



# **Covingham Park Primary School Early Years Health and Safety Policy**

Our vision is to provide every child with an outstanding start to their education, which equips them with the necessary skills to meet changes and challenges throughout their life.

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'Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its' own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up.' – From the EYFS statutory framework document.

We are committed to providing an environment in which children feel safe, secure and happy.

Foundation Stage practitioners use this policy to help them in their planning and organisation of the Foundation Stage curriculum. We constantly reappraise the environments and activities to which children are being exposed and make necessary adjustments to ensure our learning environments are safe for children to learn in.

At CPPS, we are following the health and safety guidelines as set out in the EYFS statutory framework.

### **Communication with parents**

When children start school, we ask the parents to fill in admission forms and give us information about:

- Emergency contact numbers
- Who has parental responsibility for the child
- The child's special dietary requirements, preferences or food allergies the child may have
- The child's special health requirements and any medicines that the child needs, e.g. inhalers

The school needs to obtain written permission for each and every medicine from parents before any medication is administered. Parents of younger children will come into school to give medication to their child. Medicines must be in date and have a pharmacy's label addressed with the child's name. Children's medication is stored in the classroom cupboard, school office or in the medical room, as appropriate. For children with serious medical conditions the parents and school nurse will complete a health care plan. These are kept in classrooms for adults to be aware of.

Parents are also asked to complete a permission form to give us permission to:

- Put a plaster on their child
- Take photos of their child and show them in school
- Use photos of their child on our school website
- Use photos of their child on Tapestry
- Put a picture of their child in the local paper
- Take their child on visits to local places

### **End of the day procedures**

- There must be two adults in the classroom at the end of each day
- Teachers only release children into the care of the parent, or individuals named by the parent
- It is important for parents to notify the school of any changes to child care, e.g. people that do not have access to particular children
- Parents also need to contact the school if someone different is picking up their child
- Teachers must ensure that children do not leave the premises unsupervised
- If parents are collecting their child early, they must sign them out in the school office

## **School trips**

- Children must be kept safe whilst on school trips
- For each school trip, teachers carry out a risk assessment before the trip
- Our ratio for school trips is 1:4 for four year olds and 1:5 for five year olds.
- 'Adults' does not include college students, but can include teaching students on teaching practice placements
- The number of adults with DBS clearance exceeds the number who are risk assessed.
- The practitioner must ensure that a child is not on their own with an adult on a school trip
- The school obtains written permission for children to take part in school trips
- If an adult wishes to drive on a school trip, they must have adequate insurance cover to transport children
- There must be at least 1 trained paediatric first aider on a school trip
- Practitioners should take essential records and equipment on a school trip. This must include a list of children on the trip, a contact telephone and a first aid kit

## **First aid**

- Members of the Foundation Stage team have current paediatric first aid training
- Each classroom has a first aid box with appropriate content to meet the needs of the children
- We keep a record of accidents and treatment given in the accident book which is situated in the school office
- Parents are informed of any accidents that their child has had and the treatment that was given. Parents will be informed of any head injury, by phone, as quickly as possible

## **Outdoor Play**

- There is a shared outdoor play area, which has sand, water, role play and creative activities
- Children have access to the outdoor areas throughout the day
- Children are always supervised in the outdoor area by a foundation stage practitioner
- Outdoor areas are inspected daily by a practitioner and any broken resources or dangerous items removed

## **Resources and Equipment**

- All resources and equipment in the Foundation Stage are appropriate for the age of the children and safe to use
- Children have access to all resources and equipment as part of child initiated learning
- Children will be shown how to use equipment, e.g. scissors, in a safe and careful way

## **Behaviour management**

- In the Foundation Stage, we expect a high standard of behaviour and we have a reward based behaviour management system in place in both classes
- Members of the Foundation Stage team have had training on the 'Team Teach' behaviour management method
- Physical intervention is only used to manage a child's behaviour if it is necessary to prevent:
  - personal injury to the child
  - injury to other children or adults
  - serious damage to property

Any occasion where physical intervention is used to manage a child's behaviour is recorded in the bound and numbered book in the school office, and parents are informed about the incident on the same day.

**Suitable people**

People working within the Foundation Stage must have a valid and up to date CRB/ DBS. This includes parents who volunteer in the classroom. For occasions such as open mornings, Mother's Monday, Father's Friday or when a parent/carer is helping on a 'one off' basis these will be risk assessed. Registers are also taken and parents met and escorted to and from the classroom.

**Staff:child ratio**

The ratio of adults to children is 1:30, where the 1 represents a qualified teacher. Children must usually be within sight **and** hearing of staff and always within sight **or** hearing. For outdoor play sessions (bikes and trikes), there will be 2 members of staff on duty/available, so that if a child has an accident, there is someone to take care of them.