



# Wise Owl Private Day Nursery Procedures

## Accident Procedure

### MAJOR ACCIDENT

If a major accident occurs the procedure is as follows:

1. At all times the staff must wear protective clothing (*disposable gloves and aprons*).
2. If able to be moved, the child is taken into a quiet area and the Manager and the first aider is notified.
3. The situation will be assessed and it will be decided whether the child needs to go to the hospital immediately or whether the child can wait for the parent/main carer to come.
4. If a child needs to go straight to hospital an ambulance will be called. Then the parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.
5. If the child can wait for the parent/main carer to come, then they will be contacted and the child made as comfortable as possible. A member of staff will stay with the child until the parent/main carer arrives. It will be for the parent/main carer to decide whether to go to the hospital or not.
6. A report of the accident will then be recorded on an accident form.

### MINOR ACCIDENT

If a minor accident occurs the procedure is as follows:

1. At all times the staff must wear protective clothing (*disposable aprons and gloves*).
2. The child to be taken to a quiet area.
3. The child's injury is assessed by the member of staff on duty and if necessary the first aider is called.
4. The injury is then treated.
5. The child is given cuddles and then resettled into the play situation and observed.
6. The incident is then recorded on an accident/incident form ready for the parent/main carer to sign later in the day.



**Accident/Incident Form**

Name of child.....

Area of accident/Incident.....

Parents informed by

Note	Telephone	Person
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Date..... Time.....

Accident/Incident.....

.....  
.....  
.....

Injury that occurred and where.....

Treatment given.....

.....

Any further action required.....

.....

Staff signature.....

Counter signature.....

Witness signature.....

Parent/carer/ guardian signature.....

Relationship to child.....



## Allergies Procedure

Any allergies a child has must be written on this sheet. It is the parent's responsibility to ensure this information is up to date.

A series of horizontal dotted lines for writing.



## Behaviour Record

Name.....

Date	Observations (all observations through the day will be written in here including times and exact accounts of what is observed) Time	Staff Signature and date	Parent signature and date
<b>Recommendations</b>			



## Administration of Calpol and Immunisations

In the event of my child becoming poorly and needing calpol for any reason I authorise staff at Wise Owl Private Day Nursery to administer this and understand that the nursery will use every possible way of contacting me to inform me of this.

Name of child.....

Sign ..... Date.....

Please ensure you fill in the dates of your child's immunisations and inform the nursery manager of any changes to these when your child has there next immunisations so we are able to update our files.

Immunisations	Date given	Age of child
Men c/ diphtheria/whooping cough/tetanus		
Men c/ diphtheria/whooping cough/tetanus		
Men c/ diphtheria/whooping cough/tetanus		
MMR		



## Communication Record

Name.....

<b>Standard</b> (which standard the communication refers to)	<b>Date</b>	<b>Communication</b> (any information shared between parents and staff will be written in here including all information)	<b>Staff signature and date</b>	<b>Parent signature and date</b>
<b>Outcome</b>				



## Complaints Record

<b>Date of Complaint</b>		
<b>A: Source of complaint</b>		
Parent (in writing, including email) Parent (in person) Parent (phone call)		Staff member Anonymous Ofsted (include complaint number if known) Other (please state)
<b>B: Nature of complaint (please tick all standards that the complaint relates to)</b>		
Standard 1: Suitable Person Standard 2: Organisation Standard 3: Care, Learning & Play Standard 4: Physical Standard 5: Equipment Standard 6: Safety Standard 7: Health		Standard 8: Food and Drink Standard 9: Equal Opportunities Standard 10: Special Needs Standard 11: Behaviour Standard 12: Working in Partnership with parents and carers Standard 13: Child Protection Standard 14: Documentation
Please give details of the complaint:		
<b>C: How it was dealt with?</b>		
Internal Investigation Investigation by Ofsted Investigation by other agencies (please state)		
Please give details of any internal investigation or attach any outcome letter from Ofsted:		



<b>D: Actions and outcomes</b>	
Internal actions Actions agreed with Ofsted Changes to conditions of registration Other action taken by Ofsted No action Actions imposed or agreed with other agencies	
Please give details:	
Has a copy of this record been shared with parents?      Yes or No	
Name of recorder:	Outcome notified to parent: Yes(within 28 days) Date:
Position: Name: Signature:	Date Completed:



## **Crossing the Road Procedure**

In the case of an emergency and the nursery has to be evacuated it may mean crossing the road with the children if this need arises then the following procedure will be adhered to

- The children will walk with staff members to the wall next to pineapple caters.
- Once the children are gathered there the manager will be the one who checks for any on coming traffic and will once it is safe to do so go and stand in the middle of the road with her back to the traffic with her arms out stretched.
- This will be the sign for the staff to walk the children safely across the road in a calm manner.
- Once the children are fully across the road and away from the road the manager will then thank any waiting cars before leaving the road herself.
- We will all assemble in a neighbours Garden awaiting safe re entry into the Nursery.

## **Dishwasher Procedure**

Please could you use the dishwasher cleaner once a month, after washing the tea pots, make sure the dishwasher is empty and only the cleaner is inside.

Could all cutlery be placed with the eating end at the top in each individual hole.

## **Parents Door Procedure**

Parents,

For security purposes, when picking up and dropping off your child at nursery please do not let anybody into the building, even if you know them! Only the manager/deputy or senior may answer the door.

## **Nursery Staff Door Procedure**

It will only ever be the Nursery Manager, Deputy Manager or Senior Member of staff that will answer the door. Visitors should press the buzzer on the intercom system, and a password will be required to enter the building.



If the visitor does not have a password or is unknown to the Manager/ Deputy/Senior the Manager/ Deputy should act as follows:

1. Ask the visitor, who they are and how we can help them.
2. If the visitor requests to look around the nursery, then procedure should be followed for prospective parents.
3. If the visitor is attempting to pick up a child on behalf of a parent, but does not know the password, then parents should be called immediately and advice obtained. The visitor will be asked to wait outside, whilst the nursery contacts the parent.

## Emergency Incidents

- Drunken Parent coming to collect / see their child.
- Angry visitor / caller making a complaint about the nursery.
- Estranged partner of parent wishing to see their child.
- Any suspicious person hanging around the nursery entrance, or garden entrance.

## Emergency Procedures

- It will mostly be the Manager, Deputy Manager or senior Member of staff who will greet all visitors;
- The door into the Nursery will be locked;
- The Manager/ Deputy/ Senior will only speak to the visitor through the door;
- Welcome visitor;
- Smile and keep calm;
- Ask how you can help;
- Suggest you make an appointment for a more suitable time;
- End conversation as soon as possible and encourage visitor to leave;
- If visitor refuses to leave, call the police on 999; and
- In the event of the visitor being aggressive/ angry/ drunk, the police should be called immediately on 999.

## End of Day Cleaning Procedures

### Toilet:

- Empty nappy cassette;



- Empty bin of paper towels;
- Clean around the sinks using water and cleaning fluid;
- Use separate water and cleaning fluid to clean each toilet making sure it is flushed;
- Using antibacterial spray clean the changing mat front and back;
- Mop the floor using water and cleaning fluid putting the mop away in the cupboard when finished; and
- Take out the rubbish to the dustbin.

#### **Areas:**

- Tidy away all of the toys into the correct boxes;
- Empty all the rubbish bins;
- Hoover each area;
- Make sure there are plug socket covers in all of the plugs; and
- Take out all the rubbish to the dustbin.

#### **Kitchen:**

- Make sure all of the pots are placed into the dish washer at the end of the day, place the powder into the machine and turn it on;
- Wipe down all of the tops using cleaning fluid and water, making sure you check inside the microwave for any spillages;
- Check the fridge for any out of date or unused food that cannot be kept and throw this away; and
- Empty the rubbish and take this to the dustbin.

#### **Baby Suite Toilet:**

- Empty the nappy cassette ready to take to the bin;
- Clean the changing mat and unit using antibacterial spray; and
- Mop the floor using cleaning fluid and water place mop and bucket away when finished.

#### **Baby Suite Room:**

- Tidy away all of the toys into the correct boxes;
- Empty the rubbish bin;
- Hoover the floor;
- Make sure there are plug sockets in each plug; and
- Take out all the rubbish to the dustbin.

#### **Garden:**

- Place all toys including balls, bikes and pushchairs into the house for storage; and
- Water the herb garden and plants.



## Emergency Evacuation Procedure

Bomb Scare/ Terrorist attack.

In the event of a suspicious package being left at the nursery or surrounding grounds please follow the following procedures.

### Managers Role:

The nursery manager or Deputy Nursery Manager if Nursery Manager away, will sound the fire alarm and call 999. The nursery manager will inform staff which exit is safe to leave from.

### Staff Role - Babies:

- On hearing the fire alarm staff need to assemble the babies in a safe and calm manner;
- The Nursery nurse in the room will be responsible for collecting the register and closing all windows and doors;
- Calmly and safely walk the children out through the emergency exit;
- The Acting Deputy Manager will be on hand to assist in the safe exit of the babies so that they can be transported out of the nursery safely (each member of staff being responsible for 2 children).

### Staff Role - Toddlers:

- On hearing the fire alarm assemble all the children together in a line , where ever possible each staff member is responsible for their group giving help where needed as they go towards the emergency exit;
- The senior nursery nurse is responsible for collecting the register and making sure the windows and doors are closed; and
- All children will assemble in the garden where they will all be lead to the fire point.

REMEMBERING THE CHILDRENS SAFETY IS PARAMOUNT DO NOT RUSH THE CHILDREN, BE QUICK BUT CAREFUL.

## Emergency Evacuation Practice Drill Procedure

### Managers Role:

- For practice drills the timer needs to be set on hearing the fire alarm;
- Collect the staff signing in sheet, visitors signing in book and the fire log book;



- Nursery manager will be involved in assisting staff to ensure the children and staff are safely leaving the building;
- Nursery manager to call out every child's name on the registers and also calling staff and visitor's names to ensure everyone is present;
- Log time and information into fire log book each member to sign this; and
- Once building is checked and safe return to normal duties.

## Fire Drill Evacuation Procedure

### Nursery Manager:

- For practice fire drills the timer needs to be set on hearing the fire alarm;
- Collect the staff signing in sheet ,visitors signing in book and the fire log book;
- Nursery manager will be involved in assisting staff to ensure the children and staff are safely leaving the building;
- Nursery manager to call out every child's name on the registers and also calling staff and visitor's names to ensure everyone is present;
- Log time and information into fire log book each member to sign this; and
- Once building is checked and safe return to normal duties.

### Staff Role - Babies:

- On hearing the fire alarm staff need to assemble the babies in a safe and calm manner;
- The deputy Senior Member of staff will be responsible for collecting the register and closing all windows and doors;
- Calmly and safely walk the children out through the emergency exit; and
- The Acting Deputy Manager will be on hand to assist in the safe exit of the babies so that they can be transported out of the nursery safely (each member of staff being responsible for 2 children.

### Staff Role - Toddlers:

- On hearing the fire alarm assemble all the children together in a line, where ever possible each staff member is responsible for their group giving help where needed as they go towards the emergency exit;
- The senior nursery nurse is responsible for collecting the register and making sure the windows and doors are closed; and
- All children will assemble in the garden where they will all be lead to the fire point.

REMEMBERING THE CHILDRENS SAFETY IS PARAMOUNT DO NOT RUSH THE CHILDREN, BE QUICK BUT CAREFUL.





### Fire Instruction and Drills- Record of When Given

Date	Notice given	Start time	Person/Area receiving instruction/Drill	Ages of children	sleepers	Finish time	Observation of instructor	Signature of Persons receiving instruction/drill

Outcomes of Instruction/drill

Action required from the outcome of the fire drill

Nursery Manager Signature

Name

Date



## Heating Food and Milk Procedure

All food and milk needs to be heated to the correct temperature to stop bacteria this temperature is **above 75 c in the Oven and in the Microwave.** Please use a thermometer to check correct temperature is achieved using one thermometer for food and a separate thermometer for milk. These will be labelled.

Allow time for the food to cool down and check the food with a thermometer to ensure it is cool enough before giving to the child. Place bottles of milk into a jug of cold water to cool down the milk, test the milk on your arm to ensure correct temperature before giving this to a baby.



## Garden Safety Procedure

Tick list to be completed in the morning and afternoon before any children participate in outdoor play. Please initial it after you have checked the garden

W/C	Mon		Tue		Wed		Thu		Fri		Any comments
<u>OWLETS</u>	a	p	a	p	a	p	a	p	a	p	
Check paved area for cracks or sharp objects											
Check toys for any breakages											
Check wooden house for any thing sharp or dangerous											
Check for poisonous plants or nettles											
Check whole garden for any signs of infestations i.e. ants or animals											
Check grass area for sharp objects and any rubbish											
Initials											

W/C	Mon		Tue		Wed		Thu		Fri		Any comments
<u>OWLS</u>	a	p	a	p	a	p	a	p	a	p	
Check paved area for cracks or sharp objects											
Check toys for any breakages											
Check wooden house for any thing sharp or dangerous											
Check for poisonous plants or nettles											
Check whole garden for any signs of infestations i.e. ants or animals											
Check grass area for sharp objects and											



any rubbish											
Initials											

PLEASE MAKE SURE THAT ALL TOYS ARE PUT AWAY AFTER EACH PLAYTIME.

## Health and Safety Procedures

- The Senior Member of staff will Endeavour to greet visitors.
- Hazardous substances, cleaning materials and tools must be clearly labelled and kept out of reach of children.
- Electrical equipment and switches should never be touched with wet hands.
- Flexes must be kept away from water and cables must not be left within reach of children.
- Unless constantly in use, electrical equipment must be switched off. Defective equipment must be reported to the Manager and labelled and not used until repaired.
- Floor areas must be kept clear of all obstructions and spillage.
- Pointed objects such as scissors, sharp pencils and knives must be kept out of reach of the children.
- Children must not be allowed to climb furniture.
- Furniture must not be placed under the windows.
- Children are not allowed in the kitchen area, unless there for the purpose of baking, and fully supervised.
- Hot drinks must never be taken into the Nursery when the children are there.
- Children must be actively supervised at all times.
- All toys and equipment must be checked and kept in good repair. Any broken or damaged equipment must be removed and dealt with. This may mean throwing away and replacing.
- Both garden gates must be kept locked at all times.
- A thorough check of the garden must be carried out first thing in the morning, by the Senior Nursery Nurse, to remove any harmful objects.
- Care must be taken at all times when opening all doors inside and outside of the Nursery.
- The Nursery security system must be in operation at all times. The doors must never be propped open.
- Children must be checked regularly when sleeping.
- There must always be a qualified First Aider on the premises at all times.



- In the event of an accident involving a child or adult the correct recording system must be put into practice. All parents must be made aware of all accidents and asked to sign the accident book.
- Parents must sign a consent form enabling you too seek other medical attention if necessary.
- Paper towel dispensers must be kept full at all times and towel litter disposed of regularly throughout the day.
- Fire drills must take place at least once every term.
- All procedures should be written and displayed on the wall of every room and by the telephone. It is expected that all members of staff have thoroughly read and possess their own copy of policies and procedures.
- There will be a no smoking policy in operation at all times and in all areas of the building and grounds.
- Fire exits must be kept clear at all times.

## Induction of New Staff Members

- All new staff members will be shown around the nursery.
- The staff member will be given the staff uniform wise owl nursery will provided the first one but subsequent uniform will be purchased by the staff member.
- New staff members will be given the policies and procedures to read through and sign as well as being given a copy for them to keep.
- After 1 week of starting at wise owl day nursery the staff member should know the routine of the day and implement this.
- After 2-3 weeks the staff member should be actively taking on roles such as nappy changing and kitchen duties, as well as building up good relationships with their key worker children and parents.
- In the 4th week a short meeting will be held with the nursery manager to talk about how they have settled in and if there are any concerns.

## Inhaler Form

Name of child.....

Inhaler Required.....

Date..... Times Given.....

Amount Required.....

.....

.....

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Any further action required.....

.....  
.....

Parent/carer/ guardian signature.....

Relationship to child.....

Staff Signature.....

### Leave of Absence Request Form

Name.....

Date of absence from..... To.....

Area of work.....

Reason for absence.....

Agreed by.....

Position held.....

### Leave of Absence Request Form

Name.....

Date of absence from..... To.....

Area of work.....

Reason for absence.....

Agreed by.....

Position held.....

### Medication and Administration

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## Child Medication Chart

This form is for the children who have an ongoing illness and constantly need medication it is to be completed by the parent of the child each time the child is in this gives the staff of wise owl authority to administer the medication on that day, the staff member will have a witness whilst administering this then will sign and write the actual time the medication was given on this form along with the witness who will counter sign this. The parent will then on picking up their child sign this form to say they accept that the medication has been given. This must be completed in addition to the parent's signature on the registration form.

**Childs Name:**

**Illness:**

**Date of Birth:**

Date	Medication	Dosage	Time to be given	Parent signature	Time given	Staff signatures	Parent signature	Comments



## Medication Form

Date: .....

Name of child: .....

Reason for medication: .....

Name of medication: .....

Amount:..... Time last given:.....

Time to be given: .....

Parent's signature: .....

Medication given by: .....

Witnessed by: .....

Time medicine actually given: .....

Parent's signature: .....

## Nappy Changing Procedure

- Get all nappies, wipes, cotton wool, lotion, water, and creams ready for use.
- Put on a pair of disposable gloves.
- Put on an apron.
- Place child on changing mat and change nappy using wipes/cotton wool and water.
- Place dirty nappy into sanagenic.
- Put a clean nappy onto child and take the child back to the play area.
- Wipe changing mat with disinfectant and blue cloth.
- With gloves still on wash hands if child soils their nappy change gloves.
- Repeat each nappy change washing hands in between until every child has been changed.
- Write each child's nappy change in the "nappy changing" book.
- Throw away gloves into sanagenic at the end of the nappy changing session.
- Repeat the procedure for the afternoon making sure hands are washed and changing mat is clean before each child is changed.
- At the end of the day make sure all nappies, wipes, cotton wool, lotion and creams are put back into the children's boxes and using the blue cloth and disinfectant wipe down the changing mat and changing station and mop the floor.



## Nursery Opening Check List

	Mon	Tues	Wed	Thurs	Fri	Comments
<p><b><u>Opening checks</u></b></p> <ol style="list-style-type: none"> <li>1. Unlock door</li> <li>2. Switch off alarm</li> <li>3. Unbolt door</li> <li>4. Switch on lights</li> <li>5. Feel radiators and adjust accordingly</li> <li>6. Check for broken or damaged toys</li> <li>7. Check plug sockets have covers</li> <li>8. Flush toilets</li> <li>9. Check entrance for foreign objects</li> </ol>						
<p><b><u>Closing Checks</u></b></p> <ol style="list-style-type: none"> <li>1. Check nursery is clean and tidy</li> <li>2. Bolt back door</li> <li>3. Check that all windows are closed</li> <li>4. Turn lights off</li> <li>5. Set alarm</li> <li>6. Lock doors</li> </ol>						



## Parent Incident Record

Date	Communication	Parent signature and date	Manager signature and date
<b>Outcome</b>			



## Password System Procedure

Only parents who are authorised or a parent who authorises another adult or relative to collect their child will be allowed access into the nursery.

In the event of another person picking up your child the nursery would use the password system; this involves you as a parent deciding on a password which only the person collecting your child and the nursery manager will know, along with a description or even a photograph for added extra security.

This password would be asked for along with checking the description of the person and only when the correct password is given would they be allowed access into the nursery to collect your child.

This password can be decided on by the parent/carer and wrote on the registration form before the child attends nursery only the password we have on file can be used to gain entry to the nursery.

If you wish to change this password please inform the nursery staff as soon as you decide to change this.



# Potty Training

Please write the name of the child who is potty training and when you have taken them to the toilet write the time and initial it.

Name																			

KEY    W- WET    CA- CREAM APPLIED    D -DRY    S- SOILED    CC- CHANGE CLOTHES



## Register for Outings

Outing:

Date:

Time:

Leaving Nursery		Arrival at Park		Leaving Park		Arrival back at nursery	
<u>Children</u>							
<u>Staff</u>		<u>Staff</u>		<u>Staff</u>		<u>Staff</u>	

First Aid box

Eb inhaler

Mobile Phone

Piriton & Spoon

Epi Pen

Nursery Number: **01724 330009**



## Show Around Procedure

Number	Showing Around	Achieved
1.	<p><b><u>Room 1 Language and Role play Room</u></b>            Talk about signing in what happens on arriving at Nursery            collecting coat peg etc            Discuss routine Registration time Days of the week song            etc            Making a Coat peg each child has a draw, a File show File            explain contents handprint etc            Discuss planning talk about topic and activities            Talk about what goes on in room            Webcam</p>	
2.	<p><b><u>Construction and Small World Room</u></b>            Talk about What goes on in the room activities etc            Book Corner area            Webcam</p>	
3.	<p><b><u>Messy Room</u></b>            Talk about room what activities go on            Discuss eating            Webcam</p>	
4.	<p><b><u>Toilet Area</u></b>            Show toilets discuss toilet training charts etc            Boxes for individual items labelling etc            Disabled toilet            Taking about independence washing hands with soap</p>	
5.	<p><b><u>Outside</u></b>            Talk about outdoor activities bringing indoor outside            Road            Shapes            Growing area            Outdoor play offered all day</p>	

<p>6.</p>	<p><b><u>Baby Room</u></b>          Talk about room 6 babies 2 staff ratios          Planning birth to 3          Books, Files, Train, Coat pegs Eating Labelling individual items, boxes          Following own routine          Joining in meal times           Webcams</p>	
<p>7.</p>	<p><b><u>General</u></b>  <u>Key workers and Groups</u>          For each age  <u>Teas</u> - Paid weekly in advance £1.50 per day          Meals provided Breakfast if arrive before 9am          Snack am and pm must provide lunch          Webcams not in personal areas          First aiders, Fire drills          Session times importance of arriving and collecting  <u>Fees</u>          Paid monthly in advance by direct debit if possible others at managers discretion          Show Webcams          Give Booklet          We require one months notice for termination of place  <u>Discipline</u>          Stickers for praise  <u>Uniforms</u>          Order request</p>	
	<p><b><u>Questions</u></b></p> <ol style="list-style-type: none"> <li>1. Has Child been booked in</li> <li>2. Has deposit been taken</li> <li>3. Has all contact details been taken wrote in book</li> <li>4. Has Registration form been given</li> <li>5. Has Terms and Conditions been given</li> <li>6. Has booklet been given</li> </ol>	



	Parent Name	
	Signature	
	Staff Name	
	Signature	

## Signing in and out Procedure

The signing in and out sheet should be completed by parents/ carers and staff both on arrival and on departure.

<u>Date</u>	<u>Name</u>	<u>Time in</u>	<u>Signature</u>	<u>Time out</u>	<u>signature</u>

## Staff Grievance Procedure

If a staff member has a complaint or a problem that needs to be dealt with they should in the first instance go and speak to the nursery manager. The following procedure will take place:

- the nursery manager will listen to what the staff member has to say
- they will respond to the staff member with respect and will deal with the situation there and then
- the nursery manager will if possible give reasons and explanations for the situation that is causing concern if it is a nursery matter
- if the problem is with another staff member then the nursery manager will talk to both members of staff and find out what the problem is, and try to resolve this as quickly as possible so that the nursery can run effectively
- if the situation causing concern is out of work time then the nursery manager will offer as much support as necessary i.e. for time off, to use



the telephone or finding the staff member help through another organisation

- If any problem cannot be dealt with by the manager or the staff member feels the manager is not doing enough then they will need to speak to **Mrs Toni Krajnik (managing director) on 01724 852 719** and then if the staff member still feels enough is not being done about it then they need to make contact with **Ofsted on 0113 215 8402**.
- any grievance's and outcomes will be logged in the staff grievance book and all members of staff involved will sign this.

## Stairs Procedure

In the event of children needing to use the stairs the following procedure needs to be followed and all staff need to be very vigilant and aware of all children and their whereabouts at all times.

### Going up the stairs:

- All children need to have appropriate footwear on
- All children need to be together at the bottom of the stairs
- 1 member of staff should go to the area in which the children are going too
- 1 member of staff should stand at the top of the stairs
- 1 member of staff should be stood in the middle of the stairs
- A member of staff should stay with all the children at the bottom of the stairs to send them up when all the members of staff are in place
- Children should be sent up the stairs one at a time and they should be encouraged to hold onto the banister or if they are younger they should be encouraged to go up on hands and knees
- When the children reach the top of the stairs they should be directed to the member of staff who is waiting in the area they are going too.

### Going down the stairs:

- All children need to have appropriate footwear on.
- All children to stand with a member of staff in the area they are coming from.
- 1 member of staff needs to stand at the top of the stairs.
- 1 member of staff needs to stand in the middle of the stairs.
- 1 member of staff needs to stand at the bottom.
- A member of staff also needs to stand in the area the children are going to go into.
- Once all staff members are in place then the children should be sent 1 at a time.



- All children should be encouraged to hold onto the banister to come down the stairs or for the younger ones they should be encouraged to go down on their bottoms.
- Once the children are at the bottom of the stairs the member of staff at the bottom of the stairs should direct the children to the member of staff who is in the area where the children are going too.
- Please can all staff make sure that all the children are safe at all times and if any more assistance is required then the manager is called or a member of staff from the baby room is called as we must all make sure the children's safety is PARAMOUNT.

## Sterilising Fluid

When you have changed the sterilising fluid you need to tick the box next to the day to show it has been changed.

W/C	Fluid Changed
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

W/C	Fluid Changed
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

## Sterilising Procedure

### Baby utensils:

- Fill cold water steriliser with cold water and the correct amount of sterilising tablets according to the instructions leave tablets to dissolve until placing utensils in solution.
- Place clean bowls and spoons into the sterilizer.
- Allow time for the utensils to become sterilised this is usually at least 30 minutes.
- When sterilised, the utensils need to be rinsed in freshly boiled water to keep them sterilised.



## Student Incident Record

Date	Communication	Student Signature and date	Manager signature and date
<b>Outcome</b>			



## Temperature Chart

Please fill in the temperature of the room first thing in the morning and at 1 O'clock

Morning			Afternoon		
Date	Temperature	Initials	Date	Temperature	Initials



## Toilet Cleaning Procedure

Mon Tues Wed Thur Fri

Clean sinks with GREEN cloths using Multi surface cleaner dilute using 1-2 caps add water to solution into spray bottle

Clean toilet seats using Multi Surface cleaner(see above )

Place toilet cleaner around each toilet brush to clean

Mop the floor using Multi Surface cleaner (see above)

Once a week wipe down window sills , skirting boards and bins use GREEN cloths and Multi Surface cleaner

Clean nappy changing area using multi surface cleaner (see above)

Change nappy cassette after each session - After lunch and the end of the day

Empty bins at the end of the day

**A member of staff will be responsible for the toilet each day the day will rotate weekly**

**Please initial once the job is completed**

**Thank you**

## Toilet Procedure

- A staff member will take a group of children to the toilet area and place on a pair of gloves.
- One child will visit a cubicle and will use the toilet and where necessary the staff member will help the child.
- After helping a child the staff member will need to wash their gloves before helping another child.
- When the child has visited the toilet they will be encouraged to wash and dry their hands.
- Once all the children in that group have finished in the toilet area the staff member will take them to rejoin the group and then take another group until all children have used the toilet.
- All potty training children need to have their potty training chart filled as well as the chart for the staff to see when the children have been taken to the toilet.
- If a child needs lots of space to manoeuvre (i.e. wheelchair) then the spacious toilet should be used and where necessary the staff member



should help the child, calling the manager if two people are needed. In this instance, the whole toilet block should be used as a cubicle for the child and the door closed. If the child requires extra privacy, the staff member should turn away from the child when they actually using the toilet. If there is an absolute desperate need for another child to use the toilet during this procedure, then there is another toilet upstairs, in an emergency.

- After all the children have visited the toilet the staff member on toilet duty needs to dispose of their gloves in the sanganic and wash their hands.

## **Unexpected Visitors Procedure**

- Answer Door;
- Ask who they are;
- Reason for visiting;
- ID;
- Sign in; and
- Must not be unaccompanied whilst on premises.

## **Washing Hands Procedure**

1. Wet hands;
2. Place soap on hands and rub together to make a foam;
3. Make sure you wash in-between all fingers, on your palms and on the back of your hands;
4. Rinse soap of with warm running water; and
5. Dry with paper towel.

Hands should be cleaned before preparing food

After blowing a child's nose

After each nappy change

Staff should be vigilant at all times and ensure not only their hands are clean but that the children's hands are clean too

## **CLEANLINESS IS GODLINESS**

