

Nurseries Policies

Sussex House Nursery and Wendy House Nursery

Associate Policies:

Clothing Policy

Nursery Staff Uniform and Dress Code Policy

Our Nurseries comply with the Brighton and Sussex University Hospital Trust Health and Safety Policy. (See BSUH Trust Policies and Procedures)

A senior member of staff is responsible for monitoring Health and Safety in the nursery. Though all staffs are required to actively be responsible for identifying hazards and reducing risks

Garden

The large garden is divided with a fence to segregate the under two play area and 2-5 year old area. The under 2's area and part of the larger garden is covered with a specialist 'soft surface' to absorb the impact of falling children. The garden is enclosed by a high fence and an outside gate which is padlocked at all times. The nursery garden is stocked with childproof non-toxic plants. Before children have access to the outside area the garden is assessed for hazards such as faulty equipment and animal faeces.

* Risk assessments are carried out daily throughout the nursery on indoors/outdoors

Extreme Weather

Hot – please see Hot weather Policy

Cold – Children are encouraged to go out to play in all weathers for short period of time as long as appropriate clothing has been provided.

Adverse weather conditions – It may be appropriate to reduce operating hours of our nurseries in adverse weather conditions. This is to ensure that all children and staff are able to arrive and depart safely. Closure times will only be altered after consideration by the Trust. The nursery management team will contact all Parents / Carers

Main Nursery Entrance

To access the main entrance of the nursery entrance is by ringing a doorbell (PRH) or intercom (RSCH) and a member of staff will arrive. Staff can challenge any person and permit any person from entering the premises if unknown to them.

Visitors Book

Visitors to the nursery are requested to complete the Visitors book stating the purpose of the visit details of arrival and departure times. (Visitors book allocated in the main nursery entrance)

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1 Abbey Road
Brighton
BN2 1ES*

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Ofsted No130674*

*Wendy House Nursery
Princess Royal
Hospital
Lewes Road
Haywards Heath
RH16 4EX*

*Tel: 01444 441881 ext
8451*

Ofsted No. EY231358

Kitchen

No child is allowed in the kitchen unless for a supervised cooking activity.
Parent/Carers are not permitted to go into the kitchen without staff consultation.

Equipment

All equipment in the nursery is specifically designed for use with young children and meets Health and Safety regulations. It is checked regularly by staff to ensure safety is maintained. All breakages are removed and immediately reported to the Manager. Second hand outdoor equipment is not accepted by the nurseries i.e. bicycles and scooters.

Hygiene

The nursery is cleaned daily and a high standard of hygiene is maintained. There are full laundering facilities at the nursery. Hygiene and cleaning procedures are distributed to staff and a record of toys that are cleaned is kept. All clinical waste is disposed of in accordance with hospital procedures. Staffs are required to wear gloves and aprons when changing nappies and cleaning the nappy changing area, and cleaning the potties.

The staff and children are encouraged to develop good a standard of hygiene.

The Nursery is cleaned every day by Housekeeping department. The carpets are cleaned every month or before when necessary.

The Housekeeping department with the support of the nursery management will carry out a monthly audit. If there are recommendations highlighted within the audit it is the responsibility of the housekeeping to ensure improvements are made.

An annual 'Deep Clean' is arranged per year by the Housekeeping department.

Food Preparation

Nursery food is provided by the catering service of BSUH NHS Trust and transported to the nursery in a heated trolley.

Snack and Sandwiches- The nursery staff prepare morning snack of fresh fruit and the sandwiches for afternoon tea is provided by the catering department alongside other provisions.

All staff wears aprons to prevent cross infection and food hygiene standards are carried out.

The babies food (one year olds & under) if not having nursery food will be required to have foods prepared by the Parent/Carer and reheated, probed for temperature and recorded by the baby room staff.

Babies' bottles are heated in a microwave unless stated otherwise

Named First Aiders/Paediatric first aid for the Nursery

Each room has a first aid box, plus additional boxes are placed in other nursery areas i.e. the kitchen. Staffs attend Full Paediatric First Aid and Paediatric Resuscitation Courses. Epipen training is all carried out when necessary.

No Smoking Policy - Smoking is not permitted on the Nursery premises at any time. Staffs are requested to change clothing if they have had smoke breaks. BSUH NHS Trust is a non-smoking organisation.

Risk Assessments – These are undertaken in all areas of the Nursery to ensure the safety of the children. These assessments are kept dated and reviewed regularly. Daily indoor/outdoor assessments are completed

Staffing

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS)
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- We comply with statutory requirements regarding ratios of adults to children.

Premises

BSUH Nurseries believe that Health and Safety of children is of paramount importance, therefore if there is to be any maintenance work to be carried out on the premises during operational times than the Management Team will liaise with BSUH Estates and Facilities, Health and Safety Department and Contractors to ensure that no child or staff member is at risk.

In extreme circumstances if the area was deemed unsafe for operational purposes than Brighton & Sussex University Hospitals NHS Trust reserve the right to provide either a contingency plan of care or temporary closure.

The Service Manager would inform Ofsted of any changes to the operational service or premises

In addition, to the above other procedures and documentation in relation to health and safety are in place:

- Risk assessment stored in each nursery.
- Visitors recorded
- Child Protection and Safeguarding Policy
- Fire safety Policy and Procedures
- Fire safety records
- Security Policy
- Outings Policy
- Food and drink policy
- Staff qualification list, duties and responsibilities
- Medication Policy
- Medication, Incident and Accident Forms and Audits
- Parental consent documents for emergency treatment, medication etc
- Prior parental consent for emergency treatment
- Sleep and Rest Policy

Reviewed and Written 12th June 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager