



Dorchester Pre-School

Safety and Suitability of Premises, Environment and Equipment

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8.0 Safety and Suitability of Premises, Environment and Equipment

8.1 Health and safety general standards

Policy statement

Dorchester Pre-school believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is Helen Morris
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in our toy cupboard.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our noticeboard.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.



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- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.



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- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

Hygiene

- We seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, and toilets.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing
 - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues, and wet wipes.

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the Pre-school leader and the chairperson

Legal framework

- Health and Safety at Work Act (1974)



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- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

Further guidance

- Health and Safety Law: What You Should Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You (HSE 1998)
- Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009)
- Manual Handling – Frequently Asked Questions (HSE)

8.2 Maintaining children's safety and security on premises

Policy statement

At Dorchester Pre-school, we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)



Policy Statement

8.3 Equipment and resources

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment. We aim to provide children with resources and equipment which help to consolidate and extend their knowledge, skills, interests and aptitudes.

Procedures

- we provide play equipment and resources which are safe and where applicable conform to the BSEN safety standards or Toys (Safety) Regulation (1995);
- we provide a sufficient quantity of equipment and resources for the number of children in session;
- we provide resources that promote all areas of children's learning and development, which may be child led or adult led;
- we select books, equipment and resources that which promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;
- we provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
- we provide made, natural and recycled materials which are clean, in good condition and safe for the children to use;
- we provide furniture which is suitable for children and furniture which is suitable for adults;
- we store and display a selection of suitable resources and equipment where children can independently choose and select them;
- we check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment;
- we review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning and development; and record the dates and results of checking the resources and equipment;
- we provide adequate insurance cover for the pre-school's resources and equipment;
- we plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.

Policy statement

8.4 Supervision of children on outings and visits

Children benefit from being taken out of Dorchester Pre-school to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences.

Staff at Dorchester Pre-school, ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures



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- Parents sign a general consent on registration for their children to be taken out on local outings within the village.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two or three children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in outings record book kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2012)
- Managing Risk (2009)

Policy statement

8.5 Risk assessment

Dorchester Pre-school believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment following five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?



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- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers and inspectors;
 - checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis. A full risk assessment is carried out annually.

Legal framework

- Management of Health and Safety at Work Regulations 1999

Further guidance

- Five Steps to Risk Assessment (HSE 2006)

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

Policy statement

8.6 Fire safety and emergency evacuation

At Dorchester Pre-school, we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we liaise with the trustees of the Pre-School, who will seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures



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- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- As Dorchester is run in rented premises we hold a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
 - records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

- In the event of an emergency the alarm is sounded by the member of staff who discovers the situation.
- The member of staff discovering the emergency moves to a safe location (away from the emergency and near the exit to be used) and makes their presence known. All children, staff and any other adults must go directly to this person.
- The Pre-school Manager and other staff will make sure that all children and any other adults evacuate the building swiftly and safely.
- The children are led out of the building by a staff member and taken to the churchyard.
- The supervisor of the day will then check the building to make sure everybody is safely out (if it is safe for them to do so). The supervisor will then collect the register and registration forms, and follow the group to the churchyard.
- The register will be called and checked.
- The Manager/ Deputy Manager of the day will then check the building to make sure everybody is safely out (if it is safe for them to do so). The Manager/ Deputy Manager will then collect the register and registration forms, and.
- The register will be called and checked.
- The emergency services will be called from the Pre-School mobile phone, if a real fire or emergency evacuation has occurred.
- In the event of a real fire or evacuation emergency and the children needing to remain out of the Dorchester Pre-school, shelter will be taken in St. Birinus school hall. Parents will be contacted at this point.
- Practice fire drills are held every half term, using different alarm break points and emergency exits.

During some practices children are given a talk before the alarm is sounded, so as not to cause unnecessary anxiety.

A record of each fire drill will be made and will note:

- Date and time of the drill
- How long it took
- Whether there were any problems that delayed evacuation
- Any further action, to be taken, to improve the fire drill procedure



Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

Policy statement

8.7 Animals in the setting

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

Animals in the setting as pets

- We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure the correct food is offered at the right times.
- We make arrangements for weekend and holiday care for the animal or creature.
- We register with the local vet and take out appropriate pet care health insurance.
- We make sure all vaccinations and other regular health measures, such as de-worming are up-to-date and recorded
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of the owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Visits to farms

- Before a visit to a farm a risk assessment is carried out - this may take account of safety factors listed in the farm's own risk assessment which should be viewed.
- The outing procedure is followed.
- Children wash their hands after contact with animals.



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- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

Legal framework

- The Management of Health and Safety at Work Regulations 1999

Further guidance

- Health and Safety Regulation...A Short Guide (HSE 2003)

Policy statement

8.8 No-smoking

Dorchester Pre-School complies with health and safety regulations and The Safeguarding and Welfare Requirements of the EYFS in making our setting a no-smoking - both indoor and outdoor and this includes vaping and/or e-cigarettes.

Procedures

- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- The no-smoking policy is stated in our information for parents.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke, do not do so during working hours, unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Legal framework

- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Smoke-free (Signs) Regulations 2012

Policy statement

8.9 Emergency plan during forced closure

Although unlikely, Dorchester Pre-school could be forced to close for an extended period due to external circumstances beyond the committee's control (such as a fire in the premises, a flu pandemic or a declared emergency). This policy outlines the agreed protocol if the period is for 1 week or more. Ofsted will be contacted in all such situations and kept informed of developments.

Dorchester Pre-school will follow all guidelines given by relevant authorities.



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Procedures Operation

- If at all possible, Dorchester pre-school will continue to operate. If the Dorchester Pre-school is unusable, the committee and staff will seek to find suitable alternative accommodation for the Pre-School locally and inform Ofsted to seek approval of the alternative premises.
- In the case of a pandemic, even if numbers fall, Dorchester Pre-school will continue until official confirmation is received. It is hoped that Early Years funding will continue. However, for parents who pay fees for their child to attend Dorchester Pre-school, the fees will not be charged for any period when Dorchester Pre-School is closed.

Communication

- In the event of an emergency, families would be informed of any closure, change of venue and/or opening times as soon as possible. As well as contacting each individual family, closure will also be published outside the pre-school building and if appropriate, on local radio.

Support for Dorchester Pre-school children

- If an emergency were to result in children having to stay at home for an extended period of time, their families will receive support via email, telephone and other means from the Manager Helen Morris. This may include Dorchester Pre-school providing educational advice and suggestions, linking families and external organisations with useful information and advice. In exceptional circumstances the coordinator may approve staff providing child-minding provision on a case-by-case basis, subject to Ofsted approval.

During an Emergency Closure

- The Pre-school Manager's responsibility will be to support the staff in their new role as well as to provide a link with external bodies such as the child health team at Huntingdon Road Surgery. If the Pre-school Manager is unavailable, her role will be taken over by the Deputy Manager and subsequently by the order established previously.

The chair or in his/her absence, or another designated committee member will support the leader in her new responsibilities and the overall functioning of Dorchester Pre-school.

The treasurer or in his/her absence another designated committee member will closely monitor the financial situation and advise the committee of any steps such as redundancies, reduction in pay or temporary new contract hours or funding applications.

The secretary will liaise with the Manager (or in their absence designated staff and committee



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members) with regards to keeping parents informed of current issues and a possible opening date.

8.10 Snow Policy

Policy Statement

Dorchester Pre-school aims to maintain a safe environment and safe access to the pre-school for staff, children, families and visitors during periods of icy weather and snow.

Procedures

- Before the winter term we will ensure that we are fully equipped with appropriate snow clearing equipment and adequate stocks of grit/salt.
- There will be a Rota of committee members (see appendix) so Pre-school staff and committee know who is responsible for assisting in clearing and gritting paths to enable access to Pre-School.
- Committee members responsible for gritting paths will also be responsible for opening Pre-School and staying on at Pre-school if needed until staff members are able to get to the setting.
- Where possible, gritting should take place the afternoon or evening before snow and ice are expected.
- For insurance purposes, a record will be kept in Pre-school of dates and times the paths leading to pre-school are gritted.
- The manager will be responsible for deciding whether pre-school will close taking into consideration the severity of the weather conditions and availability of staff able to attend the setting.
- In the event of closure of the setting, an announcement will be made as early as possible via email as well as via local radio stations/website.

Appendix 1 – Table detailing committee member responsible for gritting paths and opening Pre-School on snow days:

DAY	COMMITTEE MEMBER
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



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Snow and Ice Days – Gritting Record

DATE	DETAILS OF GRITTING	SIGN

8.11 Security and Intruder Policy and Procedure

Aim

It is our aim at Dorchester Pre-School to maintain the highest possible security of our premises to ensure that each of our children is cared for safely at all times. The nursery main door will be supervised at all times, the doorbell will be rung by anyone wanting permission to enter and identification will need to be checked. Within the guidance of the framework on continuous indoor and outdoor play, staff need to be extra vigilant with regards to this policy.

Policy

Children's personal safety

- We ensure all our staff, students; volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service (DBS).
- All children are supervised by adults at all times
- Our nursery is designed so that no member of staff is out of visual contact from another member of staff at any time.
- We aim to always have at least two members of staff on the premises whenever children are present.
- We carry out risk assessments to ensure our children are not made vulnerable within any part of our nursery or when taking part in activities.
- Staff are not allowed to carry mobile phones on them during sessions.
- Any visitor to the setting must show a photo ID, which is checked against our list of known people who must not have access before entering.



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Security measures in place

- We have systems in place for the safe arrival and departure of children.
- The times of the children's arrival and departure are recorded.
- The arrival and departure times of all adults (staff, volunteers and visitors) is recorded.
- Photographs of staff are displayed at the Pre-School.
- At busy times a member of staff will greet parents/carers at the door when they arrive and depart.
- All visitors are asked for identification before being allowed into the setting and must sign in the visitor's book and sign out when they leave.
- We have signs on the doors around the setting reminding staff, parents, and visitors that the doors must be locked.
- The doors into the gardens can only be opened from the inside allowing children access into secure outdoor areas.
- Children are only allowed to go home with the named person on their registration document, unless prior notification is given by letter from a parent/carer and identification must be shown when the person arrives before we allow the child to leave.
- If staff cannot identify a person coming to collect a child, the child's parents will be contacted for clarification.
- We have systems in place for intruders and unwanted visitors as stated in our unwanted visitor's policy. Staff and children are aware of the code word Dorchester which is used should we have an intruder.
- Our systems prevent children within our care from leaving our premises unnoticed.
- Personal possessions of staff are stored safely during sessions.

Procedures for:

Intruders posing a safety hazard

- Politely greet the intruder, identify yourself and ask the purpose of their visit. Having a member of staff close by to secure the door and for support if needed.
- Explain that all visitors must sign in.
- If the intruder becomes agitated and refuses to leave the building peacefully endeavour to calm the person whilst trying to gain the attention of a staff member to call the police.
- If the intruder persists, the children and staff will assemble together in the Creative room away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police arrive.
- If the person leaves before the police arrive do not attempt to detain them.
- If the person does not leave before the police arrive. Explain to the officers what happened, so they can deal with the intruder and find a cause for arrest.
- Remember to log the incident and review security measures.

Procedure if:

Intruder is armed

- All staff will be alerted and the police contacted immediately.
- Remain calm, diverting the intruder as far away from the children. The children and staff will assemble together in the dining room away from the windows and doors and will be



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distracted by staff, register and telephone will be taken with them, and they will stay there until the police arrive.

- If the intruder shows a weapon, remain calm, do not try to disarm them, reassure them that it is not necessary for them to use it.
- Once the police arrive, make them aware of where the intruder is and any weapon you may have seen describing the intruder and reporting anything relevant the intruder may have said.
- All staff and children should remain where they are unless directed otherwise by the police.
- Incidents should be recorded and security procedures reviewed and updated.

8.12 Responding to Emergencies – Lockdown Policy

In light of recent emergencies and possible security threats, the guidelines here are to help us to consider how best to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in our setting to be in lock down.

Most of our existing procedures for handling an emergency situation will involve evacuation of the premises and will be focused on an event happening in our building.

In the event of an incident 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat.

By controlling movement in an area, emergency services can contain and handle the situation more effectively.

Check your police force website for advice about managing a range of issues that may be prevalent in your area. Make sure you have local police contact numbers clearly displayed for staff to refer to.

With regard to terrorism alert levels check the current status on the MI5 website. Follow any advice for managing emergency situations issued by your Local Authority. Review your existing emergency procedures and add to them if necessary. Give particular consideration to 'lockdown'.

Share information with parents to advise them of the actions you will take in the event of a 'lockdown' and what they should do.

Make sure all staff are aware of their role during 'lockdown'.

Consider the wording of a text or phone message that will be issued to all parents as soon as lockdown is announced and you are sure the situation is not a false alarm.

Suggested wording for message to parents:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the



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meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

Lockdown Procedures

- If an emergency happens the setting manager must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.
- As soon as the emergency services arrive it is essential staff comply with instructions at all times.

Upon alert to lockdown

- Stay calm
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
- Close curtains and blinds where possible
- Stay away from windows and doors
- Stay low and keep calm, it might be an idea to rehearse this with children in an age appropriate way, in the same way that you would rehearse fire evacuation. Lock-down must be rehearsed and recorded termly.
- Be prepared
- Risk assess the likelihood of an incident happening in: your area.
- Tune into a local TV or radio station for more information.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.
- Be alert
- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

- Cooperate with the emergency services to help in an orderly evacuation.
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.

Managing parents



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In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear. Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times.

With regard to getting information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack. LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency calls to the police, call 101.

Further information

The information here is a source of guidance only and is not meant to be an exhaustive list. Every setting is responsible for all decisions they take and you should seek further guidance on any matter you are not sure about.

For more details please see Essential Policies.

For advice on talking to children about current events read our Family Corner blog post



8.13 Covid Policy

Policy for dealing with COVID-19

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected. The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough
- Difficulty in breathing
- Fever
- Loss of taste/or smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups.

How COVID-19 is spread

The spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission. There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching their own face).

Preventing the spread of infection

The best way to prevent infection is to have your vaccinations up to date and avoid being exposed to the virus.

As a Pre-School we ensure all eligible children, parents/carers, staff members and volunteers are enabled and supported to take up the offer of national vaccination programmes including Covid-19 and Flu.

For more information see: www.educationhub.blog.gov.uk

Cleaning Routines:



Dorchester Pre-School

Daily cleaning routines largely remain the same, as high standards of good hygiene are currently in place.

- All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, keyboards/mouse, telephones and money safe.
- All bins will be emptied daily.
- All toilet areas will be cleaned daily.
- A box of toys will be sterilised weekly

Hand Washing Routines:

We promote good hand washing regularly throughout the day.

- On arrival at school all adults and children will wash their hands.
- Staff should wash their own hands before supporting a child to wash theirs.
- During the day children will wash their hands after going to the toilet or having their nappy changed, before meals or snacks.
- Staff can use any songs or methods to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Children will be guided to the visuals on the wall to aid good handwashing skills
- Staff must wash their hands before preparing or serving food and wearing gloves.

Guidance

There are currently no Covid-19 restrictions in the UK.

There is no isolation period and no need to close any settings if someone has Covid19.

Should you feel unwell then you should stay at home until you feel better. There are currently no Covid-19 restrictions in the UK.

Guidance to assist professionals

Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools>

Guidance for employers and small businesses

www.acas.org.uk/coronavirus



Dorchester Pre-School

Name	Position	Signature	Date
	Chair		
	Manager		
	Deputy Manager		
	Assistant		
	Assistant		
	Assistant		