



Health Safety and Welfare Policy & Arrangements For

Dorking Nursery School and Children's Centre

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and is obtainable via SCC website.

Reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

In Foundation and Voluntary Aided Schools the Governing Body is the employer and must provide a Health and Safety Policy. These schools are welcome to adopt and follow the Surrey County council guidance.

Part 1: Statement of General Policy on Health,
Safety and Welfare

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Health, Safety and Welfare

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Safety and Welfare

Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Dorking Nursery School and Children's Centre:
 - Recognise that the safeguarding of all our children is of paramount importance and that this policy is in accordance with our safeguarding/child protection policy
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
 - Act in accordance with the general health H&S policy of Surrey County Council.
 - Require all managers, in the centre community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.
2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A centre/workplace in a safe condition.
 - A safe working environment
 - Safe systems of work
 - Safe plant and equipment
 - Safe access and egress to all areas of the centre
 - The safety of articles and substances for use at work and in the centre
 - Sufficient Instruction and Training Supervision.
3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the centres to be carried out and communicated to al relevant persons, and for the significant finding to be properly incorporated into the centre's H&S procedures.

Sandy Horvath, Chair of Governors

31.1.17

Donna Harwood-Duffy, Headteacher

31.1.17

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Dorking Nursery School and Children's Centre.

1. The Governing Body

The Governing Body approves the H&S Policy of the Centre and monitors its successful implementation. The Governing Body further ensures, as administrators of the Centre's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the Centre Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider centre community, who will stay up to date with centre H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on:
 - Progress of the H&S targets in the Centre Development Plan
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the centres' H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on & off site centre related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.3 Appropriate staffing levels for safe supervision are in place.
- 2.4 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - Pond
 - First Aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. gardens and soft playroom.
- 2.5 An adequate needs analysis of H&S training is undertaken for centre staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole centre community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights
 - Display Screen.

Any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The centre secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The centres cooperate and participates in the County's H&S monitoring arrangements.
- 2.11 A centre Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the centre are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to the H&S Coordinator, Nicky Ellis, who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Line Managers

Managers in charge of staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

The centre's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the centre's procedure.

All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

Any equipment/appliance which has been identified as being unsafe is removed from service.

H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.

The H&S training needs of staff are identified and the Headteacher informed accordingly.

Staff are properly consulted on any matters that may affect their health or safety whilst at work.

New transferred and temporary staff receive appropriate H&S induction training.

First aid provision is adequate.

Pupils are given relevant H&S information and instruction.

4. Staff (Including supply)

Nursery staff are responsible for the H&S of all children under their care and in particular must ensure:

- 5.1 Effective and appropriate supervision of the children
- 5.2 That appropriate safety instructions are given to all children prior to commencing practical sessions.

All Centre staff must ensure:

That they are conversant with the centres' H&S policy and any arrangements specific

to their own department.

They know the emergency procedures.

Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

That they report any defective equipment to the relevant person.

All accidents and incidents are reported and reviewed or investigated.

5. Caretaker

The Caretaker is responsible to the Headteacher/Administrative Officer, and in particular will ensure:

The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the centres, and the main circulation areas. (These may be carried out with others such as governors, H & S Co-ordinator etc)

That persons they supervise only undertake work for which they are competent.

That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

That all staff work in accordance with safe working practices issued by the centres, the County Council etc.

6. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S

functions and maintain an overview of the H&S organisation & management of the centres, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

Having an overview of the centres' H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

Overseeing & supporting the centres' Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.

Carrying out, with the Headteacher and others as appropriate, the centres' accident/incident recording, reporting, and investigation arrangements.

Arrange for termly evacuation drills and weekly fire alarm tests etc.

Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.

Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

Ensuring that all Senior Managers (team leaders) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

7. All Employees (including temporary & volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the centre to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

Participate in the centre's risk assessment process and comply with findings.

Report any defects in the condition of the premises or equipment of which they become aware.

Report all accidents/incidents in accordance with the centre's procedures.

Be familiar with the procedure to be followed in the event of a fire/emergency.

Make use, where relevant, of personal protective equipment provided for safety or health reasons.

To follow all relevant codes of safe working practice and local rules.

To report any unsafe working practices to their Line Manager.

8. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

To investigate potential hazards and to examine the causes of accidents in the workplace

To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work

To make representations to the Headteacher on matters affecting the health, safety and welfare of employees

To carry out workplace H&S inspections, subject to reasonable notice to their line manager

To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

9. Health and Safety Committee (if applicable)

The centres have established an H&S Committee which meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee may include:

Headteacher [Donna Harwood-Duffy]

Governor Representatives [Gary Candlish]

Health & Safety Co-ordinator [Nicky Ellis]

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our centres to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Access Control/Security

All visitors to sign in at the entrance (at the glass hatch) and to be issued with a visitor badge. Identity to be checked when applicable. Visitors to wait in the entrance area or library, and not in the secure nursery areas. Security doors to nursery rooms, staff rooms and to enter centre. Push button alarm in reception at both sites linked to security centre. Staff are expected to wear their name badges at all times.

2. Accident Reporting, Recording & Investigation

For reporting of accidents of children - see Sickness and Medication policy. For accidents involving centre users and staff plus more serious accidents involving children, we use Surrey's on line accident/incident reporting system. The office will submit the report in consultation with the person affected and any witnesses. The Headteacher/Children's Centre Manager (or most senior member of staff on site) will be immediately informed and undertake the investigation.

3. Asbestos

The health and safety co-ordinator is responsible for the asbestos survey and ensuring that all contractors and other site supervisors have sight of the survey prior to any work starting on the premises. There is a copy of the asbestos register kept in the nursery front office for the use of contractors. In case of asbestos disturbance - see emergency plan. Staff are informed where there is risk of asbestos and thus unsafe to drill or affix anything to walls.

4. Contractors

All contractors are informed of any health and safety arrangements before work commences and safe working arrangements are agreed beforehand. Work is regularly monitored and risk assessments undertaken if necessary by SCC or the health and safety co-ordinator as appropriate. Hot work permits must be checked before work commences by centre staff if required.

5. Curriculum Safety [including out of school learning activity/study support]

Daily risk assessments are carried out and recorded at both sites in all areas before the start of the session.

See also Centre's health and safety policy attached - re outdoor play and outings. Volunteers require a DBS check. Trips out of the school are subject to a real-time risk assessment.

6. Drugs & Medications

See sickness, medication and first aid policy. It is the responsibility of all staff to check with their doctor that if they are on medication they are fit to work with children. Medication of children follows pupil health and administration of medicine guidelines.

7. Electrical Equipment [fixed & portable]

Any faults on portable electrical equipment noticed by users are reported to the health & safety co-ordinator as required. Portable appliance testing is carried out annually by a Surrey approved contractor. Fixed wiring inspections are carried out every 5 years by a Surrey approved contractor.

8. Fire Precautions & Procedures (and other emergencies)

Health and Safety committee is responsible for:

- undertaking & reviewing fire risk assessment
- Reviewing drills and procedures

The administrative officer is responsible for:

- Ensuring fire extinguishers, emergency lighting and fire alarms are regularly checked and tested

The Caretaker/Headteacher or Centre Manager (or most senior member of staff on site) is responsible for:

- Testing the fire alarms and emergency lights regularly and recording the information in the fire safety file

The Headteacher and Children's Centre Manager (or most senior member of staff on site) is responsible for:

- The frequency and arrangement of drills
- Training of staff

Fire Safety

- All staff and volunteers to have induction on evacuation procedures on induction.
- Termly fire drills to take place

- All persons hiring the premises/leading courses and groups to be given fire evacuation instructions and to ensure that a register is taken and that persons attending are informed of fire exits
- Fire evacuation notices to be displayed in all rooms

Fire Evacuation procedures - for details read notices in each room.

9. **First Aid**

See attached list for names of first aid trained staff. A number of staff from both sites are trained in paediatric first aid every 3 years.

Responsibility for checking and restocking first aid boxes once a term:

West Street - Office assistant

Goodwyns Road - Receptionist

Location of first aid boxes at West Street:

2-3s nursery, 3-5s nursery, servery, reception office, conference room, under 3s room, therapies room, upstairs kitchen school house, soft play room.

Location of First Aid Boxes at Goodwyns Road:

Meeting room, staff room, kitchen (off Play room)

10. **Glass & Glazing**

All doors and windows have safety glass or have been fitted with laminate coating. All replacement glass meets national safety standards. Glass is monitored as part of the termly health and safety inspection.

11. **Hazardous Substances**

Hazardous substances are kept to an absolute minimum, but where used the following rules are applied:

To be kept where they cannot be accessed by children

Suitable protective equipment to be worn

Training to be given where necessary

Hazard data sheet available where appropriate

12. **Health and Safety Advice**

Health and safety advice will be sought where necessary from Babcock 4S. We pay into the Babcock H and S buyback.

13. **Housekeeping, cleaning & waste disposal**

All classroom/play areas and toilets are cleaned daily and other areas regularly. Wet floor signs are always put up when needed. We have nappy bins and a designated external clinical waste collection routine. All glass to be recycled or wrapped before being disposed of. Salt for snow and ice is stored in bins in various locations on both sites. The caretaker is responsible for ensuring the premises are kept clean, safe and waste is disposed of properly.

14. Handling & Lifting

Regular risk assessments undertaken. Staff attended manual handling courses or undertake the manual handling DVD course. They are instructed to only lift children when absolutely necessary and to use correct techniques. As part of induction staff are encouraged to recognise their own limits and operate within these. Equipment is available on site for moving heavy objects.

15. Jewellery

Parents are informed in the nursery brochure that their children are not to wear jewellery to nursery for health and safety reasons - they sign on the registration form to show that they understand and agree to this. Parents at the drop in groups need to take responsibility for their child's safety if they wish them to wear jewellery.

16. Lettings/shared use of premises

This information is given in the lettings agreement.

17. Lone Working

See Lone working procedures attached and the home visit policy

18. Long Term Evacuation Plan

See emergency plan

19. Maintenance / Inspection of Equipment

Check	Frequency	Contractor	Records Kept
Ladder inspection	Termly	H&S committee	H&S report
Fixed wiring inspection	5 Years	SCC buyback	Contractors report
Fire extinguishers	Annual	G C Fire Protection Ltd	Certificate
Fire alarm & smoke detection	3 monthly	G C Fire Protection Ltd	Fire book
Fire alarm sounder	Weekly	Caretaker/Head	Fire book
Emergency lights	6 monthly	G C Fire Protection Ltd	Fire book
Emergency lights	Monthly	Caretaker	Fire book
Water - Tank inspection	Annual	SCC buyback	Contractors report
Water - Legionella	Weekly flush	Caretaker	Update file
Water - Legionella	Monthly Temp Check	Caretaker	Update file
Water - Legionella	6 monthly cisterns & water temp at tank inlets	Caretaker	Update file
Portable Appliance	Annual	Brian Morissey	Contractors report
Boiler -Summer Service	Annual	SCC buyback	Gas safety cert.
Boiler -Winter Service	Annual	SCC buyback	Contractors report
Blending Valves	6 Monthly	SCC buyback	Contractors report
Playground Equipment	Annual	Surrey CC Com Serv	Contractors report
Trees	Annual	Treeline	Contractors report
Burglar alarm	Annual	Wilton Security Sys	Contractors report

20. Monitoring the Policy

The Headteacher and Children's Centre Manager (or most delegated member of staff on site) undertakes daily workplace inspections

The health and safety committee do termly inspections

The health and safety co-ordinator monitors the checks undertaken by the caretaker

21. Personal Protective Equipment (PPE)

Risk assessments undertaken as required and implemented. Protective aprons and gloves provided in nurseries and for use in the gardens. Instructions on use given to staff and areas regularly checked to ensure there are sufficient supplies.

22. Playground Safety

A daily risk assessment is undertaken and recorded each day before the beginning of the session in each of the 3 gardens at West Street and at Goodwyns Road to ensure that all areas of the gardens are safe to use. At least one adult must supervise the children in the garden at all times. It is the responsibility of the supervising adult to request extra adult help when needed. Please also refer to Rules for Outdoor Play below. Playground equipment is checked by SCC annually.

23. Reporting Defects

Defects should be reported to the Health and safety Co-ordinator

24. Risk Assessments

Annual risk assessments re carried out by the Health and safety committee including the health and safety co-ordinator and head teacher. Daily risk assessments are carried out by designated staff. Risk assessments are undertaken for all volunteer roles.

25. School Trips/ Off-Site Activities

Educational visits Co-ordinator - Pam Lawrence

See educational visits policy

26. School Transport

Minibuses only driven by authorised drivers. Risk assessments undertaken and appropriate supervision and seating arrangements made

27. Smoking

No smoking anywhere on sites

28. Staff Consultation

Health and safety committee meets termly. Regular health and safety updates at staff meetings. Staff to inform health and safety co-ordinator and head teacher of concerns/ideas as they arise.

29. Staff Health & Safety Training and Development

Induction of all staff includes health and safety procedures. Other training arranged as needed.

30. Staff Well-being/Stress

Staff are encouraged to speak to their line managers or the Headteacher if they feel under stress.

Centre pays into Surrey County Council's Employee Assistance programme which offers confidential advice and counselling

31. Supervision [including out of school learning activity/study support]

On nursery trips we follow the statutory requirements of the Early Years Foundation Stage and have a minimum of one adult to every 2 children. Within the nursery we keep to the statutory ratios at all times including during lunch time. All staff, governors and regular volunteers are required to have an enhanced DBS check

32. Swimming Pool Operating Procedures

N/A

33. Use of VDU's/Display Screens

Information on micro-breaks/working with VDUs leaflet given to relevant staff and they complete on line display screen equipment training. Health concerns to be reported to line managers.

34. Vehicles on Site

Parents are encouraged to walk to the centres if possible. Parents reminded of health & safety concerns regarding traffic and the car park in newsletters. During building works contractors are instructed to avoid busy times for deliveries. Parents at Dorking Nursery School Children's Centre are currently only allowed to park in the car park when issued with a valid permit or disabled badge.

35. Violence to Staff / School Security

All visitors to sign in at entrance and to be issued with visitor badge - and only to be allowed through the security door to the Centre if they are expected and/ or identity verified . Security doors to nursery rooms, staff rooms and to enter centre. Push button alarm in reception on both sites linked to security centre

36. Working at Height

See attached health and safety procedures

DORKING NURSERY SCHOOL AND CHILDREN'S CENTRE

Health and Safety Procedures for the safeguarding of children and adults

Appendices

1. Rules for the safety and security of children and adults in the Centre:

Visitor procedures

Registration for children's centre groups/ courses/ conferences

Registration of Staff and Students

Registration procedures for nursery children

Bringing and collecting children including procedures for uncollected children

Safety Rules in the Nursery

Preparing and cooking food

Use of Soft Play Room

Earrings

Food allergies

2. Hygiene

3. Intimate care:

Nappy changing procedure

Use of potties

Shower

4. Outdoor play

5. Fire evacuation procedures

6. Taxis

7. Lifting

8. Staff Safety

Staff and student registration

Lone Working

9. Use of portable heaters

10. Use of Portable Personal Electrical Appliances

11. Smoking and illegal substances

12. Ladder Safety

13. Mobile Phones

14. Photographs

See also separate policies on:

- Medication and First Aid
- Lost Children
- Safeguarding - Child Protection
- Healthy Eating
- Positive Handling
- Managing Staff Absence
- Educational Visits
- Recruitment and Selection
- Lettings and community use
- Emergency Plan
- Lone Working
- Home Visiting
- Woodland and Forest School
- Volunteers.

At all times Dorking Nursery School and Children's Centre adheres to the Statutory Framework for the Early Years Foundation Stage and to Surrey County Council requirements.

These rules apply to all users of the Centre including all children who attend our nurseries and centre groups.

All new staff, volunteers and students should be informed of health and safety guidelines and fire procedures on their first day in the Centre

1. Rules for the Safety and Security of Children and Adults in the Centres

There is one entrance to both Centres which is used by all users - this has a security lock which is controlled by the office staff. The staff and both nursery areas have security doors so that only staff, parents and children are able to enter. Staff at Dorking Nursery are issued with key fobs to gain entrance to all areas. A list of staff authorised to use these key fobs is kept in the office. Internal gates and doors are to be shut at all times. Unless

absolutely necessary key fobs not to be given to anyone other than staff. Office staff must record any key fobs given to visitors e.g. a contractor who needs access - and ensure that the key fobs are returned when person leaves building. Any key fobs that go missing must be disabled.

Visitor procedures

All visitors must report to the office through the glass hatch in the entrance immediately on arrival at the centre.

All visitors and students must sign the visitors' book, identification may be requested and the following must be recorded:

- Date
- Time of arrival and departure
- Name
- Purpose of visit.

All visitors to the Centres must wear a visitors' badge throughout their visit. All expected visitors should be recorded on the weekly diary - if this is not the case their visit must be verified by a member of staff before they are allowed to come into the Centre. Visitors must wait in the reception area or be taken by a member of the reception staff to the person they have come to meet.

Registration for children's centre groups/courses/conferences

On both sites, parents/carers attending Centre groups to sign in at the front desk and sign out when they leave.

All external courses and conferences to have a register in the room of all those attending - and the office staff to have a list of those attending.

Staff and tutors of conference courses to ensure that all registers and the white board are taken to the fire assembly points in case of emergency or fire drill - see fire procedures.

All exits should be unlocked and no doors should be dead locked when there are people in the building.

Registration of Staff and Students

All staff, volunteers and students to complete a registration form on their first day giving information about emergency contact numbers, health requirements/conditions

Confidential records are kept in a locked cupboard. A copy of the single list is available at both sites.

A list of all staff is on the white board in the entrance at both sites. All staff to ensure they tick their name when in the building and delete the tick when they leave

Registration procedures for nursery children

All parents complete a registration form prior to their child starting which includes the following information:

1. Emergency contact numbers
2. The child's special dietary requirements, food allergies
3. The child's special health requirements
4. Information about who has legal contact with the children and who has parental responsibility for the child
5. Parental permission for emergency medical advice or treatment to be sought by the nursery when appropriate
6. A password to be used when a child is not collected by their normal person.

Bringing and Collecting Children

The term parent includes all carers as well as taxi escorts.

On arrival at the Centre parents and carers must stay with their child until the nursery is open i.e. 8.45 or 12.30. Before departing, the parent must accompany the child whilst they take off their coats, find and put their name card photograph card on the registration board, and ensure their child's presence is recorded in the register by a member of staff (following Surrey County Council policy).

Written or verbal permission must be given to the centre by a parent/guardian and the name of the person written on the white board in the nurseries before a child can be collected by another person. If the person collecting is unknown to staff then the person will be required to give a pre agreed password or show written proof of identity as appropriate. (Passwords must never be passed on to others by staff - it is solely the parent's responsibility to give the password to those they have given permission to collect). In the event that permission by the parent has not been given the child will stay at nursery supervised by nursery staff until parental permission has been obtained or a person who has got parental permission arrives to collect the child.

If a child is not collected the centre will endeavour to contact the parents or other people on the child's emergency contact list, and the child will be supervised by nursery staff until he/she is collected. In the event that a child has not been collected and no one on the emergency list is available the police and social services will be contacted.

Parents are encouraged to hold children's hands at all times when they leave the centre and in the car park.

Taxi children must hold the hands of the SCC approved taxi escorts at all times when they arrive at/leave the centre. A member of staff will help with this if more adults are needed.

Safety Rules in the Nursery

- The correct staff/child ratios need to be adhered to at all times according to the EYFS
- Walk at all times when indoors
- Children are not to go outside the secure nursery area unless accompanied by a member of staff
- The wooden blocks may only be built to a height which is safe for the children. If an adult is closely supervising the activity the structure may be made higher but within safe limits
- Making bead necklaces - the children are to leave them on the table when they have finished threading and not walk round the classroom wearing them - the same applies to staff who have been made a necklace (to set an example)
- Supervising staff must always inform another member of staff when they leave the classroom
- Children are expected to develop independence and an understanding of safety within their capabilities; therefore they will be taught safe use of scissors, how to carry items safely, to pick up items from the floor etc.
- Certain items are not to be used for art activities e.g. toilet rolls, polystyrene pieces
- Warning signs to be put up when the floor is wet
- Staff to ensure all equipment is safe before the children use them.

Preparing and cooking food

- Children must be closely supervised at all times when using knives, graters etc. and taught safe use of all tools
- Children and staff must wash hands before the activity
- Staff must ensure that all cooking utensils and surfaces are clean and hygienic
- The children must be supervised at all times when engaged in a cooking activity in the group room and the door secured when the adult and children leave the room to ensure no children use the room whilst the cooker is in use or cooling down
- In 3-5s whenever the cooker is in use the cooker guard must be securely hooked up and closely supervised at all times. The children are not allowed inside the cooker gate
- In 2-3s the cooker is in the kitchen and the children observe through the slatted gate
- All cooking equipment to be washed thoroughly and returned to place of storage - children to be encouraged to help with this
- At all meal times and for cooking activities always check the list of allergies and diets to make sure children are given the right food
- All food must be stored in the refrigerator or in sealed plastic boxes
- Lunches are not prepared on the premises but hot food is served by trained SCC staff. Specific staff in the nursery are trained in food hygiene. The servery is inspected regularly by Environmental Health.

Rules for the use of the soft playroom (which must be displayed in the room)

1. A minimum of 2 adults must be supervising at all times (babies and very young children will need a minimum of 1 adult for 2 children)
2. A maximum of 8 children to use the soft play at any one time
3. All shoes/boots etc to be removed but socks worn
4. The ball pool must be closely supervised at all times (be aware that children can be out of sight under the balls) - normally there should be no more than 4 children in there at any one time
5. Ensure children are not touching the ceiling when jumping off the high platform
6. If a child wets himself/is sick etc in the ball pool - the ball pool must be vacated and not used until the balls have been washed - please inform a member of staff
7. Accidents must be reported to a member of staff and recorded in our accident book
8. The soft play must be checked after each session to ensure that it is safe and hygienic - tick, sign and date checklist on clipboard on window sill to show this has been done.

Please teach the children:

- To be considerate of others and the equipment
- To be aware of the safety of themselves and others
- To know their own limitations.

Please make sure the extractor fan, heater, lighting and CD players are all switched off before vacating the room.

Please lock the room after use and return to the key to the office or main classroom as appropriate.

Earrings

Earrings are not to be worn by children attending the nursery at any time. They must be removed, not taped. Children need to be able to climb and move freely in the classrooms, outside and in soft play.

Food allergies

Due to the large number of children with food allergies, we do not allow egg or nut products to be used in the nurseries or Children's Centre at any time. This includes the use of boxes and other materials that could be used for art and design which may have come into contact with eggs or nuts.

Goodwyns Road

- Garden and play area and all equipment inspected prior to session
- Walk at all times when indoors
- Children are not to go outside the playroom and garden unless accompanied by a parent/carer or a responsible adult

- The wooden blocks may only be built to a height which is safe for the children. If an adult is closely supervising the activity the structure may be made higher but within safe limits
- Certain items are not to be used for art activities e.g. toilet rolls, polystyrene pieces
- Warning signs to be put up when the floor is wet
- Staff to ensure all equipment is safe before the children use them.

2. Hygiene

We aim to provide a hygienic environment for both children and staff. To enable the children to understand and practise good hygiene is an essential part of the curriculum and the daily routines.

We teach the children (and in our drop-ins we encourage them):

- To wear aprons when painting, cooking etc.
- To wash hands after painting, gardening and any other messy activity
- To wash hands after handling animals
- To wash hands after using the toilet
- To wash hands before cooking, preparing or eating food
- To wash fruit before cutting it for group times
- How to help themselves to a drink and where to put the dirty cup afterwards
- To clean their hands with wet wipes before their snack at group time
- To go to the toilet and wash hands before lunch - all children are taught to wash their hands thoroughly with soap, rinse and then dry them thoroughly
- Simple hygiene at lunch times - e.g. not eating food which has fallen on the floor
- To use and dispose of tissues appropriately.

Every day staff:

- Put clean water in the water tray
- Clean classroom floor
- Wash tables
- Sweep dining room floor
- Clean up accidents as they arise.

Twice a day - before lunch and after school staff:

- Wash paint pots, brushes, glue sticks etc.
- Clean aprons
- Clean children's toilets and basins
- Wash children's water cups and reset up area with clean cups etc.
- Wash toilet floors
- Sweep up messy areas of classroom.

Regularly:

- The indoor sand is replaced
- New play dough made.

The Centre is cleaned daily by cleaners following a set schedule.

Staff must wear disposable apron and gloves for their own protection when clearing up blood, faeces, etc.

All nappies, blood/faeces contaminated wet wipes/kitchen towels need to be sealed in nappy sacks and disposed of in the designated nappy bins. Nappy changing procedures are displayed in each changing area.

Any used needles, e.g. from an EpiPen, must be taken to a local pharmacy for disposal.

The mop in the classroom is solely to be used for mopping up spillages from the water tray, art/craft area. The mops in the toilet areas are solely for use in these areas, and for disinfecting contaminated areas in the classroom. In 2-3s each mop is colour coded for its area.

The Centre must be informed of any children /staff suffering from a notifiable disease. Ofsted must be informed of any food poisoning affecting 2 or more children looked after on the premises

3. Intimate Care

Nappy Changing Procedure

Each child has their own named basket with nappies, wipes and cream (supplied from home) plus we provide a change of clothes, disposable aprons, gloves and nappy sacks.

1. Adult to take basket down, put on disposable gloves and disposable apron
2. Encourage child to climb up steps and onto changing mat - do not lift them unless this is essential - in which case use correct lifting techniques and get another member of staff to help if necessary. Ensure that you stay with the child at all times and supervise them closely for safety
3. Ensure you clean each child thoroughly - wiping girls in a downwards motion
4. Put nappy and dirty wipes in sack
5. Put clean nappy on. Encourage child to climb down steps and then help them get dressed, encouraging the child to do as much of this as possible (again do not lift unless it is essential as detailed above)
6. Encourage child to wash their hands
7. Wipe the changing mat with Detox spray and kitchen roll from the shelf and put in nappy sack
8. Take off apron and gloves and put in nappy sack tying the top
9. Place nappy sack into the designated nappy bin and replace the ladder back next to the nappy bin. Gloves not to be removed until all this is completed
10. Please refill the child's basket if you have used the last item.

11. Take your time over all this - use this as an opportunity to have some quality one to one time with the children e.g. sing songs, "This little piggy".

Pottie Procedure

1. Potties to be kept in the toilet next to the shower cubicle to give children some privacy
2. Adults to empty potties - not children
3. Potty to be rinsed in shower immediately after use and then sprayed with Milton and dried with a kitchen towel. Towel to be disposed of in hamper bin in changing trolley
4. At Goodwyns Road parents are asked to wash the potty after use and disinfect with wipes and to use disinfectant wipe on changing mat after use.

Showers/Hoses

Run the shower and outdoor hoses before using for several minutes. Make sure you are outside the cubicle or on the other side of the room whilst doing this. Stay with the child at all times when being showered.

Ensure shower is clean when you have finished.

These procedures will only be undertaken by staff, or under particular agreed circumstances by the child's own parent.

4. RULES FOR OUTDOOR PLAY

A daily risk assessment is undertaken and recorded each day before the beginning of the session in each of the 3 gardens at West Street and at Goodwyns Road to ensure that all areas of the gardens are safe to use i.e.:

- All gates and doors are shut and secured. At Goodwyn Road gates are unlocked but shut
- The keys are hanging on the hook of the white gate on both sides (DNS)
- The self select sheds are safe for the children to use e.g. all equipment is at a low level (not on the top of shelves) and is easily accessible to the children (DNS)
- The garden (including the sand pit) is free of hazards e.g. broken glass, animal faeces, tree branches
- Check the climbing equipment is safe and that the area under the apparatus is free of objects and that the free standing equipment on the safety surface is away from the hard surface of the playground (DNS).

At the beginning of each session the designated supervising adult must do a visual risk assessment of the play areas and an on-going dynamic risk assessment throughout the session.

At least one adult must supervise the children in the garden at all times. It is the responsibility of the supervising adult to request extra adult help when needed. When the children are not using the garden the door to the garden must be hooked/secured shut and a

sign put up demonstrating that the garden is closed. If you are unsure of the rules please check with the supervising adult.

Please teach the children:

- To be considerate of others and the equipment
- To be aware of the safety of themselves and others
- To know their own limitations.

If you are unsure whether an activity is safe - use the above statements to make a decision - what is safe for one child is not necessarily safe for others. Be particularly aware about:

- Children can bring items onto the safety surface e.g. they might have a picnic under the platforms - but be vigilant for any hard items left in the drop zone of the climbing apparatus and remove
- If children are pushing others on wheeled toys - be aware about the speed, extent of control and the wishes of the child steering - and stop if necessary
- Children may go down slide head first - if the end of the slide is clear and you are confident they have the skills to do so
- Children (3-5s) may push each other in the wooden pram but they must not let go as they go downhill (but not the pushchairs as they are not strong enough)
- Children may paint with water - but not if it is making climbing apparatus unsafe
- The climbing frame when wet - ensure the children are able to use it safely. Dry it as soon as it is practical to do so.

The rules we need to teach the children for the playground are:

- The sand must stay in the sandpit and soil in the digging area and must not be thrown
- The wooden trolley must not be taken on the mound (3-5s) when children are in it (although it can be if holding equipment)
- No bikes or scooters on safety surface in 3-5s as this is the climbing area (but in 2-3s children can use any area of garden for bikes)
- No crashing bikes, buggies etc.
- In 3-5s the poles are used for building only
- No climbing on the lean to which is in front of the 3-5s self-select shed
- Children to climb up to red rung on wooden ladders and no higher
- In 2-3s children may only jump from the painted section of the sand pit wall.

We are able to use the garden in all weathers, as we have covered areas and a trolley with waterproof clothing and wellington boots. Please ensure children are wearing appropriate clothing for the weather (a sign must be put by the door to show children what they need to wear) and safe footwear for climbing apparatus e.g.:

- Coats etc. in cold or wet weather
- Sun hats and shoulders covered when sunny

- Waterproof clothing and wellington boots for wet days and dungarees for messy play e.g. digging, outdoor painting (clothing provided on trolley - Blue- large, red - medium, green - small)
- No earrings or necklaces
- No shoes that are dangerous on apparatus or impede running about e.g. jelly shoes, high heeled shoes etc.
- Sun block cream should be applied by parents before nursery and parents are asked to provide a named sun cream tube for full-time/extended day children so that staff can reapply it after lunch

At all 'stay and play' drop ins and Centre groups, such as Dads Group, Young parents etc., parents/carers are expected to be responsible for supervising their own children in the gardens and playrooms.

5. Fire Safety

- All staff and visitors to have induction on evacuation procedures
- Termly fire drills to take place
- All persons hiring the premises/ leading courses and groups to be given fire evacuation instructions and to ensure that a register is taken and that persons attending are informed of fire exits
- Fire evacuation notices to be displayed in all rooms

Fire Evacuation procedures (for details read notices in each room)

At Dorking Nursery School Children's Centre:

IF YOU DISCOVER A FIRE:-

Ring the fire bell located at the nearest exit and leave the building.

IF YOU HEAR THE FIRE BELL

Office staff/senior manager Phone Fire Brigade
Evacuate via nearest exit, taking visitors book, group register and staff white board

Nursery staff to evacuate children to assembly point, check rooms and registers to be completed

Adults go to the safest and nearest assembly point evacuating children as you go and help at the assembly point.

All doors must be shut after checking.

Assembly Point 1 - 3-5s Garden (Part time children by semi circle, full time children on mound) - white and black gates to be unlocked

Assembly Point 2 - Woodland garden

Assembly Point 3 - In the main car park at the bottom of the steps by the taxi spaces

Register to be taken immediately and quickly. Staff and visitor registers to be checked. All to stay at the assembly point until a senior manager has given permission to leave.

Nearest available staff to:

- Unhook double wooden Under 3s gate to staff car park
- Open black and white gates in 3-5s garden
- Check soft playroom
- Take out a grab bag (front office, admin office, 3-5s by stable door)

DO NOT STOP TO COLLECT BELONGINGS.

DO NOT RE-ENTER THE BUILDING.

Information on Calling the Fire and Rescue Service

For an outside line press **9** and then dial **999**

Give the operator your telephone number (**01306 882397**) and ask for the 'Fire and Rescue Service'. When the Fire and Rescue Service replies give the call distinctly:

"Fire at Dorking Nursery School Childrens Centre, West Street Dorking, RH4 1BY

Do not assume that the call has been received until it has been acknowledged by the Fire and Rescue Service

Designated member of staff to go to front of building to give information to fire fighters.

At Goodwyns Road

- For an outside line press 9 then dial 999
- Give the operator your telephone number **01306 740095** and ask for the '**Fire and Rescue Service**'. When the Fire and Rescue Service replies give the call distinctly:
- **Fire at Dorking Childrens' Centre, Goodwyns Road, Dorking, RH4 2LR.**
- Do not assume that the call has been received until it has been acknowledged by the Fire and Rescue Service.
- Designated member of staff to go to front of building to give information to fire fighters.

- All persons to stay at the assembly point(s) until instructed to disperse by a senior member of staff or by the Fire Service.

IN THE EVENT OF FIRE

Keep calm

GET OUT

Get yourself and your children out. Do not stop to collect your belongings. Do not block the exit, but go as quickly as possible to the assembly point.

Assembly Points:

At the main entrance by the gate to St. John's playground.

At the back of the garden by the double gates behind the large shed.

Please WAIT at the assembly point until a member of staff tells you it is safe to return or leave the site.

6. Transportation of Children by Taxi

Children who live outside a certain distance from the centre and who are on special needs assessment placements, whether through the Pre-School Speech, Language and Needs Centre (PSLCN) or the Special Needs Support Centre (SNSC), are entitled to be transported to the centre by taxi, paid for by Surrey County Council. We expect all children to be accompanied in the taxi by an approved escort.

The Centre insists on the following:

- All personnel must follow Surrey County Councils rules for the transportation of children in taxis
- The ID of all taxi escorts is checked and recorded on their first day at the Centre. They are introduced to key staff and are given an information sheet with instructions for bringing and collecting children from the Nursery
- Taxi escorts must wear their identification badges at all times
- No more than two children to be accompanied by one adult
- The taxi escorts are asked to follow the same procedures for bringing and collecting children as the parents (i.e. at the beginning of the session they ensure the child is properly registered). If this is not possible staff will collect the children from an agreed place on the premises
- The children's hands are to be held at all times
- The taxi escort must ask for help from centre staff if they have difficulty managing any children

- Centre staff will always accompany children to the taxi if needed
- Taxi escorts must ensure that they supervise children closely at all times from the moment that staff hand over the child to them
- The taxis must park in the designated taxi spaces and bring the children into the nursery via the adjacent steps.

7. Lifting

Lifting Children

Lifting a child is the last resort - you are at risk of hurting the child or yourself - and should only be used when the child is at risk of hurting him/herself or others.

Students, work experience and volunteers must never lift a child under any circumstances in the nurseries. When supporting a parent in the Children's Centre, or nappy changing, then lifting children is permitted.

Guidelines:

Before attempting to lift a child in any situation:

STOP, LOOK AND THINK

Look carefully at what is happening

Think before you act and speak - try to calm situation before it deteriorates

Work out what the problem is - and think how best to deal with it

Even in situations when a child may be in danger of hurting themselves or others - think first e.g. is it possible to move equipment or other children rather than lifting the child.

In 2-3s a staff member may occasionally lift a child if it is considered absolutely necessary to comfort them but should quickly try to sit with the child.

Do not lift a child who has hurt themselves unless it is absolutely necessary for their own safety. Get down to their level and comfort them and encourage them to get up themselves.

In crèches children should only be carried when it is essential to their well being and if possible staff should comfort a child when sitting down.

For more information read the Positive Handling Policy

Lifting Equipment

Staff should follow health and safety guidelines when lifting equipment. Staff should only lift equipment if they are fit to do so. Staff should take responsibility for their own health and safety and not lift a load unless they can safely do so. Staff should never lift a load which is heavy, bulky or awkward. If it is not safe for two people to carry then they must ask for help.

When assessing whether to lift:

- Don't lift unless you really have to. Roll or slide the load wherever possible
- Use mechanical aids wherever possible, using handles and pushing rather than pulling
- Avoid stooping to move a load
- Don't rush when moving a load - split loads where possible
- Get help to move equipment which is heavy bulky or difficult - e.g. rocker boat, wooden bench, wooden steps
- Check the floor is free from trip hazards and mop up any spillages

Remember the rules for safe lifting:

- Position your feet to have a stable base, getting as close to the load as practicable
- Maintain the natural inward curves of your spine - lumbar and neck area
- Bend your knees when lifting so that you can use your strong leg muscles
- Push or pull loads to get them close to your body
- Get a good grip with your spine in line and lift and move with a smooth rhythmical action
- Move your feet to avoid twisting your back when lifting or carrying

All staff should make sure they have watched the Manual Handling DVD.

8. Staff safety

Staff should endeavour to ensure their personal safety and that of others at all times

1. Staff must tick the white board as they arrive at the centre to ensure we have an accurate register of who is in the building, and must erase the tick when they leave. This must also be done if staff members leave the premises for a short time during the day.
2. Electrical tools must be used with circuit breakers outside e.g. lawnmower
3. All tools must be stored safely out of the reach of children
4. Staff can always ask for another adult to be present when speaking to a parent
5. All staff accidents must be recorded according to SCC procedures
6. Staff must follow Surrey County Council procedures for health and safety at all times.

Staff safety after dark

The Centre has emergency lighting if there is a power cut which will enable them to walk to the exits.

If staff are working off site they must put the following details in the Centre diary i.e. where they are, what they are doing and the date and times they are out of the Centre.

Lone working

At the Centre lone working is discouraged except in exceptional circumstances but we do understand there may be the need for this at the Goodwyns Road where there are far fewer staff. It is the responsibility of each staff member to be proactive in ensuring their own safety at all times. When closing the building after an evening event, the staff member must ensure a member of the SLT is aware of them being alone and contact them when the building is secure.

If a staff member is alone in either building they must take measures to ensure their own safety:

1. They must inform a member of the SLT or their line manager, as appropriate, that they are in the building and what time they are expecting to leave. They must also inform a friend or relative at home who is able to check they have arrived home safely (this person must be given local SLT contact numbers for them to phone in an emergency)
2. They should ensure external doors cannot be opened from outside and that they know all the possible exits.
3. They must ensure they know where the emergency panic button is sited
4. If there is no one at home to check they have arrived safely - they must arrange to contact a member of the SLT to inform them of this.

Meetings with parents on site - Staff can always ask for another adult to be present when speaking to a parent

Lone home visiting - please read the safe practices and procedures listed in the home visiting policy

9. Use of Portable Heaters

The use of portable heaters should be avoided if possible, and radiant bar heaters and portable fuel burning heaters should not be used under any circumstances. Other types of heaters may be used if necessary, but should only be used out of school hours, in an occupied room and the heater should be switched off and unplugged when the room is vacated. All heaters should be kept well clear of combustible materials and should not cause an obstruction. When not in use, heaters should be unplugged and stored safely where they do not obstruct the classrooms, escape routes or obscure signage.

10. Use of Hand Held Electrical Appliances

Portable electric appliances used within the centre should be subject to the usual inspection and tests (i.e. annual electrical testing)

Electric appliances which are brought into the centre on a temporary basis should be subject to a visual inspection by the user before they are used. This inspection should include the following visual checks:

- Cable: Signs of mechanical damage, overheating or corrosion
 Hardening of outer insulation
 Kinking of cable
 Coiling of long lengths of cable
 A situation where future mechanical damage or corrosion is likely
- Plug: Signs of mechanical damage or corrosion
 Signs of overheating, e.g. discolouration or distortion
 Cable clamp holding cable securely, where appropriate
- Appliance: Metal casing damaged
 Grommet, or other protection, at place where cable passes through the casing, damaged or missing
 Plastic casing of double insulated equipment damaged
 Damaged or defective switches

If there is any doubt as to whether the appliance is faulty, the appliance should not be used.

11. Smoking, Alcohol and Illegal Substances

Surrey County Council forbids smoking and the use of any illegal substances by any person within the buildings and all exterior areas including car park, drive and gardens at any time. The partaking of alcohol is forbidden throughout the day when the nursery is in session and whenever any child is in our care on the premises.

If a member of staff, student or volunteer is under the influence of drugs or alcohol they will be asked to leave immediately and disciplinary procedures may be considered for staff.

If staff are concerned that a parent/carer who is bringing or collecting a child is under the influence of drugs or if a child is found to be in possession of alcohol or drugs - the Designated Safeguarding Lead must be immediately informed. They will then decide on the appropriate course of action according to the Child Protection - Safeguarding Children policy. Where an illegal act is suspected to have taken place the police should be called.

12. Ladder Safety

Please do not use a step ladder unless it is absolutely necessary and then check with Headteacher/Senior Leader. No one should use a step ladder unless they consider themselves competent and fit to do so. Always make sure 2 people are in the room when the ladder is in use, and the 2nd person should hold the ladder.

When using a stepladder

- Check it is safe to use (feet included)
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery

Stepladders in-use

- Short duration work (maximum 30 minutes)
- Light work - do not carry anything awkward or heavy on the ladder
- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach - make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task. Always make sure someone is holding the ladder

The loft ladder is not to be used by anyone unless permission has been given by the head teacher - as the ladder is heavy we need the Caretaker to open it up and get the ladder down

Visual inspection of ladders to be undertaken by caretaker each half term and by governors at their health and safety inspection each term

13. Mobile Phones

Mobile phones must not be used in the nurseries, reception, meeting or play rooms and should be switched off at all times during working hours - except in exceptional circumstances as agreed with your line manager. Mobile phones must not be used to take photographs within the Centre under any circumstances. Mobile phones should normally be kept on when working away from the Centres, e.g. on home visits, so that staff can easily be contacted by the Centre.

14. Photographs

Written permission is required from parents for the use of any photographs for training purposes, to go on the website and to appear in publications.

Staff are only to take photographs to be used for displays in the centre, photograph books for the classroom, talks to parents/carers within the centre and for special books.

Visitors are not allowed to take any photographs of children and can only take photographs of the environment for professional purposes with the permission of a member of the SLT.

Parents and carers are not allowed to take any photographs within the Centre, except at special events, such as Christmas celebrations, with the consent of the head teacher. These photographs are only for personal use and not to be put on any websites.