	External course – inhouse/pfa course	As required
SENCO	External course	SENCO Lead

Other: It is the duty of the company to regularly review and assess the employee's training needs.


NB: Notwithstanding the above training arrangements, employees must inform the Nursery Manager immediately in the event they are required to undertake any task which they are not competent to perform, or for which they believe they have not had sufficient training.

Water supplies

- A fresh drinking supply is available and accessible to all children, staff, and visitors.
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.
- We identify and assess any water sources at risk of legionella and manage these risks including avoiding stagnant water.

Gas appliances

- All gas appliances are checked annually by a registered Gas Safety Register engineer.
- Carbon monoxide detectors are fitted.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

Health & Safety Employee Induction form

Staff Name:		Position:		
Room Location:		Date:		
	Health & Safety Question	Yes/ No	Comment	Management Sign off
1	Are you aware of, and been shown the Health & Safety Policy?			
2	Are you aware of the person responsible for Health & Safety?			
3	Have you been given your nursery uniform?			
4	Do you wish to say anything about your own health, or do you have any special needs that we have not already need made aware of?			
5	Have you been issued with a copy of the Staff Handbook and your Contract of Employment?			
6	Have you seen a copy of the nursery's Liability Insurance?			
7	Are you aware of the nursery's fire evacuation routes and procedures?			
8	Are you aware of the location of the toilets, kitchen, nursery office and staff room?			
9	Are you aware of the all the First Aider staff?			
10	Have you been shown where the first aid boxes are kept?			
11	Have you seen the nursery's Health & Safety risk assessments?			
12	Have you been shown the nursery's accident form, and the procedures to report accidents?			
13	Have you been trained in manual handling operations?			
14	Have you been given guidance notes on the correct methods of lifting and carrying?			
15	Have you been given a copy of the manual handling risk assessments?			
16	Have you read the following policies: Section 1: Safeguarding			
17	Have you read the following policies: Section 2: Health & Safety			
18	Have you read the following policies: Section 3: Behaviour Management			
19	Have you read the following policies: Section 4: Education			
20	Have you read the following policies: Section 5: Inclusion & Equality			
21	Are there any other Health & Safety issues you feel should be raised at this time?			
Comments		Any Actions		
Management sign off				
	Name	Signature	Position	Date
Manager				
Employee				

2.2 Supervision of Children policy


Policy Aim

A Little Troopers Day Nursery we aim to protect and support the welfare of the children in our care at all times. The Nursery Manager is responsible for all staff, students and relief staff receiving information on Health & Safety policies and procedures in the nursery in order to supervise the children in their care suitably.

Supervision

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the nursery regularly to ensure children's needs are met.
- Appropriately deploying staff members meeting the ratio and qualification requirements of the Early Years Foundation Stage (statutory) framework to ensure children's needs are met and continuing to monitor this across the nursery regularly. This includes informing parents/ carers about staff deployment, and, when relevant and practical, involving them in these decisions.
- Completing registers as soon as children enter and leave the premises and carrying out head counts throughout the day.
- Risk assessing activities/experiences and equipment to ensure children are not exposed to unnecessary risks, including removal of any choking hazards, and fully supervising any activities that may pose this risk.
- Ensuring children are fully supervised at all times when using water play as we are aware that children can drown in only a few centimetres of water.
- Taking special care when children are using large apparatus e.g., a climbing frame, and when walking up or down steps/ stairs, including having one member of staff supervising large outdoor play equipment at all times with staff appropriate deployed across the entire outdoor environment.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs, and plants when on visits/ outdoors.
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff.
- Supervising sleeping babies/children and never leaving them unattended.
- Never leaving babies/children unattended during nappy changing times.
- Supervising children carefully when using scissors or tools, including using knives in cooking activities.
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Outings policy.)
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g., hire of a bouncy castle and a member of staff MUST supervise the children at all times.

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2.3 Accident and First Aid policy

Introduction

At Little Troopers Day, we aim to protect children at all times, however we recognise that accidents or incidents may sometimes occur and that they can be very distressing for anyone involved, so at our nursery we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

Procedure

Outlined below are details of the procedures that must be followed by staff in the event of an accident.

Accidents or incidents

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first,
- The extent of the injury is assessed and if necessary, a call is made for medical support or an ambulance. If further medical support is required, the Nursery Manager will be informed, and the child's parents will be contacted as soon as possible by the most suitable person.
- First aid procedures are carried out where necessary, by a trained paediatric first aider. All accidents or incidents are recorded on an accident or incident form, and it is reported to the Nursery Manager once complete. These forms are kept for 22 years and stored in the child's individual folder once completed. The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the accident or was first to find the child where there are no witnesses. All first aid administered must be recorded on an accident form. The accident form must list all staff who witnessed the accident and must be signed by the person who administered the first aid and a member of the management team.
- Parents are required to sign the accident or incident form at the end of the day when the child is collected.
- The Nursery Manager reviews the accident/incident forms for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the Nursery Manager and all necessary steps to reduce risks are put in place.
- The Nursery Manager or registered provider will report any accidents of a serious nature to Ofsted and the local authority as required. Where relevant, such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive or RIDDOR and their advice followed.

Head injuries

If a child has a head injury in the setting, then we will follow the following procedure:

- Comfort, calm and reassure the child.
- Assess the child's condition to ascertain if external medical treatment is required.
- Parents will be contacted and notified of any head injury, and arrangements will be made as to whether the parent will need to collect the child and seek medical support.
- If the skin is not broken, we will administer a cold compress for short periods of time.
- If the skin is broken, then we will follow our first aid training and stem the bleeding.
- Complete an Accident form.
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable.
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries:

<https://www.nhs.uk/conditions/head-injury-and-concussion/>

Suitably trained paediatric first aid staff

The Early Years Foundation Stage EYFS (Statutory) Framework revised in September 2025 requires at least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The Paediatric First Aid (PFA) certificate must be a full course relevant for people caring for young children and babies and must be renewed every three years.

All staff who obtain a Level 2 and/or Level 3 qualification since 30th June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff to child ratios at level 2 or 3 in an early years setting.

Due to the nature of our business and building layout, in addition to the EYFS statutory requirements the management of the nursery have taken the decision to conduct regular Paediatric First Aid (PFA) course to capture additional staff who may be unqualified at the time of joining our nursery.

Procedure for transporting children to hospital

The Nursery Manager/ Room Leader will:

- Call for an ambulance immediately if the injury is severe. Staff WILL NOT attempt to transport the sick child in their own vehicle.
- Whilst waiting for the ambulance, the nursery will contact the parent/carer and arrange to meet them at the hospital if they are not local.
- In the absence of a parent, arrangements for the most appropriate member of staff to accompany the child will be made, taking with them any relevant information such as their registration form, relevant medication sheet, medication, and the child's comforter.
- Re-deploy staff if necessary to ensure there are adequate staff to care for the remaining children. This may mean temporarily grouping children together.
- Another member of the management team will be informed of the incident and will deputise the Nursery Manager while they take full charge of the situation.
- Staff are required to remain calm at all times. The nursery team will need to understand that children who witness such an incident may well be affected by it and may need lots of cuddles and reassurance. Similarly, staff may also require additional support following the incident.

First Aid boxes

- The nursery has first aid boxes located in all group rooms, garden and the nursery kitchen, to ensure easy access.
- These are accessible at all times with appropriate content for use with children.
- Emergency first aid procedures are located in the nursery office.
- All first aiders are fully trained in Paediatric First Aid that meets with Ofsted requirements.
- All first aid trained staff are listed by each room.
- When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is first aid trained and a stocked first aid bag will be taken. First Aid procedures for accidents remain the same both on the nursery premises and on outings.
- The contents of the first aid boxes is checked on a monthly basis or following an incident and refreshed with items to ensure they are suitably stocked.

Choking

When a child experiences a choking incident that requires intervention, we will:

- Complete an accident form with details of incident.
- Call parents to inform them of the incident.

Food safety and play

Children are always supervised during mealtimes and a paediatric first aider will always be present within the room while children are eating, and food is prepared and served appropriately for the age and stage of each child to reduce the risk of choking. The use of food can be a beneficial learning experience and is provided through exploring different malleable materials. These are risk assessed and presented differently to the way it would be presented for eating, e.g. in tuff trays. Children will be fully supervised during these activities. High risk food such as raw jelly will not be used.


Dealing with blood

- Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or antibacterial disposable wipes.
- We request on our registration form that parents share any medical conditions that they have so that we can ensure a child needs the support they need while in our care. However sometimes we will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive. In the event any illness is shared with the nursery, the Nursery Manager will complete a care plan for the child and a risk assessment form to support any further staff procedures required.

Needle puncture and sharps injury

- Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material.
- For the safety and well-being of the employees, all needles, broken glass etc, should be treated as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.
- Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

We treat our responsibilities and obligations in respect of health and safety as a priority, and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Produced by:	signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
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(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.4 Fire Safety Policy and Procedures

Policy Aim

At Little Troopers Day Nursery, we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The Nursery Manager makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

Staff

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

Fire Drills and Evacuation Procedures

The Nursery Manager has overall responsibility for the fire drill and evacuation procedures. These are carried out on a monthly basis and are recorded in the fire log book. These drills are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the practice drills. In the event of a large intake of children, structural change or a new member of staff joins the nursery after a recent drill, we will add additional fire drills

Fire Alarm and Integrated Smoke Detector System

The nursery has been fitted with an integrated fire alarm and smoke detector system. Smoke detectors are located in all the nursery's rooms including the kitchen, staff room and nursery office, as well as all the hallways.

Call points have been fitted on each of the nursery floors to enable anyone to notify us of a fire or emergency within the building. In the event a call point is pressed, or smoke is detected in one of the detected areas the alarm is raised throughout the building.

The Nursery Manager (or the Deputy Nursery Manager in her absence) will carry out the following checks in line with the timescales listed below. All fire drills and alarm tests will be recorded in the fire log.

How often	Location	Task	Who checks
Induction	N/A	<ul style="list-style-type: none"> Ensure all staff is aware of the fire alarm procedure, including how to raise the alarm verbally. 	Nursery Manager
Daily	Premises	<ul style="list-style-type: none"> Check that all fire exits open (not locked). Check all fire doors are closed, in good repair, doors free of obstruction and easily opened from the inside Check that fire escape routes including hallways are not obstructed. Check that fire extinguishers are present, wall mounted and not obstructed, and the Fire blanket is present in the kitchen. Check the Fire logbook and Fire Evacuation Pack (containing an up-to-date emergency contact list) is present by the Fire Alarm Control Panel. Immediately notify any faults to the Fire Maintenance contractor and arrange for them to attend and inform the Company Director. 	Nursery Manager
	Alarm System	<ul style="list-style-type: none"> Check that the "Power On" indicator on the Fire Alarm Control Panel is showing (location: raised ground floor hallway) Check that the fault indicator is not showing or sounder operating. Immediately notify any faults to the Fire Maintenance contractor and arrange for them to attend and inform the Company Director. 	
Weekly	Alarm System	<ul style="list-style-type: none"> Each week choose a different call point and operate the fire alarm using the key provided. Check that red indicators on emergency lights are showing and all the sounders operate and that the appropriate zone is indicated on the Control Panel. This will require two staff members. Immediately notify any faults to the Fire Maintenance contractor and arrange for them to attend and inform the Company Director. 	Nursery Manager
Monthly	Alarm System	<ul style="list-style-type: none"> Test emergency lighting by switching off electrical power. All emergency lights should come on. Remove mains supply to the Fire Alarm Control Panel and check that battery is capable of supplying the alarm sounders. Immediately notify any faults to the Fire Maintenance contractor and arrange for them to attend and inform the Company Director. Conduct an unannounced practice Fire Drill by setting off the alarm from different locations around the building. Record how long it takes for all persons present to reach the fire assembly point. Note any difficulties and inform the Company Director. 	Nursery Manager

Annual	Alarm System	<ul style="list-style-type: none"> • Clean the smoke detectors to ensure correct operation and freedom from false alarms. • Service all fire extinguishers. 	External Fire Maintenance Contractor
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Registration

An accurate record of all staff and children present in the building is to be kept at all times. Children/staff must be marked in and out on arrival and departure. This record is known as our weekly room register. An accurate record of visitors is to be kept in the Visitor's book. Room registers will be taken out along with the emergency contacts list in the event of a fire.

No smoking policy

The nursery operates a strict no smoking policy – please see the Health & Safety policy and our Alcohol, Substance Misuse & No Smoking/ Vaping Policy for details.

Fire Evacuation Procedure

Fire evacuation procedure notices will be displayed at key points around the building on every floor. In order to familiarise the nursery with this policy a fire drill will be held every month and the results recorded in the fire logbook.

On discovering a fire:

- Calmly raise the alarm by pressing a call point or 'break glass' alarm button. If in the garden ring the bell.
- Immediately evacuate the building under guidance from the Nursery Manager or (Deputy in her absence).
- Using the nearest accessible exit lead the children out to the assembly point (by front nursery gates onto Stanley Road) closing all doors behind them.
- Where possible staff should support the evacuation of the children located in their room.
- Where possible Room leaders are to check their floor areas to ensure all children and staff have vacated, retrieving their emergency nursery ruck sack, and closing all doors behind them before leaving the building.
- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.
- Once at the assembly point conduct a full count of all the children and notify the Nursery Manager of any missing children or adults and whether their floor was 'clear'.
- Wait for emergency services and report any unaccounted persons to the fire service/ police.

If you are unable to evacuate safely:

- Stay where you are safe, ensuring all fire doors are closed around you.
- Keep the children calm and together.
- Wherever possible alert the Nursery Manager of your location and the identity of the children and other adults with you.

All Staff

- Where possible staff who are room based should support the evacuation of the children located in their working room, this is not possible they must await instructions from the Nursery Manager.
- Staff and children located on the Raised ground, 1st floor, or 2nd floors (staff only) should use the main stairwell to the front door as their exit route.
- Staff and children located on the Lower ground floor (should use the nursery hallway leading to the nursery rear entrance as their fire exit route, leading to the side alley way. In the event this is blocked they should use the main stair well up to the Raised ground floor and then exit via the main front door.
- Staff located in the kitchen should exit via the hallway to the nursery front door as their main exit route.
- Anyone unable to exit the building due to the located of the fire, should head as far away from the fire but as near to the nursery front entrance as possible and close any door behind them.

Room Leaders

- Where possible should be the last to leave their floor areas to ensure all children and staff have vacated, retrieving their emergency nursery ruck sack, and closing all doors behind them before leaving the building.

The Nursery Manager:

- Pick up the children's register, staff sign in register, nursery mobile phone, keys, visitor book and office emergency ruck sack (containing emergency contacts list, nappies, wipes, blankets, spare clothes, and petty cash).
- Telephone emergency services: dial 999 and ask for the fire service.
- At the fire assembly point (front gates by Stanley Road) check with the Room Leaders the children present against the register.
- Account for all adults: staff and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.


Remember

- Do not stop to collect personal belongings on evacuating the building,
- Do not attempt to go back in and fight the fire,
- Do not attempt to go back in if any children or adults are not accounted for.

The Deputy Manager is appointed to oversee this role when the Nursery Manager is absent.

After the evacuation

- The Nursery Manager will await the 'all clear' from the Fire Brigade before anyone is allowed back into the building.
- If the nursery is unable to accommodate the children after a fire, we will take the children to safe premises (normally The Magic Café, Magdalen Road, OX4).
- Parents will then be contacted to come and collect their child.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
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2.5 Sickness & Illness policy

Policy Aim

At Little Troopers Day Nursery, we promote the good health of all children attending including oral health. To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell. If a child is unwell, it is in their best interest to be in a home environment with adults, they know well rather than at nursery with their peers.

If a child becomes ill whilst they are at nursery, we will take every possible step to contact the parents immediately and take responsible measures to care for the child until the parent arrives to take them home.

We will expect parents to cooperate with us by not bringing children to the nursery if they are unwell and unable to cope with the busy nursery day, or if they have an infectious or contagious illness.

Parents are required to contact the nursery if their child is too ill to attend. Staff will also be asked not to attend work under the same circumstances.

Procedure

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent/ carer and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area with their key person, wherever possible.
- We follow the guidance given to us by UK Health Security Agency in Guidance on Infection Control in Schools and advice from our local health protection unit on exclusion times for specific illnesses, e.g., sickness and diarrhoea, measles, and chicken pox, to protect other children in the nursery.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear (after last bout of illness) for at least 48 hours.
- We will notify Ofsted as soon as possible and in all cases within 14 days of the incident where we have any child or staff member with food poisoning. We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness.
- We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.
- We exclude all children on antibiotics for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g., asthma and the child is not unwell). This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the Nursery Manager.
- We will share information with parent/ carers about head lice and request all parents to regularly check their children's hair. If a parent finds that their child has head lice, we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

Children Requiring Urgent Medical Treatment via Hospital

The Nursery Manager will:

- Call for an ambulance immediately if the sickness is severe. Staff will not attempt to transport the sick child in their own vehicle.
- Whilst waiting for the ambulance, the nursery will contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication, and the child's comforter. At Little Troopers Day Nursery, we use the 'SAMPLE' system:

(S)	Signs & Symptoms
(A)	Allergies
(M)	Medication
(P)	Past medical history
(L)	Last oral intake
(E)	Events leading up to present injury.

- Re-deploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Another member of the nursery management team will be informed of the incident and will deputise for the Nursery Manager while she takes full charge of the situation.
- Staff are required to remain calm at all times. The nursery team will need to understand that children who witness such an incident may well be affected by it and may need lots of cuddles and reassurance. Similarly, staff may also require additional support following the incident.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the Nursery Manager will contact the Thames Valley Health Protection Team. The Health Protection team will give guidance and support in each individual case to both the child's parents and the nursery. We will follow all guidance given and notify any of the appropriate authorities including Ofsted, if necessary.

Thames Valley HPT (South East)

UK Health Security Agency


Chilton

Oxon

OX11 0RQ

Telephone: 0344 225 3861

Email: SE.AcuteResponse@ukhsa.gov.uk

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.6 Infection Control & Immunisation policy

Infection Control

At Little Troopers Day Nursery, we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread.

We follow the Infection Control in Schools and other Childcare Settings guidance which sets out when and how long children need to be excluded from early years settings, when treatment/ medication is required and where to get further advice from. However, due to the young age of the children in attendance, and their inability to maintain good hygiene practices on their own, we have applied additional exclusions times for some infections and illnesses.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand or face contact after touching a person or surface contaminated with viruses.

Our practitioners follow the guidance below to prevent a virus or infection from moving around the nursery. Practitioners will:

- Encourage all children to use tissues when coughing and sneezing to catch germs.
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of.
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy.
- Personal Protective Equipment (PPE) is available for when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately.
- Clean and sterilise all potties and changing mats before and after each use.
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this.
- Clean all toys, equipment, and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine or dishwasher.
- Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth.
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children.
- Store toothbrushes (where applicable) hygienically to prevent cross-contamination.
- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child.
- Provide labelled boxes to store individual bedding for children that is not used by any other child and wash this at least once a week.
- Where applicable wear specific indoor shoes whilst inside the rooms and make sure that children wear them as well.
- Follow the Sickness and Illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious.

In addition:

- Parents and their children entering the nursery to drop off and collect their children (for the purposes of trials or transition) are requested to wash their hands or use antibacterial gel on arrival.
- The Nursery Manager retains the right of refusal of any child, parent, staff, or visitor who are deemed contagious and may impact on the welfare of the rest of the nursery.
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery.
- Periodically each room in the nursery will be deep cleaned including rugs and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises.
- In the event of an infection the nursery will, where appropriate, undertake a deep clean to ensure the spread of the infection is contained.
- We will follow Government health guidance, as well as seeking legal advice and information from our insurers, on any national outbreak of a virus/pandemic and keep parents informed of any course of action. Each specific circumstance will differ and to ensure we take the most appropriate action; we will treat each case on an individual basis.
- In addition, where contagious outbreaks occur, we will adopt Government guidance for all visitors to minimise the risk of further spreading of the infection.

- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

Immunisation

At Little Troopers Day Nursery, we expect that children are vaccinated in accordance with the Government's health policy and their age. We ask that parents to inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/ staff/ parents in the best way possible.

It is important that all parents are aware that some children within the nursery may not be vaccinated, this may be due to their age, medical reasons, or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

We encourage parents to record information about immunisations on children's registration documents, and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

Staff vaccinations policy

It is the responsibility of all staff to ensure they keep up to date with their vaccinations, as recommended by the NHS vaccination schedule and keep the nursery informed.


If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

Emergency information

We keep emergency information for every child and send regular reminders to our nursery parents/carers via our newsletters.

Please refer to the flow chart below and the 'Little Troopers Day Nursery Infection Control – Exclusion Periods' document on the next page.



Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

Little Troopers Day Nursery Infection Control – Exclusion Periods

Listed below are the more commonly known infections and illnesses. This is however not an exhaustive list and therefore the Nursery reserve the right to refuse entry to a child whom they believe has an infection not listed on this list, is deemed not well enough to attend or who may be infectious to the other children.

Rashes & Skin Infections	Exclusion Period	Comments
Athlete's Foot	None	Ensure the Nursery Manager is made aware
Chicken Pox*	When all spots are scabbed over (min. of 5 days from rash)	Some children may experience flu like symptoms 1-2 days before and after
Cold Sores	No exclusion for mild cases, more severe cases will be excluded until discharge is controlled	Infectious while symptoms are present
German Measles (Rubella)*	5 days from the onset of the rash	Preventable by immunisation (MMR x2 doses)
Hand, Foot, and Mouth	None	Ensure the Nursery Manager is aware, exclusion may be required.
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Normally treated with antibiotics
Measles	4 days from the onset of the rash	Preventable by vaccination (MMR x2 doses)
Scabies	Can return after first treatment	Other members of the household and those in close contact may require treatment
Scarlett Fever*	Can return after 24 hours of antibiotic treatment	Antibiotic treatment will be required
Slapped Cheek	None	Ensure the Nursery Manager is made aware
Warts & Verrucae	None	Ensure the Nursery Manager is made aware, and children wear socks
Diarrhoea & Vomiting Illness	Exclusion Period	Comments
Diarrhoea and/or Vomiting Illness	Until free of symptoms for 48 hours	
E. Coli*	Until free of symptoms for 48 hours	
Dysentery*	Until free of symptoms for 48 hours	
Typhoid*	Until free of symptoms for 48 hours	
Gastroenteritis	Until free of symptoms for 48 hours	
Respiratory Infections	Exclusion Period	Comments
Flu (Influenza)	Until fully recovered	
Tuberculosis*	The nursery will seek further advice	Contact the Nursery Manager
Whooping Cough	48 hours from commencing antibiotic treatment, or 14 days from onset of illness if no antibiotic treatment	Preventable by vaccination
Other Infections	Exclusion Period	Comments
Cold like symptoms	Until clear of the symptoms and the child feels better	Discretion of the Nursery Manager
Conjunctivitis	Normally None	No exclusion for mild cases, more severe cases will be excluded until discharge is controlled
Coughing	Until clear of the symptoms and the child feels better	Discretion of the Nursery Manager
COVID-19	Normally None	A child may return to nursery once they are clear of a high temperature and are well enough in themselves
Diphtheria*	The whole family must be excluded from the nursery including siblings and parents.	Contact the Nursery Manager The nursery will seek further advice
Glandular Fever	Normally None	Discretion of the Nursery Manager
Head Lice	None	Treatment is requested to stop the spread of head lice
Feverish/ High Temperature**	24 hours clear of high temperature	High temperature exceeds the normal temperature range. (Normal child temperature range 36.3- 37.8 C)
Meningococcal meningitis*/septicaemia*	Until clear of the symptoms and the child feels better	
Meningitis	Until clear of the symptoms and the child feels better	
Mumps	5 days from the onset of the swelling	
Teething	Until clear of the symptoms and the child feels better	Discretion of the Nursery Manager
Tonsillitis	Until clear of the symptoms and the child feels better	Discretion of the Nursery Manager

Please note: If a child is prescribed antibiotics, parents must have administered and monitored their child's reactions to the antibiotics for a period of 24 hours, before a child can return to nursery.

*Some infections and illnesses are required to be reported by the nursery to the PHE **Thames Valley Health Protection Team on 0344 225 3861/ 0844 967 0083 Out of hours**. This is to monitor the number of cases and also to gain further advice.

** High Temperature exceeds the normal temperature range. (Normal child temperature range 36.3- 37.8 C)

2.7 Allergies and Allergic Reactions policy

Policy Aim

At Little Troopers Day Nursery, we are aware that children may have or may develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

For our procedures to be effective it is very important that parents communicate any change to their child's known or suspected allergies and the possible allergic reaction to them as soon as they have been identified.

Allergic reactions are known to increase every time a child is exposed to/ or consumes them. Failure to do this will result in a child being put at unnecessary risk due to our nursery team receiving a lack of information, being unable to protect and support a child fully by either using preventive measures (eliminating the allergen) or administering suitable medication or first aid.

Parents are also advised that the majority of foods are freshly prepared on site by our qualified nursery chef. However, some refreshment provision such as baked goods (e.g. bread, crumpets, baguettes, bread sticks), spreads (e.g. margarine, cheese, hummus) may have been produced by a food manufacturer offsite. Little Troopers Day Nursery CAN NOT guarantee that these foods do not contain traces of a known allergen. Therefore, these products may need to be eliminated for child with a known allergen.

Procedure

Our staff will follow the procedure in the event of any diagnosed and undiagnosed reaction to an allergy:

- Staff are trained in appropriate treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods.
- We have ongoing discussions with parents and, where appropriate, health professionals to develop allergy plans for managing any known allergies and intolerances. We ask parents to inform staff of any allergies or intolerances discovered after registration.
- Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include:
 - a rash or hives,
 - nausea,
 - stomach pain,
 - diarrhoea,
 - itchy skin,
 - runny eyes,
 - shortness of breath,
 - chest pain,
 - swelling of the mouth or tongue,
 - swelling to the airways to the lungs,
 - wheezing,
 - anaphylaxis.
- We ask parents to share all information about allergies and allergic reactions on their child's registration form and to inform the Nursery Manager of any allergies discovered after registration; this can be verbal in the first instance but must also be in writing.
- We ask parents to inform us of any changes to their child's allergies and allergic reactions; this can be verbal in the first instance but must also be in writing.
- We share all information with the nursery team and keep a list of all the children with allergies in each room, nursery kitchen and a copy in the nursery office.
- Where a child has a known allergy, a risk assessment will be raised and discussed with the child's parent prior to the child starting the nursery, and this risk assessment will be shared with all staff.
- All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type.
- The Nursery Manager, Nursery Chef and parents will work together to ensure a child with specific food allergies to ensure a child does not receive food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu.
- All nursery children in attendance have a placemat with their picture, name and a colour frame of red, blue or green to identify any dietary needs. Those with an allergy or intolerance will be identified in blue on their placemat and all food will be served in blue crockery.

- Seating will be monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies and where age/ stage appropriate staff will discuss food allergies and the potential risks.
- At meal and snack times we ensure staff are clear who is responsible for checking that the food being provided meets all the requirements for each child
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information on an incident form and update the allergy list.
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the Nursery Manager will receive specific medical training to be able to administer the treatment to each individual child. A care plan and risk assessment is completed for any child who has an EpiPen.

Food Information Regulations 2014


In accordance with the Food Information Regulations 2014 (FIR) we will incorporate additional procedures requested, including displaying our weekly menus on our nursery website and will identify when the 14 allergens are used as ingredients in any of our dishes. These 14 allergens are:

1. Eggs
2. Milk
3. Fish
4. Crustaceans (for example crab, lobster, crayfish, shrimp, prawn)
5. Molluscs (for example mussels, oysters, squid)
6. Peanuts
7. Tree nuts (namely almonds, hazelnuts, walnuts, cashews, pecans, brazils, pistachios, macadamia nuts or Queensland nuts)
8. Sesame seeds
9. Cereals containing gluten (namely wheat (such as spelt, Khorasan wheat/ Kamut), rye, barley, oats, or their hybridised strains).
10. Soya
11. Celery and celeriac
12. Mustard
13. Lupin
14. Sulphur dioxide and sulphites (at concentration of more than ten parts per million).

Procedure for Transporting children to hospital

The Nursery Manager/ Room Leader will:

- Call for an ambulance immediately if the allergic reaction is severe. Staff WILL NOT attempt to transport the sick child in their own vehicle.
- Whilst waiting for the ambulance, the nursery will contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter. At Little Troopers Day Nursery, we use the 'SAMPLE' system:
 - (S) Signs & Symptoms
 - (A) Allergies
 - (M) Medication
 - (P) Past medical history
 - (L) Last oral intake
 - (E) Events leading up to present injury.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Another member of the management team will be informed of the incident and will deputise for the Nursery Manager while they take full charge of the situation.
- Staff are required to remain calm at all times. The nursery team will need to understand that children who witness such an incident may well be affected by it and may need lots of cuddles and reassurance. Similarly, staff may also require additional support following the incident.
- Where a serious incident occurs and a child requires hospital treatment, Ofsted will be informed.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Beverly Massingham (Deputy) Jo Richens (Deputy) Olivia Smith	Acting Nursery Manager Acting Deputy Manager Acting Third in Charge	

2.8 Medication Policy

Policy Aim

At Little Troopers Day Nursery, we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (please refer to our Sickness and Illness policy). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date. We follow strict procedures when dealing with medication of any kind in the nursery and these are set out below.

Procedure

Medication prescribed by a doctor, dentist, nurse, or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor.)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated.
- Medicines must be in their original containers and in date.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to their child's key person who will then note the details of the administration on the Medication form and these details will be checked by the Room Leader (or deputy in their absence).
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 - 1) The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g., if the course of antibiotics changes, a new form will need to be completed.
 - 2) The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
 - 3) Parents must notify us IMMEDIATELY if the child's circumstances change, e.g., a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- The parent will be asked when the child has last been given the medication before coming to nursery; and the staff member will record this information on the medication form. Similarly, when the child is picked up, the parent or guardian will be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- At the time of administering the medicine, the key person will administer the medicine to the child in a manner acceptable to the child at the prescribed time and in the prescribed form. Older children will be supported to administer the medicine themselves (i.e., on a medicine spoon). In all cases the administering of medicine will be witnessed by a senior member of staff (Room Leader/ Nursery Manager or their deputies in their absence).
(It is important to note that staff working with children are NOT legally obliged to administer medication).
- If the child refuses to take the appropriate medication, then a note will be made on the form.
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response and an agreement recorded on the medication form.

Long term medication

Some children may require an action plan for certain medical conditions e.g., an allergy or seizures. In this case staff will be trained in the administration of the appropriate medication. Staff will work closely with health professionals to ensure the child continued to receive the appropriate care, and an individual health care plan will be put in place.

Non-prescription medication

- The nursery will not administer any non-prescription medication apart from those listed within the 'Non-prescription medication exceptions.'

Non-prescription medication exceptions

There are four exceptions to the administering of non-prescription medication; these are Calpol, Piriton, ear drops and eye drops.

- These can be administered, after a parent/ carers' request and sign a Medication form, at the discretion of the Nursery Manager.
- Calpol will only be given if the child has a high temperature, and the parent/ carer is on their way to collect their child from nursery. The nursery will seek parental permission before administering the Calpol. The nursery is not able to administer Calpol if:

- 1) a child does not already have a signed medication form.
 - 2) the parents/ carers cannot be reached to gain permission.
 - 3) if the child has not been on site for more than four hours.
- A child will not be accepted into nursery if they have been administered Calpol to control a temperature, nor can it be administered by nursery staff if the child is not due to be collected by their parent/ carer.
 - Piriton can be administered if the child has a minor allergic reaction e.g., hay fever or hives. Parents will be called before administering Piriton to seek permission and the child monitored closely to ensure the reaction does not become more severe. The nursery is not able to administer Piriton if:
 - 1) a child does not already have a signed medication form.
 - 2) the parents/ carers cannot be reached to gain permission.
 - Eye drops and ear drops will only be administered following:
 - 1) a 12-hour period from when their first dose has been given at home.
 - 2) the medication comes in the original packaging and the packaging clearly states the dosage.
 - 3) the drops are in date.
 - 4) the dosage is suitable for the child's age.

Once the treatment period is completed, if the symptoms persist, we will not be able to administer more drops until medical advice has been sought from the child's General Practitioner.

- For any non-prescription cream for skin conditions e.g., Sudocrem or E45 cream, prior written permission must be obtained from the parent/ carer and the onus is on the parent/ carer to provide the cream which should be clearly labelled with the child's name and date.
- For any medication to be administered at nursery, parents will need to complete and sign a medication form, recording the timing and dosage of medicine to be given to their child.
- At the time of administering the medication, the child's person will administer the medicine, which will be authorised and witnessed by the Room Leader or Deputy Room Leader in their absence.
- The parent/ carer will be requested to sign the form when they collect their child.
- It is the responsibility of the parent/ carer to ensure all medicines are labelled with their child's name and date.
- It is the responsibility of the parent/ carer to ensure all medicines are in date.
- It is the responsibility of the parent/ carer to ensure they provide updated information on the health and diet of their child.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the Nursery Manager and seek medical advice.

The Nursery Manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the staff medication box in the nursery office. In all cases, it must be stored out of reach of the children. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.


Storage

All medication for children must have the child's name clearly written on the original container, be in date and kept in the children's medication box located in the nursery office, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPen, will be stored within easy reach of staff in case of an immediate need, but will remain out of children's reach within the rooms.

Any antibiotics requiring refrigeration must be kept in the medicine fridge in the nursery office, which is inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with, or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.9 Critical Incident & Lockdown policy

Policy Aim

At Little Troopers Day Nursery, we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Flood,
- Fire,
- Burglary,
- Abduction or threatened abduction of a child,
- Bomb threat/ terrorism attack,
- National outbreaks of infection/ health pandemics,
- Any other incident that may affect the care of the children in the nursery.

If any of these incident's impact on the ability of the nursery to operate, we will contact parents via email, in times of an urgent nature we will contact parents by phone at the earliest opportunity, e.g., where possible before the start of the nursery day.

Procedure

Flood

There is always a danger of flooding from adverse weather conditions or through the water/ central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer, and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the Nursery Manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the Fire Evacuation procedure. In this instance children will be kept safe, and parents will be notified in the same way as the Fire Evacuation procedure.

Should the nursery be assessed as unsafe through flooding, fire, or any other incident we will follow our operational plan and where possible we will make alternative arrangements for childcare facilities in the local area.

Fire

Please refer to the Fire Safety Policy and Procedure.

Burglary

The management of the nursery follows a lock-up procedure, which ensures all doors and windows are closed and locked before vacating the premises.

The Nursery Manager will always check the premises when they arrive in the morning. Should they discover that the nursery has been broken into, they will follow the procedure below:

- In an emergency, Dial 999 or non-emergency 101 with as many details as possible, i.e., name and location, details of what you have found and emphasise this is a nursery, and children will be arriving soon.
- The Nursery Manager will then contact the Company Director.
- Contain the area to ensure no one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed, staff will follow police advice, including following the relocation procedure under flood wherever necessary to ensure the safety of the children.
- The Nursery Manager will help the police with enquiries, e.g., by identifying items missing, areas of entry etc.
- The Deputy Manager will be available at all times during this time to speak to parents, reassure children and direct enquires.
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.
- Arrangements will be made to ensure the nursery is made safe and secure again.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, taking reasonable steps to ensure that children do not leave the premises unsupervised and to prevent unauthorised persons entering the premises and at risk of abduction including safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately.

All main doors into the nursery building and garden are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not.

Visitors and general security are covered in more detail in the Visitor's policy.

Children will only be released into the care of a designated adult; see the Arrivals and Departures policy for more details. Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise, so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access unless a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery, we have the following procedures which are followed immediately:

- The staff member will notify management immediately and the manager will take control, dialling 999 and requesting the police, instructions from the emergency response team will be followed,
- The parent(s) will be contacted,
- All other children will be kept safe and secure, reassured, and calmed where necessary,
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may have impacted on this abduction,
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was abducted, time identified, notification to police and findings.
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure,
- Ofsted will be contacted and informed of any incidents,
- With incidents of this nature parents, carers, children, and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention, staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Bomb threat or terrorist attack

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended. The Nursery Manager will follow the Fire Evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Ofsted will be notified.

With incidents of this nature parents, carers, children, and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.

National outbreaks of infection/ Health Pandemics

In the event of a national outbreak of a health pandemic, we will follow the Government health advice and guidance, legal advice, and advice from our insurance provider.

The nursery will remain open as long as we have sufficient staff to care for the children. Depending on the nature of the pandemic, we will follow all advice and implement measures to ensure that risks to vulnerable children and staff are minimised. This may include excluding infected children/ staff/ parents or family members from the nursery for a set period of time to prevent the spread of infection. This decision will be made in consultation with parents, staff, legal advice, and our insurance provider. Each case will be reviewed on an individual basis.

The Nursery Manager will notify Ofsted in the event of a critical incident.

Other incidents

All incidents will be managed by the Nursery Manager on duty and all staff will co-operate with any emergency services on the scene.

Any other incident that requires evacuation will follow the Fire Evacuation procedure. Other incidents e.g., no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

The Nursery Manager will notify Ofsted in the event of any critical incident.

Lockdown policy and procedure

We will use the lockdown procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/ curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery.)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery.)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises than leaving.

In this case, the staff will be notified by the following action:

- The Nursery Manager or Deputy will contact the rooms via the nursery’s walkie-talkies with the code word ‘LOCKDOWN’.
- All individuals, including children will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct the children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.
- All individuals will keep away from the windows and doors and children will be occupied in the centre of the room, so they are not placed at risk or are able to see any situation developing outside.
- The Nursery Manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.
- The Nursery Manager or Deputy will manage the situation depending on the situation and the information available. If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority, then the nursery will await further instructions.
- Once the ‘all clear’ has been given externally, the Nursery Manager will issue the ‘all clear’ internally. After this time, the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.
- Any children showing worries or concerns will have one to one time with their key person to talk about these.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- After the event, a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.

Adverse Weather Conditions

At Little Troopers Day Nursery, we have an Adverse Weather procedure in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as snow and heat waves.

If any of these incident’s impact on the ability of the nursery to open or operate, we will update parents via email, in times of an urgent nature we will contact parents by phone. We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

Snow or other severe weather

If high snowfall, or another severe weather condition such as dense fog, is threatened during a nursery day then the Nursery Manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents, and the nursery staff team. In the event of a planned closure during the nursery day, we will contact all parents to arrange for the collection of their child.


In the event of staff shortages due to snow or other severe weather, we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive.

In the event we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Heat wave

Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the direct sunlight between 11.00am–3.00pm on hot days. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.

For further details please refer to our Sun Care policy.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager’s Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.10 Outings policy

Policy Aim

A Little Troopers Day Nursery, we plan a number of visits and outings throughout the year. Any outing is organised, and consideration is given to the suitability of the children attending, such as their age and ability.

The nursery will endeavour to provide a similar learning environment experienced at our nursery premises, however as the trips will usually be held at premises owned by other establishments it is important that our nursery considers the risks involved in attending.

Procedure

Therefore, the nursery will ensure:

- Practitioners attending the outing are able to adhere to the nursery's policies and procedures regardless of the change of venue.
- At all times, there has to be appropriate staffing levels and when the curriculum includes taking children out of nursery, appropriate children/ staff ratios are maintained.
- When planning a trip, the lead practitioner must complete a risk assessment form before the trip can be agreed.
- All trips to be authorised by the Nursery Manager or Deputy Nursery Manager.
- If parents do accompany children on trips, they will be inducted in our nursery safeguarding procedures and are not left alone with nursery children.
- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Written permission will always be obtained from parents before taking children on trips. For trips less than three hours this is requested on our nursery registration form before joining our nursery, to enable to staff to take children for visits such as the local parks and library. For visits planned to last longer than three hours, further written permission will be requested before a planned trip takes place.
- We designate one member of staff to be the outing leader; this may be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies/incidents (see our Missing Child policy).
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required.
- A completed trip register together with all parent and staff contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing.
- All staff will be easily recognisable by other members of the group; they will wear the nursery's branded uniform.
- All children will be easily identified by staff; they will wear hi vis vests with our nursery name and contact number displayed on the back.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
- Ofsted will be contacted and informed of any incidents.

Supervision

The nursery will adhere to the staff to child ratio as stated in the government statutory framework for the Early Years Foundation Stage while within the nursery premises. However, during outings outside of the nursery premises consideration will be given to the children and staff attending the trip and as a policy, this ratio will be halved.

Informing parents

The nursery will give as much information as possible about the nature of the trip and the activities that are likely to be made available to the children. The nursery will consider all aspects of the trip including health and safety as part of their risk assessment before the trip is planned. Parents at times may wish to raise concerns about a particular aspect

about the trip, any concerns should be put in writing to the nursery management team, who intern will contact the parent directly.

Talking to children

Suitable time will be given to talk to (the older) children about the proposed trip, to explain what we will be participating in and when, to stress the importance of safety to all of the children and to explain all risks.

Travel

Road travel is considered the most serious hazard on any trip. The nursery ensures that travel arrangements are subject to a risk assessment:

- Who will be transporting the children and are they safe?
- Buses and coaches must have seat belts and car seats supplied by parents.
- Children are supervised throughout the period of travel.
- Drivers are never expected to supervise.

Risk assessment/outings plan

The full risk assessment and outing plan will be communicated to parents to see before giving consent for trips over 3 hours. This plan will include details of:

- The name of the designated person in charge – the outing leader,
- The name of the place where the visit will take place,
- The estimated time of departure and arrival,
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size,
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc,
- Staff contact numbers,
- Method of transportation and travel arrangements (including the route),
- Financial arrangements,
- Emergency procedures,
- The name of the designated first aider and the first aid provision including any medication that needs to be administered in an emergency such as inhalers, epi pen,
- Links to the child's learning and development needs.

Emergency planning

The completed risk assessment ensures that emergency plans are in place in case of:

- Injury
- Illness
- Bullying or abuse between children
- Children going missing
- Children making a disclosure of abuse

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery.
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- Drivers of vehicles are adequately insured.
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any minibuses/coaches are fitted with 3-point seat belts
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers.
- When children are being transported, we maintain ratios.


When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used,
- Ensure the maximum seating is not exceeded,
- All children will be accompanied by our nursery team staff,
- No child will be left in a vehicle unattended,
- Extra care will be taken when getting into or out of a vehicle,
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

Missing Child

In the event of a child going missing, the Missing Child policy and procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The Nursery Manager will speak to parents prior to the visit regarding Health & Safety and the Parent code of conduct.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.11 Sun Care policy

Policy Aim

At Little Troopers Day Nursery, we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

Procedure:

- During March to October, the Nursery Manager will follow and monitor each days UV index and temperature before making a decision regarding the length of time the children will spend outside. Children will not be allowed in the direct sunlight between 11.00am – 3.00pm on hot days and will follow the NHS sun safety advice <https://www.nhs.uk/live-well/seasonal-health/sunscreen-and-sun-safety/>
- The nursery will follow the UV index guidance table and measures below:

UV Index	Risk Level	Nursery Sun Safety Measures
0-2	Low	<ul style="list-style-type: none">• Outdoor play can continue as normal.• Staff to encourage children to wear hats and ensure children remain hydrated.
3-5	Moderate	<ul style="list-style-type: none">• Sun protection procedures begin.• Staff will apply sunscreen, encourage children to wear sun hats and promote play in shaded areas.
6-7	High	<ul style="list-style-type: none">• Extra precautions are required.• Time will be limited in direct sunlight between 11am-3pm and the UV index will be monitored regarding access outside after 3pm.• Staff will apply sunscreen, children will be required to wear sun hats, light weight cotton clothing with long sleeves and long legs and play in shaded areas.
8-10	Very High	<ul style="list-style-type: none">• Outdoor exposure will be limited.• Access outside will be limited up to 11am. Staff will apply sunscreen, children will be required to wear sun hats, light weight cotton clothing with long sleeves and long legs and play in shaded areas.• The UV index will be monitored, however, access outside after 11am and for the rest of the day is unlikely.

- Staff will work in partnership with parents to agree on appropriate sun safety measures for each child. This will include considering individual needs, such as children with more sensitive skin types and those with naturally darker skin tones who may have greater natural protection. All children, regardless of skin type, will be supported to develop safe habits in the sun through consistent protection and education.
- The nursery will provide a SPF factor 50 sunscreen lotion which suitably meets the needs of young children. Prior written consent for staff to apply the lotion will be sort at the time of registration. Staff will be made aware of the expiry date and discard sunscreen after this date.
- From the beginning of April to the end of September parents are requested to:
 - supply a clearly labelled sun hat, which will be worn at all times whilst outside in sunny weather. It is preferable that parents provide hats of legionnaires design with an extended back and side to shield children's neck and ears from the sun, to provide additional protection.
 - to dress their child in light weight cotton clothing suitable for the sun, tops with long sleeves and bottoms with long legs.
 - apply a minimum SPF factor 30 sunscreen lotion to their child before arriving at nursery. Should the UV index rise prior to the beginning of April and after the end of September, the Nursery Manager will notify parents of a change to the weather conditions and request parents to apply sunscreen before arriving at nursery.
 - Purchase and provide a chosen sunscreen for their child if it is their preference is *not* to have the sunscreen supplied by our nursery, applied . This must be at least SPF factor 30 and clearly labelled with their child's name. Sunscreen containing nut based ingredients will *not* be allowed in our nursery.
- If your child has any known skin sensitivities or requires a specific sunscreen due to medical or allergy reasons, please inform the nursery.
- The nursery will ensure that all children have sunscreen lotion applied before going outside when the UV index is above 3 and at frequent intervals throughout the day.


- Children are encouraged to drink water more frequently throughout sunny or warm days, and this will be accessible both indoors and outdoors.
- Children are made aware of the need for sun hats, sunscreen and the need to drink more fluids during their time in the sun.
- Shade will be provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.

Vitamin D

Sunlight is important for the body to receive vitamin D. We need vitamin D to help the body absorb calcium and phosphate from our diet. These minerals are important for healthy bones, teeth, and muscles. Our body creates vitamin D from direct sunlight on our skin when we are outdoors. Most people can make enough vitamin D from being out in the sun daily for short periods with their hands or other body parts uncovered.

At nursery we find the right balance to protecting children from sunburn by following the NHS guidance. The benefits are discussed with parents and their wishes followed with regard to the amount of sunscreen applied.

We also promote the NHS recommendation to parents that all children aged under 5 years should be given vitamin D supplements even if they do get out in the sun.

Produced by:	Signed:  Print: Rebecca Warner	Date: March 2026
Review due:	March 2027	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.12 Nutrition and Meals policy

Policy Aim

At Little Troopers Day Nursery, we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times.

We are committed to offering children healthy, nutritious, and balanced meals and snacks which meet individual needs and requirements.

We will ensure that:

- Our nursery chef provides all children of parents/carers who have requested our refreshment package with nutritionally balanced meals and snacks in line with current guidance for early years. We encourage children to eat the meals provided, as they are designed to support healthy growth and development
- Menus are planned in advance, reviewed regularly, and reflect cultural diversity and variation. These are displayed within our group rooms and on our nursery website.
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives, and colourings.
- Menus include at least three servings of fresh fruit and vegetables per day.
- We will consider the requests of parents and children in the planning of our menus.
- Milk will be offered in addition to water to all children during snack times and high tea. Alternatives to cow's milk will be offered to a child attending our nursery and suffers an allergy or food intolerance to milk/dairy products.

Consideration is given to their age and diet as follows:

Babies under 12 months

- We will not give condensed milk, evaporated milk, dried milk or any other drinks referred to as milk, such as rice, oat or almond drinks. Infant formula is the only suitable alternative to breast milk for the first 12 months of a baby's life.
- We will not give cow's milk; this is because it doesn't contain the balance of nutrients a baby needs. However, babies who are six months old can eat foods that use full-fat cow's milk as an ingredient, such as cheese sauce and custard.
- We will offer their mother's own expressed milk or suitable age-appropriate formula milk which must be provided by their parent.
- For those mothers who wish to breastfeed a designated area will be made available. Additional expressed mothers' breast milk is labelled and is stored in the fridge.

Children aged 1- 2 years

- We will give whole cow's milk and dairy products until a child turns two years old because they may not get the calories or essential vitamins they need from lower-fat milks.

Children aged 2 years plus


- We will gradually move children aged two years plus to semi-skimmed cow's milk as a drink, provided they are eating a varied and balanced diet and are growing well. In the event there is a concern regarding their diet we will discuss with the parent and continue to provide whole milk, rather their semi-skimmed milk and will monitor their diet closely.
- Fresh drinking water is always available and accessible. It is frequently offered to children and intake is monitored. In hot weather, staff will encourage children to drink more water to keep them hydrated.
- Individual dietary requirements are respected. We gather information from parents regarding their children's dietary needs, including any special dietary requirements, preferences, and food allergies & intolerances that a child has and any special health requirements, before a child starts or joins the nursery. Where appropriate, we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child.
- All allergens are displayed alongside the menus to show the ingredients of each meal.
- We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate, an adult will sit with children during meals to ensure safety and minimise risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods.
- During all snack and mealtimes, whilst eating, every child will be within sight and hearing of a suitably competent member of the nursery team. In addition, there will always be a member of staff in the room with a valid paediatric first aid certificate.
- Staff show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of their diet or allergy.

- Staff set a good example and eat with the children and show good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children are encouraged to use their manners and say 'please' and 'thank you' and conversation is encouraged.
- Staff use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves.
- Staff support children to make healthy choices and understand the need for healthy eating.
- We provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Cultural differences in eating habits are respected.
- Any child who shows signs of distress at being faced with a meal they do not like will have their food removed without any fuss.
- Children not on special diets are encouraged to eat a small piece of everything.
- Children who refuse to eat at the mealtime are offered food later in the day.
- Children are given time to eat at their own pace and not rushed.
- Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for babies and young children.
- We promote positive attitudes to healthy eating through play opportunities and discussions.
- The nursery practitioners give verbal feedback at the end of the day regarding the refreshment they have consumed.
- No child is ever left alone when eating/ drinking to minimise the risk of choking.
- We will sometimes celebrate special occasions such as birthdays with the occasional treat of foods such as cake or biscuits. These will be given at mealtimes to prevent tooth decay and not spoil the child's appetite. Where we have frequent birthdays and celebrations, we consider other alternatives such as celebrating through smiles and praise, stickers, and badges, choosing a favourite story, becoming a special helper, playing a party game, dancing and/ or singing their favourite song.
- Parents can bring in cakes on special occasions, however due to Health & Safety requirements these must be shop bought, we cannot accept homemade cakes due to the fact we cannot control the environment in which they have been prepared, and therefore possible cross contamination. All shop bought cakes will only be accepted if the ingredients are listed in accordance with the Food Information for Consumers Regulations (FIR) 2014, as listed within the Allergens & Allergic Reactions policy.
- All staff who prepare and handle food are competent to do so and receive training in food hygiene, which is updated every three years.
- All staff are trained in preparing foods safely to avoid the risk of choking, following the Foods Standards Agency guidelines.
- All staff are aware of the symptoms and treatments for allergies and anaphylaxis.
- All staff are aware of the differences between allergies and intolerances, including that they need to maintain vigilance as children can develop allergies at any time.
- In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the nursery, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

The provision of refreshments by parents/carers opting out of our daily refreshment package:

- Parents/carers in receipt of one of the Government funded schemes we offer may choose to 'opt out' of our refreshment package and supply their child's daily refreshments, provided this has been agreed in advance as part of their child's nursery contract.
- Parents/carers who have chosen to 'opt out' of our daily refreshment package and are choosing to supply their child's daily refreshments will be given a copy of our 'Parent opt out refreshment agreement' which lists the meals & snacks items they may provide, and guidance on how they must be prepared and supplied.
- Parents/carers providing their child's daily refreshments are required to:
 - Provide the equivalent of our daily refreshment package; including the following meals and snacks: breakfast (this can be a snack), morning snack, lunch, afternoon snack and high tea.
 - Only provide meal & snack items that are listed within our nursery 'Parent opt out refreshment agreement' and ensure that they follow our allergy and safety guidelines within this agreement.
 - Ensure their child's meal & snack box is clearly labelled with the child's name.
 - Accept the nursery is unable to heat or prepare meals supplied by a parent/carer.
 - Accept that staff reserve the right to refuse a child's meal & snack box that does not meet our nursery 'Parent opt out refreshment agreement' or our allergy and safety guidelines. The nursery may offer our nursery refreshment package as an alternative should this happen and charge the parent accordingly.

- o Accept that our policy is to ensure the safety and well-being of all children and supports a consistent nutritional mealtime routine.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Beverly Massingham (Deputy) Jo Richens (Deputy) Olivia Smith	Acting Nursery Manager Acting Deputy Manager Acting Third in Charge	

2.13 Alcohol, Substance Misuse & No Smoking/ Vaping policy

Policy Aim

At Little Troopers Day Nursery, we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

This policy is in line with the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971. This should be read in conjunction with the Safeguarding policy, Staff Disciplinary policy & procedures, Staff Code of Conduct policy and Parent Code of Conduct policy.

Alcohol

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave.

- If they are a member of staff, the nursery will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal. Staff can still be under the influence of alcohol the day after the night before and staff should be aware of this, ensuring this is not the case when starting work.
- If they are a parent, the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them.
- If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police/ children's social services may be called.
- If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted.
- Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises.

Substance misuse

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately.

- If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow.
- If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them.
- If a child is thought to be at risk the nursery will follow the safeguarding children/ child protection procedure, and the police may be called.
- The nursery will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the Nursery Manager as soon as possible to arrange for a risk assessment to take place.

If there are concerns around a member of staff who may have a drug or alcohol problem, but there is no evidence

If the nursery suspects there may be an issue with drugs or alcohol, including poor performance, changes in behaviour and/ or sickness; but there is no evidence that it is happening during working hours or arriving at work under the influence of drugs or alcohol:

- A meeting will be held with the member of staff to investigate the health concerns.
- Support and referral to appropriate services may be offered to the staff member if this is considered appropriate and confidentiality will be maintained.
- The staff member will be reminded of the disciplinary procedures that will apply if they attend work under the influence of drugs or alcohol.

Safeguarding/ Child Protection

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk, we will follow our safeguarding/ child protection procedures, contact the local authority children's social care team and the police.

In any case where the Nursery Manager believes an illegal act is suspected to have taken place, the police will be called.


No Smoking/ Vaping Policy

We are committed to promoting children's health and well-being. This is of the utmost importance for the nursery. Smoking and the use of E-cigarettes has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds.

It is illegal to smoke/ vape in enclosed places. All persons must abstain from smoking/ vaping while on the premises. This applies to staff, students, parents, carers, contractors, and any other visitors to the premises.

Staff accompanying children outside the nursery, are not permitted to smoke/vape. We also request that parents accompanying nursery children on outings refrain from smoking/ vaping while caring for the children.

Staff must not smoke/vape while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff, choose to smoke/ vape during breaks they are asked to change into their own clothing and smoke away from the main entrance.

Produced by:	Signed:  Print: Rebecca Warner	Date: September 2025
Review due:	September 2026	
Nursery Designated Safeguarding Officers – During the Nursery Manager's Maternity Leave until September 2026		
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens	Company Director Acting Nursery Manager Acting Deputy Manager	

2.14 Lone Working policy

Policy Aim

At Little Troopers Day Nursery, we aim to ensure that no member of our nursery team is left alone working in either a room alone or within the building at any time. However, there may be occasions when this isn't always possible due to:

- Toilet breaks,
- Lunch cover,
- Nappy changes,
- Comforting a child that may be unwell in a quiet area.
- Following a child's interest, as this may lead staff away with a child to explore an area,
- Supporting children in the toilet area that may have had an accident,
- The duties some team members have, e.g., the nursery chef, management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

Ratios

We always ensure that our statutory staff: child ratios are maintained.

Considerations

It is the responsibility of both the member of staff and the Nursery Manager to identify the hazards and minimise the risks of working alone.

When deciding on lone working, it will need to be considered how lone workers manage with a variety of tasks such as talking to parents and supervising activities, whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g., paediatric first aid certificate, safeguarding training and competency, food hygiene training and whether they qualified in Early Years.

Where necessary, Public liability insurance for lone working will be sought.

The Nursery Manager and the Room Leaders must ensure they follow the nursery's policy when considering leaving the room or working independently:

- Complete a risk assessment for staff working alone,
- Ensure staff: child ratios are maintained,
- There is someone to call in the event of an emergency,
- All safeguarding procedures are considered to ensure the nursery practitioner left with a child/children is suitably qualified and experienced to do so.

Where possible all staff will leave the nursery premises together when the final closing checklist has been completed. In the event a member of staff wishes to remain on the nursery premises for example to complete paperwork this must be prior agreed with the Nursery Manager.

Procedures for Lone Working on the Nursery Premises

The staff member when left on the premises alone must:

- Confirm the expected time of departure,
- Ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned,
- Ensure that the building remains locked so no one can walk in unidentified,
- Report any concerns for working alone to the management as soon as is practicably possible.

Before the member of staff is allowed to work alone on the nursery premises the Nursery Manager will carry out a risk assessment to ensure the staff member:

- Wishing to work alone is suitably competent and confident enough to carry out any safety procedures e.g., fire evacuation,
- Has access to a telephone,
- Has the ability to contact them or a member of the nursery team in if their lone working is outside normal opening hours (i.e., access to a phone, contact numbers of someone they can call.)
- Has the name and number/s to contact in the event of an emergency.
- Agrees the reporting arrangements (text/ring when leaving the premises) so that in the event the member of staff does not call in, to follow it up.
- The hazards and risks associated with carrying out the tasks while working alone and how these will be controlled.

Procedures for Home Visits

To support new children and their settling process Little Troopers Day Nursery conducts a visit to their home for those children who live within a one-mile radius of the nursery premises. This is to enable the key person to meet the child and their parent/carer before the child starts. For those not living within a one-mile radius, a meeting will be conducted at the nursery premises or by telephone.

The Nursery Manager (or Deputy Nursery Manager in her absence) is responsible for arranging the home visits, which will be carried out by the child's key person if they are an established senior practitioner, or the Room Leader or the Deputy Room Leader.

Home visits are only to be conducted at the child's main residence, are arranged during the nursery's operating hours and in most cases likely to be within a mile radius and will therefore require the staff member to walk a short distance to the child's home.

Before the home visit details are agreed with the parent/carer, the Nursery Manager will carry out a risk assessment of the planned home visit and consider the:


- Child's entry group and staff involved in the care of the child,
- Child's home address and accessibility to their home from nursery (distance),
- Transport links (within walking distance),
- Agree with Room Leader who will be the child's nominated Key Person,
- Agree with Room Leader who will attend the visit,
- The hazards and risks associated with carrying out a home visit and how these will be controlled; such as whether there are any pets at the child's home and whether the member of staff has any pet allergies.

When attending the visit, the staff member will:

- Ensure they notify the Nursery Manager of their departure for the home visit.
- On arrival at the child's residence, phone the nursery to confirm ('check in') they have arrived at the nominated address.
- On departure of the child's residence, phone the nursery to confirm ('check out') they have left of the nominated address. This must be done once they have left the premises and *not* while still inside the premises.

The Nursery Manager will ensure that all staff attending home visits are briefed about keeping safe and in the event they feel unhappy with the conditions of the home visit, such as other people in attendance or feel threatened in any way they are to contact the nursery and speak to the Nursery Manager immediately. The Nursery Manager will establish the issue and where necessary agree to terminate the home visit.

Parents should refer to the Parent Code of Conduct policy, when understanding the nursery's expectations of its parents.

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Review due:	September 2026	
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2.15 Student policy

Policy Aim

At Little Troopers Day Nursery, we are committed to sharing good practice with those wishing to pursue a career in Early Years. We welcome students to join our nursery team and gain work experience within our nursery.

We will accept one student at a time, as more students than this, places undue pressure on staff.


We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit the nursery for an interview, followed by their student induction and nursery tour. At this time, students will have the opportunity to read and discuss nursery policies, the staff handbook, and sign their student contract in readiness for their first day.

Our policy for those on placements is as follows:

- Will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins (this does not apply to secondary school work experience placements),
- Are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery.
- Will be supervised at all times by the member of staff assigned to them (or a deputy in their absence) and will not be left alone with the children.
- Will be supported to understand nursery policies and procedures.
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the student co-ordinator to receive feedback about the student's progress.
- Will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance.
- Staff will respect individual students' needs and abilities.
- An accurate evaluation of ability and performance for both students and training providers will be provided, and the nursery will support students who are experiencing difficulties with action plans if needed.
- Will be expected to maintain parent partnerships; parents will be informed when students are present in the nursery e.g., via email or in the nursery newsletter. Wherever possible this will be accompanied by a recent photograph of the student.
- All students on placement must adhere to the same codes of conduct as permanent staff including timekeeping and dress codes.
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early years education (aged 16 and over) in our staff: child ratios at the level lower than their level of study. This will be the discretion of the Nursery Manager and only will only occur when the Nursery Manager is satisfied the student/ apprentice is competent, responsible and if they hold a valid and current paediatric first aid (PFA) qualification.

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2.16 Young Workers policy

Policy Aim

At Little Troopers Day Nursery, we support young workers and apprentices as we foster and shape the workforce of the future. At times there may be students on placement within the nursery. The Early Years Foundation Stage Framework (EYFS) sets out the requirements for young people working in a setting and we will adhere to these requirements at all times.

Students on long-term placement

Any student aged 17 or over who is attending our setting on a long-term placement e.g., for one year or more will be monitored and assessed to determine their competence levels. If we believe that they are demonstrating the high levels of competence and responsibility we expect from our staff, then we may consider including them in our staff ratios at the level below their level of study, providing they hold a valid and current paediatric first aid (PFA) qualification. To determine the student's suitability to be counted as staff ratio, students will have to successfully demonstrate through continuous observation by both the Room Leader and Nursery Manager that they are able to work independently and adhere nursery policies and procedures. An ongoing risk assessment and regular supervision meetings will also help the Nursery Manager to establish this.

Apprentices

An apprentice aged 16 and over who is attending our setting on a long-term placement and undertaking early education training, will be monitored, and assessed to determine their competence levels. If we believe that they are demonstrating the high levels of competence and responsibility we expect from our staff, then we may consider including them in our staff ratios at the level below their level of study.

Any young person under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being.

The Nursery Manager will:


- Conduct a risk assessment before the student/ apprentice starts to consider their limited experience, ability, and maturity.
- Assign a mentor within the nursery, normally a Room Leader that can support student/ apprentice's well-being.
- Arrange for the student/ apprentice to attend weekly supervision meeting with the Nursery Manager to discuss their progress, give feedback from their Room Leader and establish additional ongoing training needs.

Any safeguarding concerns will be dealt with according to our safeguarding policies procedures.

Nursery expectations of young staff

Within our nursery, we expect our young staff to:

- Read, understand, and adhere to all policies and procedures including the Health & Safety Policy.
- Take part in our ongoing staff suitability procedures. Declare any reasons why their suitability to work with children may change during their placement.
- Share any safeguarding concerns they may have with their mentor or the Lead Designated Safeguarding Officer.
- Maintain a high standard of work, behaviour, appearance, and attendance whilst with the nursery.
- Undertake a full induction conducted by the Nursery Manager.
- Access additional training as required by the nursery management team.
- If studying whilst with the nursery, undertake all tasks required by the tutor to keep up to date with the course. If a student/ apprentice's coursework falls behind at any point their placement in the nursery will be at risk.
- Ensure that the nursery environment is safe and secure for all children at all times and report any issues as they arise.
- Help with the day to day running of the nursery by undertaking tasks as determined by the Room Leaders and Nursery management team.
- Take part in staff meetings and training, as required by the nursery.

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2.17 Environmental Sustainability policy

Policy Aim

At Little Troopers Day Nursery, we wish to support children to learn about sustainable practices and foster respect and care for living and non-living environments, in line with the DfE Sustainability and climate change strategy.

<https://bit.ly/sustainability-and-climate-change-strategy>

We provide opportunities for children to develop a broad knowledge and understanding of the importance of nature, sustainability, and the causes and impact of climate change through their learned and lived experiences. Children are able to develop positive attitudes and values about sustainable practices by exploring solutions to environmental issues, learning about the world around them and how to protect it and watching adults role model positive sustainable actions and solutions.

We promote a holistic, open-ended curriculum which explores ideas and practices for environmental sustainability and helps children understand the interdependence between people and the environment by:

- Helping children to spend time in nature, and explore it through art and play
- Supporting children to experience the natural environment through natural materials like wood, stone, sand and recycled materials
- Supporting the environment by learning how to grow and nurture plants in the nursery.
- Helping children to learn about water conservation, energy efficiency and waste reduction through play based activities and adult interactions.
- Going on nature walks and learning about plants they see in the local area.
- Visiting the Oxford City farm.
- Encouraging staff, parents and children to regularly walk or cycle to nursery, to raise the awareness of caring for the planet.
- Encouraging children to become actively involved in the improvement of their local environment, such as encouraging children to share a recycling ethos both at nursery and in the home environment.


As a nursery we will embed sustainability into all aspects of the operations including:

- Sending prospective parents literature about the nursery via email, rather than paper based documents.
- Sending nursery parents communications, such as newsletters, fee details and operational letters via email, rather than paper based documents.
- Considering our carbon footprint when purchasing materials.
- Increasingly moving nursery paper based records to online stored methods.
- Shopping local and using seasonal produce, where possible.
- Turning off equipment and lights when not in use.
- Using energy saving light bulbs.
- Not leaving any equipment on standby.
- Unplugging all equipment at the end of its use/the day.
- Using energy saving wash cycles on our washing machine.
- Using micro cloths for hand washing and drying.
- Using reusable drawstring bags instead of disposable 'one use' nappy sacks to send home dirty laundry.
- Hanging washing out to dry rather than using the tumble dryer, where possible.
- Incorporating water wise strategies such as ensuring taps are turned off and leaks fixed.
- Recycling water from the water play to water plants outside.
- Recycling materials for art and creative activities and encouraging parents to bring in their recycling materials for the same use.
- Encouraging parents to responsibly dispose of or recycle children's take home recycled material models where possible.

Working together with all our parents and partners will help our environment to be more sustainable and make it a better place for our future generations to grow up in.

We assess our nursery's impact on the environment on a regular basis and put procedures in place to counteract this impact. In order to encourage children not to waste food or to play with food at mealtimes, we discourage the use of food as a play material; instead, we encourage activities which involve preparing and tasting different types of food.

This policy is reviewed annually and is carefully considered in the best interests of the children, nursery and the environment.

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