

Health and safety policies

Health and safety policies include those which relate to:

- General health and safety
- Risk assessment
- Fire and emergency evacuation procedures
- Hygiene
- Hazardous waste
- Unplanned closure of the nursery
- Health policy (including common illnesses)
- Food safety
- Healthy eating
- COSHH information sheets

General Health and Safety Policy

Bobtails Nursery School is committed to maintaining a safe, secure and welcoming environment for both children and adults who may be on the premises as pupils, parents, staff, students or visitors. There is a trained designated health and safety representative (Alexandra Openshaw) who is responsible for identifying, reporting and dealing with accidents, hazards and faulty equipment. Her role includes onsite training of staff and regular risk assessments. The supervisor of the session is responsible for the overall safety including fire safety of anyone present at that session. There is a current health and safety poster displayed in the setting. We aim to promote good health, take steps to prevent the spread of infection and take appropriate action when illness occurs.

- All staff will be informed of basic health and safety requirements at their induction and referred to Bobtails policies.
- All members of staff are equally responsible for their own safety and for the safety others including children, colleagues and visitors, students etc.
- Employees are responsible for taking reasonable care, following reasonable instructions and cooperating with the employer in order to ensure the health and safety of all concerned.
- Employees should ensure that they are wearing suitable clothing and footwear to work. Open toed shoes are worn at their own risk.
- Any member of staff who is taking prescription medication must notify the managers if there is a possibility of it affecting their performance or awareness.
- Staff will inform parents if there are cases of infectious illness,

including HIV and AIDS or infestations in the nursery whilst maintaining the confidentiality of the child.

- All members of staff will be encouraged to obtain vaccinations against Influenza at appropriate intervals.
- The Manager or nursery supervisor and his/her assistant are responsible on behalf of Bobtails for ensuring that the premises are inspected and secured on a daily basis. Any hazards will be reported to the person in charge on that day. Risk assessments will be made on a regular basis in order to identify potential hazards and put in place systems to control them. Any broken equipment should be removed and reported to the supervisor.
- The Owner will ensure that adequate and relevant pre-school insurance cover is in operation at all times. This includes public liability and employer liability insurance. The current certificate is displayed at the setting.
- When lifting or moving heavy objects it is the responsibility of the individual to ensure that care is taken to avoid injury and that the advice of the supervisor of the session is sought and taken.
- Members of staff should take into account their own physical abilities and health considerations and assess the task, accessibility shape and weight of the loads and decide whether the load could be made more manageable.
- The kitchen facilities have been registered with Environmental Health and currently hold a level 5 grading.
- Portable appliances are tested annually.
- Regular emergency evacuation and fire drills will be operated. It is the responsibility of the Parish Council to ensure that fire extinguishers are checked and replaced. Fire exits are clearly marked and kept clear of obstructions at all times. There is emergency lighting inside and outside the building, which is checked monthly.
- If the school landline is down the nearest public telephone box is on Adversane green on the other side of the A29.
- Parents will be requested to take great care when arriving and departing, as there is some danger from fast moving traffic. We will issue reminders about Road Safety and other Health and Safety issues. Children will be given guidance in Road Safety and other aspects of Health and Safety.

- All accidents will be recorded and reported to the nursery supervisor in charge. The Principal should be informed and will investigate the incident if necessary. The Principal will be responsible for putting in place suitable measures to reduce the risk of any recurrences of incidents.
- Any member of staff who has a current First Aid Qualification will administer First Aid.
- In the event of a serious incident the nursery supervisor is responsible for reporting the accident to the Manager who will pass this on to the relevant authorities, including Ofsted, local protection agencies and the Education Authority.
- In the event that the nursery supervisor is in some way incapacitated the nursery assistant will take over all responsibilities.
- Visitors will be made aware of evacuation procedures and assembly points.
- Full risk assessments are carried out annually by the health and safety representative and the manager. These are held in the policy document folder. Specific risk assessments are taken for outings, including forest school, these are held in the outings and events folder, and a daily risk assessment, which is the responsibility of the supervisor of the morning or afternoon session, is attached to the menu containing the daily kitchen checks.
- The outside areas will be risk assessed daily to check that gates and boundaries are secure and to ensure that resources are in a good state of repair. The sand and water trays will be covered at night to prevent contamination.
- There is a UV protected canopy over the main play area and parents are asked to agree to sun cream being applied to their children at appropriate intervals. Older children are encouraged to apply sun cream themselves. Parents are asked to send children with sun hats and Bobtails baseball caps are available for those that forget. There are shaded areas in the play area as well as the canopy.
- Children are always supervised by an adult and water play activities are overseen.
- Posters outlining the procedures to follow in the event of a child or adult choking or not breathing are displayed on the wall in the setting.
- Bobtails would like to emphasise that we expect the full co-operation of

all employees, parents, students, visitors and children to ensure the success of school policies.

General Risk Assessment

The manager and supervisor carry out the following risk assessment of Adversane Hall annually. The assessment is based on risks to a maximum of 22 children per session as well as a minimum child ratio of one adult to six children, parents, other siblings and visitors. This risk assessment will be reviewed at least once in every twelve month period and also after any accident or incident affecting the safety or well-being of staff, students, children, or visitors.

Risks Inside the Building

- The majority of risks to child safety are as the result of inadequate supervision. Bobtails is registered for 22 children at any session and will provide a minimum supervisory ratio of one to six.
- Visitors to the setting will not be left alone with children and will be monitored at all times. They will be advised of emergency evacuation procedures and the place of optimum safety.
- There is sufficient space for 22 children and 4 adults per session. (See Statutory Requirements booklet).
- Although the administering of medicine will be discouraged on the premises any necessary medication will be kept in the kitchen area, which has a gate and will only be accessible to the children with an adult present. No medication will be administered without written instructions from parents or carers.
- A safety chain is fitted on the main door to identify callers and deter intruders.
- There are steps leading to the kitchen and toilet areas, the kitchen is guarded with a safety gate to avoid the risk of falling and to stop children from entering the kitchen area without supervision. There is a hob, oven, microwave oven and toaster in the kitchen, which is for the use of adults only.
- Toilet facilities are adequate but are not child sized. A stool and a step seat are provided for the children to reach the wash hand basin and toilet. Smaller children will be supervised in the toilet but they will be allowed as much independence as possible in caring for their own personal needs. Liquid soap and paper towels are provided. There are baby wipes to help clean children up after using the toilet if necessary.
- Heating units at floor level are fully guarded. Auxiliary heaters are above children's and adult's heads and out of reach even with a chair and do not present any risk.
- Walls and ceilings are in good repair.
- The wooden floor has been replaced with wood laminate flooring and is in good repair.
- All windows are above the height of the children and do not present a hazard. Windows can be opened for ventilation and present no danger to the children because of their height.

- The temperature of the building will be checked and maintained at between 18 and 25 degrees C where possible. In the summer term the temperature can be high therefore mobile (plug in and vented) air conditioning units are provided to try to keep the temperature at an acceptable and comfortable level for staff and children. Ceiling fans have also been installed to drive the hot air up and out through the roof.
- Some electrical sockets are accessible to children.
- Portable Appliance testing is completed annually. The parish Council arrange for the electrical circuits to be tested.
- Spillages and wet floors can present a risk of falling or slipping and must be cleared up immediately. Cloths are available, as are other cleaning materials and disinfectants for bodily fluids. All chemical cleaning materials are stored in the kitchen cupboards, out of the reach of children. Chemicals each have a data safety sheet; that are kept in the appendix of the policy folder.
- Toys and play equipment will conform to BSEN safety standards or Toys (Safety regulation 1995) & will be checked and cleaned on regular basis. Damaged or broken equipment is removed or repaired immediately.
- As far as possible learning materials and play equipment will not contain small objects thus reducing the risk of swallowing or choking. Some Montessori learning materials do contain small parts and these exercises will be supervised at all times by a responsible adult.
- Hot drinks could give rise to scalding or burning accidents. Hot drinks may be taken by adults in the kitchen. In winter warm drinks of milk or chocolate milk will be tested for temperature by staff before allowing children to help themselves to drinks.
- There is a risk of back injuries to staff from lifting or carrying children. Staff will be encouraged to comfort children whilst seated and advised on safe lifting practices.
- There is a potential fire hazard from electrical equipment. To reduce such risks a qualified person on a regular basis inspects electrical equipment. A fire blanket and extinguisher are provided.
- Fire Protection Officer has advised that smoke and heat detectors are not required. See appendix
- The candle used for birthday celebrations could be a hazard but it is closely supervised and children are made aware of risks.
- The school and hall committee operate a no smoking policy, inside and outside the hall.
- The schoolroom area is prepared on a daily basis with safety in mind.

Risks Outside the Building

- There is a possibility of children running out of the hall through the main door and into the road. At times when the door is open, children

will be asked to sit at a table or in the book area with a member of staff responsible for groups of children.

- In addition a member of staff is stationed at the main door until all parents have delivered their children and left the premises in order to ensure that no child can leave the building without a responsible adult. Our policy states that once the children have been handed over to their parent/carer they become the responsibility of the adult collecting them. Parents have been asked to be vigilant and to be aware of other people's children as well as their own.
- Lack of attention and vigilance on the part of parents could form an additional risk to child safety. We cannot be held responsible for any accidents that occur before or after the child has been committed to our care; or for any child who is not enrolled in the school.
- Parents and carers are reminded regularly to be aware of the dangers of traffic in Adversane Lane.
- To reach the garden children have to exit through the front door and walk along a path along the side of the building. They are supervised both to and from the play area.
- The play areas are safety surfaces to allow all weather play and there is little risk of injury from falling. Children are supervised at all times and dangerous activities are discouraged.
- Children are taught to use wheeled toys with care and consideration for other children to minimise the risk of accidents.
- Sand, stone and water play is supervised at all times
- The patio area at the back is protected by a UV proof canopy. Parents are still asked to provide sunscreen or cream their children before coming to Nursery. Sun hats are encouraged and spare Bobtails uniform hats are available.

A daily check is carried out both inside & out of the building. This is recorded & any risk minimised. Breakages will be removed, repaired or replaced.

To be reviewed September 2018

Fire/Emergency Evacuation

It is the responsibility of the Manager, Supervisor and any Assistants to ensure that fire/emergency evacuation drills are practised once every six months. In the event of an incident it is everyone's responsibility to ensure that an orderly and safe evacuation takes place. A poster is displayed by the door.

- Every adult and child who is present must be recorded in the day register or visitors book.
- To initiate an evacuation the children are called to attention by the sounding of a whistle. The whistle and key to the forecourt hang by the exits.
- Adults and children must stop what they are doing immediately and assemble in an orderly manner by the appropriate exit.
- Everyone will leave the building either through the main door or through the emergency exit, which is clearly signed.
- The supervisor is responsible for taking the Register, Visitors Book and the Personal Details folder out of the building.
- The supervisor will lead the children out and the assistant will briefly search toilet and kitchen areas to ensure no one has been left behind and close the fire proof door if this presents no danger to themselves.
- The initial assembly point and place of safety is THE FRONT GARDEN OF JASMINE COTTAGE, ADVERSANE LANE.
- Children will be escorted into the place of safety.
- A responsible person will be asked to contact emergency services and to confirm when they have done so.
- The register will be checked and the Assistant will confirm that everyone has left the building.
- The Supervisor will report to the Officer in Charge and the children will be escorted to a place of optimum safety.
- No one will be allowed to re-enter the building until the Officer in Charge has given the all clear.
- Parents will be notified at this point if they need to collect their children.
- The incident will be reviewed and appropriate measures taken to change

the environment or the procedure.

When calling emergency services:

- Give your name and telephone number 01403 786176
- Give full address of the school : BOBTAILS MONTESSORI NURSERY, ADVERSANE HALL, ADVERSANE LANE, BILLINGSHURST RH14 9JN
- Give details of the emergency and approximate number of people involved.
- Report back to adult in charge of children.
- In the event that an emergency occurs whilst the children are outside the building the following modification to this procedure will apply: children in the rear play area will leave through the gate into the field and proceed left and through our neighbour's back gate (Southlands House). They will pass through the garden, out through the front and along to the place of safety to join the other children. Children in the front play area will leave through the main gate in the same way as if they were in the main - building when the emergency occurred. The rest of the procedure will then apply.

Toilet Hygiene Procedures

PLEASE LET SOMEONE KNOW BEFORE TOILET SUPPLIES RUN OUT

It is important to realise that putting bleach into the toilet bowl is not enough to maintain hygiene. The toilet needs to be cleaned both inside and out to ensure that bacteria are removed. This procedure should be followed at lunch time and again at the end of the day. In addition regular checks are carried out throughout the session to ensure everything is suitably clean.

Daily

Using protective gloves wipe surfaces with flushable disinfectant wipes in the following order:

1. Cistern
2. Handle
3. China toilet pedestal front & sides bowl
4. Lid of seat outside and inside
5. Seat top
6. Underside of seat
7. China rim on top of toilet
8. China rim inside toilet

- Dry all surfaces with a paper towel
- Only at the end of the day (lunch time if we close at 12.30 and 4.15 if we are open all day) put bleach into the toilet and leave it until the next day. Ensure that toilet is flushed BEFORE any children use it the following day.
- Top up towels and toilet paper each day and check there is soap.
- Wipe the taps and inside and underside of hand basins with a disinfectant wipe. These can be disposed of in the waste bin.
- Empty the paper towels and check that the bin is clean. Replace the bin liner.
- Sweep the floor and remove any debris. Use hot disinfectant/detergent water and a mop to wash the floors in both toilets and the lobby area. ALWAYS dry the floors using an old towel to avoid risks of adults or children slipping and hurting themselves.
- Make sure children wash their hands after visiting the toilet and after you have changed their nappies.
- Gloves should be worn whenever changing a nappy or cleaning up an accident. This is for your own safety.
- Nappies and pull-ups must be bagged and put into the outside bin immediately. They must NOT be put into the paper towel bin.
- Any soiled clothing must be bagged and sent home the same day. If they are soiled with faeces you must use gloves to handle the soiled clothing and bag it up to go home. If possible, invert the underwear over the toilet to remove the worst of the the soiling.

In addition to the daily regime, Bobtails employs a professional cleaner to thoroughly clean the nursery once a week.

Hazardous Waste Policy

It is the responsibility of all members of staff to ensure that materials that might be contaminated with bodily fluids are disposed of in a safe and hygienic manner. This is particularly important because of the risks presented by children who may be carrying infectious diseases such as conjunctivitis, gastro-enteritis, meningitis, hepatitis, tuberculosis and HIV.

- Members of staff are expected to wear latex or rubber gloves when clearing up any body fluids such as urine, vomit, and blood or bowel waste.
- Contaminated materials must be adequately wrapped and placed in a bin or directly into the dustbin outside.
- Tissues used to wipe eyes and blow noses should be similarly disposed of.
- Any soiled areas must be cleaned using a disinfectant product and cloths washed and disinfected. Paper towels or toilet tissues can be disposed of in the bin or down the toilet as appropriate.
- Staff must wash their hands thoroughly after any incident.
- Rubber or latex gloves can be washed and reused if appropriate.
- Disinfectant products must be kept out of the reach of all children
- It is recommended that staff should wear protective gloves when using undiluted disinfectant and bleach.

Procedure for Unplanned Closure of the Nursery

If due to circumstances such as power supply failure, flooding, fire damage, high levels of sickness, loss of heating or water, bereavement or extreme weather conditions, Bobtails is unable to open, we regret that we are unable to refund the fees or guarantee alternative sessions for these days. If parents are unable to reach the school due to similar unforeseen or extreme conditions fees will not be refunded nor will alternative sessions be guaranteed.

In the event of extreme weather conditions, power failure, or other events outside of the control of the business the following actions will apply:

- Parents will be notified as early as possible, preferably before 8 am, of the need to close the business. This will be through individual phone calls to parents by the manager or deputy manager.
- A message will be passed to a nominated member of staff who will inform all other staff members as soon as practical. The nominated member of staff will report back to the manager once the other members of staff have been notified.
- Ofsted, local education authority or the health protection agency may need to be notified of such closures.
- A note will be placed in the register of any such closures.
- Parents will be notified by e mail, text message or telephone of the date and time of the nursery re-opening.

Health Policy (including common illnesses)

- Childhood illnesses infections and infestations can spread rapidly amongst both the children and staff in any school. Parents should keep an unwell child at home especially if the condition is likely to be infectious. Often a child may appear well enough to come to school but will feel worse once away from the comforts of home and parents.
- Please inform the school of the nature of any illness or condition (for example head lice) so that other parents can be alerted if necessary.
- If a child becomes unwell during the course of the day the parent or carer will be contacted by phone or text and if necessary be asked to collect the child. Any child who is obviously unwell at the start of the session should not be brought to school.
- If we cannot contact the parent in the case of a child who is ill or infectious, we will use the emergency contact details to inform the designated adult that the child is not well.
- In the case of food poisoning of 2 or more children or a notifiable disease as identified by the Guidance on Infection Control in Schools & Nurseries, the Principals will inform OFSTED within 14 days with regard to any action or advice given by the Health Protection Agency.

Exclusions for Common Illnesses for Staff and Children

We follow the Health Protection for Schools, Nurseries and other Childcare Facilities advice issued by Public Health England. Please see the Exclusions Table below for procedures regarding specific illnesses.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/658736/Exclusion_table.pdf

Food safety Procedure

Bobtails catering will operate in accordance with "Safer Food better Business" guidelines and will comply with regulation (EC) number 852/2004 and The Food Hygiene (England) regulations 2006. We will use documentation supplied by the Food Standards Agency.

Opening and closing checks will be performed each day as follows:-

Opening Checks

- Fridge, oven, steamer, kettle working
- Fridge temperature checked at maximum 5 degrees
- Clean aprons, work surfaces, sink and utensils
- Soap, paper towels and clean cloths available

Closing Checks

- Out of date food disposed of and no food left out
- Dirty cloths and aprons to laundry
- Bin emptied, cleaned and with a fresh bag

The following cleaning schedule will apply:-

<u>After Use & as necessary (thorough clean disinfect)</u>	<u>Daily (end of day)</u>	<u>Weekly</u>
Work surfaces/chopping boards	Broom and mop handles	Fridge
Floor spills	Door handles	
Microwave		
Sinks	Microwave (wiped)	Oven
Crockery, cutlery & other utensils	Oven (wiped)	Floors
Steamer		
Cool box		
Cloths		

Any staff involved in preparation and serving of food will wash their hands thoroughly using antibacterial soap and the "hand wash only" basin when:-

- Entering the kitchen
- Before handling food
- After touching raw food
- After handling food waste
- After emptying bins
- After cleaning
- After blowing their noses or those of children
- Hands will be dried with disposable paper towels

Additionally:-

- Raw and pre-cooked food will be stored at appropriate temperature (5 degrees C)
- Food will be reheated to 80 degrees for 6 seconds or 75 degrees for 30 seconds and if necessary kept at a minimum of 63 degrees for no more than 2 hours and then disposed of
- Hazardous substances and cleaning materials will be kept in a separate area.
- Packaging will be disposed of immediately and hands washed after contact
- To avoid cross contamination food stored in the fridge will have chilled at the top and raw at the bottom
- Work surfaces will be cleaned after raw food and before chilled or fresh food
- Foods will be kept apart at all times before serving
- Spills will be cleaned immediately
- Temperature of reheated food will be checked before serving
- Temperature of the fridge will be checked daily

Staff Training Procedure

Personal hygiene/cleaning

Opening and closing checks/diary checks

Additional checks such as probe accuracy

Cross contamination

Chilling/Cooking

A daily diary will be kept as recommended in "Safer Food Better Business" with a 4 weekly review of procedures

Any problems or queries will be directed to:- Environmental Health & Food Safety Agency

Horsham 01403 215100

Kitchen Cleaning and Food Safety Procedure

PLEASE LET SOMEONE KNOW BEFORE KITCHEN SUPPLIES RUN OUT

The food safety procedure is displayed on the kitchen wall. Please make sure you are familiar with it. Aprons must be worn for all food preparation and each of you is responsible for laundering your apron.

In a country setting there is a risk of animal and insect infestation. At the start of each day, check that there are no signs of infestation in the kitchen.

Wipe down all surfaces including sink, drainer, window sill and hob with antibacterial cleaner and a clean cloth or use a disposable wipe if there are signs of infestation. Put the cloth in a weak bleach solution in the bowl until

needed or bin the wipe.

Clean surfaces after food preparation and ensure that all food is put away in sealed containers or in the fridge at the end of the day/session. The fruit bowl needs to be put in the fridge or inside the microwave at the end of the day.

Brush the kitchen step after lunch to remove debris. The floor needs to be swept daily and mopped at least twice a week using disinfectant/detergent and hot water.

The kitchen bin must be emptied daily and nothing should be placed in the outside bin unless it is bagged. Check the top of the bin and inside and out and clean them if necessary. Outside bins need to be put out as follows: Household waste Monday for Tuesday collection. Recycled waste Wednesday for Thursday collection.

Wipe up any splashes on cupboards and tiles as soon as you notice them. Replace the bin liner.

Wipe inside oven and microwave daily paying special attention to the wave guard & white plate.

Wipe inside of fridge weekly and remove any build-up of ice at the back. Sort yoghurts etc. into date order and put those to be used first at the front of the fridge.

Sterilise drink jugs once a week using Milton tablets. Wipe kettle, cupboard fronts, tiles and shelves as needed. If there are cases of tummy upsets in the nursery it is wise to sterilise the cups, plates and cutlery daily and to serve snack to the children rather than let them help themselves.

Tea cloths and dish cloths will be taken home and washed. Any cloths or towels used to clean up bodily waste must be taken home and washed immediately as they are extremely hazardous and will quickly start to smell. Where possible use paper towels/kitchen roll to clean up body waste and put these straight into the outside bin in a bag. Nothing must go into the bin that has not been bagged.

Children must have their faces wet-wiped if they are messy with food or mucus. Please do not let children go home with dirty faces as this gives a very poor impression of the care they are having at Bobtails.

You must always wash your hands thoroughly before handling food, after using the toilet and after helping a child in the toilet as well as after changing nappies, cleaning up accidents and wiping noses. Regular and effective hand washing is the single most effective way to prevent the spread of all communicable diseases.

Opening and closing checks for kitchen area

Opening checks

Fridge is working properly (5 degrees or less), check fridge thermometer and that freezer is working

Microwave, kettle, hob, oven, extractor fan, toaster, temperature probe (needs to be checked periodically with iced water(-1-1degree) and boiling water(99-109 degrees) are working properly

Staff are fit for work and wearing clean work clothes (aprons)

Food preparation areas are clean (work surfaces, equipment and utensils)

Hand-washing and cleaning materials are available (soap, paper towels, cloths)
Check for pest and infestation (animal droppings, urine stains, fly marks, footprints, holes, gnawed food or food packaging, nests, cobwebs, dead or alive insects, maggots, ant piles, evidence of birds)

Closing checks

No food left out

Out of date food thrown

Dirty cloths removed

Waste removed, bin bags replaced

Check that perishables are within their sell by date and arrange food so that old stock is used first.

Responsibilities with Regard to Cleaning, Hygiene & Safety in the Nursery

This document has been produced in response to recent health and safety guidance.

Adequate cleaning is a specific requirement of Health Safety and Welfare Legislation. Proper cleaning reduces the incidence of infestation, illness and infection as well as reducing the risk of slips and falls due to liquid spills, wet floors and litter in the classroom. The following procedure will be reviewed and amended if necessary.

As Employers we have a duty to provide a cleaning schedule and employees have a duty to work to the standards of these schedules and to use appropriate protective equipment. Employers are required to perform random checks to ensure that cleaning procedures are being followed and in addition to stipulated requirements staff are expected to perform additional cleaning whenever necessary. These duties form part of your "terms and conditions of employment".

The Early Years foundation Stage statutory framework states that premises and equipment should be kept clean and that the provider should have knowledge of health and safety legislation. Regular and effective hand washing is the single most effective way to prevent communicable diseases. Spillages and bodily fluids should be cleaned using both detergents and disinfectants to protect against bacteria and viruses.

Tables and chairs need to be cleaned regularly especially after spillages and toilet accidents. Dettol is adequate for most occasions but for toilet accidents you should use a combination of detergent and disinfectant. Always wash out the mop or cloth you have used and never dry wipe urine or vomit. Any paint or scuff marks on the walls can be cleaned using kitchen cleaner and a cloth. The hall floor must be swept after snack and lunch and in between if necessary. Shelves and equipment must be moved at least once a week and equipment retrieved and the floor cleaned. Door mats inside and outside the hall must be hoovered at least weekly and the floor mopped once a week as well as after any accidents.

Equipment must be complete and in a good state of repair. Damaged items must be repaired or replaced and missing pieces found.

The water play tray must be washed down and emptied every day. Paths and play areas need to be checked for hazards and dangerous plant growth such as nettles and briars. Any debris and dirt should be swept up, bagged and binned as necessary. Outside play equipment should be checked daily to find any missing parts and everything should as far as possible be put away at the end of every day/half day.

Cleaning is vitally important in running an early years setting. Parents expect high standards and statistics prove that a clean environment can substantially reduce levels of sickness in both staff and children.

Healthy Eating and Tooth Friendly Policy

Bobtails is committed to encouraging and developing children's awareness of nutrition so that they can make informed choices about food and drink. We will help to develop positive attitudes to diet, health and oral health, raise awareness of nutrition and offer healthy eating and drinking opportunities to the benefit of children and staff in the nursery. We receive regular information on nutrition and exercise through the Change For Life programme. We have fact sheets in the policy appendix that outline food cultural and religious differences that might need to be observed.

- We offer a nutritious hot meal option, with vegetables, at lunchtime which is served at the premises. Where parents provide their own packed lunches we will encourage them to balance the contents of the lunch boxes.
- Where a child still uses a comforter we will encourage the child to only use it when they are tired or need consoling and not to spend the entire session with a dummy in their mouth.
- Bobtails operate a healthy eating and tooth friendly policy.
- Bobtails will support and encourage good table manners and social eating skills.
- Mealtimes will be treated as a learning opportunity and a social event.
- Staff will sit with the children at mealtimes even if the adult is not eating with the children.
- Fresh water is available throughout the day and the children are encouraged to help themselves.
- At snack time the children are offered water and milk; sometimes hot chocolate in winter. Children are encouraged to progress from bottles/feeder cups to beakers and proper cups.
- A selection of fresh fruits and salad vegetables with either cheese and crackers, toast with jam or marmite or bread and butter are offered at snack time
- For special occasions we have Chinese noodles, prawn crackers, Indian rice, Poppadoms, croissants, scones, bagels and birthday cake
- Parents are advised that if children bring birthday cakes in to share with their friends they do not contain anything that might cause an allergic reaction in other children.

- Children are not encouraged to bring sweets to school and sweets or chocolates are not offered as a reward.
- We promote good manners and encourage children to eat nicely using plates for snack and lunch time
- Children are encouraged to help with preparation, service and tidy up after eating
- Children are encouraged to wash up their own cups and plates as part of their introduction to responsibility for their own need
- Bobtails offers healthy, balanced mid-day meals with alternatives for children with allergies or intolerances. A list of allergens used is available upon request.
- Parents will be encouraged to provide healthy foods in their child's lunch box and the children will be encouraged to consume most of the contents. Anything not eaten will be packed away and sent home with the child so the parent knows exactly what the child has had.
- We will encourage parents to either provide a cool bag or place icepacks in their child's lunchbox to ensure food is safely stored until lunchtime.
- All members of staff will be given instruction & guidance regarding food hygiene & the safe preparation of & disposal of food items.