

# Little Rainbow Nursery

## Visitors and Supervision

(Health and Safety)

**Visitors** All visitors must sign the Visitor's book on arrival and departure. If a visitor is spending a considerable part of the day within the nursery, the manager must point out fire procedures. A member of staff must accompany visitors in the nursery at all times whilst in the building.

The manager is responsible for all students and relief staff receiving information on Health and Safety in the nursery.

### Supervision

- Whether children are in or out of the building, they must be supervised at all times
- Be aware that children can drown in only a few centimetres of water.
- Special care should be taken when children are using apparatus e.g. climbing frame and when walking down outside steps.
- A members of staff must supervise large outdoors play equipment at all times
- When outdoors, staff must be aware of bushes, shrubs and plants
- Children must be carefully supervised when using scissors
- If the nursery has hired a bouncy castle for the day, then STRICT safety guidelines should be followed as laid down by the hiring company. A member of staff MUST supervise the children at all times.

### Security

- No child should be given into care of any person we DO NOT know. If in doubt check the person's identity by ringing the child's parent/guardian or the emergency number. Information must be passed on to all staff and recorded if it specifies whom can/cannot collect a child.
- A consent form for a child to be picked up by a person other than his or her parent/guardian or named emergency contact must be signed in this event. Photo identification and/or a password are also required where possible.
- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the visitor book and accompanied by a member of staff at all times whilst in the building.
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.

**Transport and outings**

The arrangements for transporting and supervision of children when away from the nursery need to be carefully planned. The nursery has a comprehensive documented policy relating to outings, which incorporates all aspect of health and safety procedures.

**Room temperatures**

Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times. Staff must always be aware of the dangers of babies and young children being too warm or too cold.

Where fans are being used to cool rooms, GREAT CARE must be taken with regards to their positioning.

This policy was adopted on: April 2021

Date for review; April 2022