



Where Little Lambs Learn and Play

**Policies and Procedures**

**PP02 – Health and Safety Policy**

V1.0

**November 2025**

<b>Document History</b>					
<b>Version</b>	<b>Type</b>	<b>Review Date</b>	<b>Reviewer</b>	<b>Approval Date</b>	<b>Approver</b>
0.0	Initial Draft	14/11/25	Jack Rogers	-	-
1.0	Publication	-	-		

This document is reviewed annually or sooner if required by changes in law, statutory guidance, or operational needs. Any changes, amendments, alterations, or updates of this document will be reviewed and/or approved by the Nursery Manager and a company Director.

All members of staff will be required to read this document in its entirety within 2 weeks of publication and for new starters before working with children, with confirmation that it has been understood.

Inevitably, there will be some situations that arise which are not specifically covered within this document. In such situation, if practicable, the Nursery Manager or Deputy Manager should be consulted for further guidance or instruction.

Any queries arising from this document should be raised with the Nursery Manager or Deputy Manager in the first instance.

This document and its policies and procedures herein, are not intended to replace recognised, established industry or regulatory safety standards, principles, or protocols.

Suggestions for future changes, amendments, alterations, additions, or updates should be sent to the Nursery Manager or Deputy Manager.

**Copies of this document are uncontrolled and may not be current. If in doubt, please consult the Nursery Manager or Deputy Manager.**

## Table of Contents

<b>1. INTRODUCTION.....</b>	<b>5</b>
<b>2. ROLES &amp; RESPONSIBILITIES.....</b>	<b>5</b>
2.1    Management Responsibilities.....	5
2.1.1    Creating, maintaining, and reviewing a safe environment .....	5
2.1.2    Implementing and maintaining policies and procedures.....	5
2.1.3    Conducting comprehensive risk assessments .....	6
2.1.4    Providing appropriate resources and equipment .....	6
2.1.5    Training, supervision, and professional development.....	6
2.1.6    Monitoring, auditing, and reporting .....	6
2.1.7    Fostering a culture of safety and openness .....	6
2.2    Staff Responsibilities .....	6
2.2.1    Adhering to all health and safety policies and procedures .....	7
2.2.2    Maintaining safe working practices at all times .....	7
2.2.3    Effective supervision and safeguarding of children.....	7
2.2.4    Accurate and prompt reporting of hazards, incidents, and concerns .....	7
2.2.5    Attending training and maintaining competence .....	7
2.2.6    Modelling safe and responsible behaviour .....	7
2.3    Responsibilities of Parents, Carers, and Visitors .....	7
2.3.1    Adhering to all nursery procedures .....	7
2.3.2    Supervision during arrival and departure .....	7
2.3.3    Reporting health and safety issues .....	7
2.3.4    Compliance with health policies .....	7
2.4    Additional Roles and Appointed Persons.....	8
<b>3. GENERAL HEALTH &amp; SAFETY PROCEDURES.....</b>	<b>8</b>
3.1    Safe Working Practices .....	8
3.2    Monitoring and Enforcing Compliance.....	8
3.3    Security Measures.....	9
3.4    Safe Storage of Hazardous Materials.....	9
3.5    Additional Procedures .....	9
3.5.1    Waste Management .....	9
3.5.2    Food Safety.....	9
3.5.3    Maintenance and Repairs .....	10
<b>4. FIRE SAFETY &amp; EVACUATION POLICY.....</b>	<b>10</b>
4.1    Fire Prevention Measures.....	10
4.1.1    Safe Use of Electrical Equipment.....	10
4.1.2    Storage and Handling of Flammable and Hazardous Materials.....	10
4.1.3    Housekeeping and Environmental Controls .....	11
4.2    Fire Evacuation Procedures.....	11
4.2.1    Activation and Immediate Response .....	11
4.2.2    Fire Drills .....	11
4.2.3    Fire Exits and Escape Routes .....	11
4.2.4    Assembly Points and Roll-Call Procedures .....	11
4.3    Roles & Responsibilities in Fire Emergencies.....	12
4.3.1    Fire Warden Responsibilities.....	12

4.3.2	Staff Responsibilities .....	12
4.3.3	Emergency Contact Procedures .....	12
4.4	Fire Safety Equipment & Maintenance .....	12
4.5	Communication & Training .....	12
<b>5.</b>	<b>FIRST AID POLICY .....</b>	<b>13</b>
5.1	Provision of First Aid .....	13
5.1.1	Availability of Trained Personnel.....	13
5.1.2	First Aid Equipment and Facilities.....	13
5.2	Procedures for Administering First Aid .....	13
5.2.1	Responding to Minor Injuries.....	13
5.2.2	Responding to Serious Injury or Medical Emergency .....	14
5.2.3	Parental Notification and Documentation .....	14
5.3	Recording & Reporting First Aid Incidents.....	14
5.3.1	Accident and Incident Recording .....	14
5.3.2	Reporting to Authorities .....	14
5.3.3	Internal Monitoring and Review.....	14
5.4	Staff Training and Refresher Requirements.....	14
5.5	Administration of Medication.....	14
5.6	First Aid on Outings.....	15
<b>6.</b>	<b>RISK ASSESSMENT POLICY .....</b>	<b>15</b>
6.1	Principles of Risk Assessment .....	15
6.1.1	Identifying Hazards.....	15
6.1.2	Evaluating Risks.....	15
6.1.3	Implementing and Reviewing Control Measures .....	16
6.2	Risk Assessment Process .....	16
6.2.1	Regular and Ad-Hoc Assessments .....	16
6.2.2	Reviewing and Updating Risk Assessments .....	16
6.3	Specific Risk Assessments.....	16
6.3.1	Outdoor Play Areas .....	16
6.3.2	Outings and Trips.....	17
6.3.3	Equipment and Toy Safety .....	17
6.3.4	Environmental Risks (Weather, Temperature, Air Quality).....	17
6.4	Staff Involvement and Training .....	17
6.5	Monitoring and Oversight.....	17
<b>7.</b>	<b>ACCIDENT &amp; INCIDENT REPORTING POLICY .....</b>	<b>18</b>
7.1	Procedures for Reporting Accidents & Incidents .....	18
7.1.1	Completion of Accident and Incident Forms.....	18
7.1.2	Parent and Carer Notification .....	18
7.2	Investigation & Follow-Up.....	19
7.2.1	Monthly Review and Safety Monitoring .....	19
7.3	Reporting to Regulatory Authorities (RIDDOR and Ofsted).....	19
7.3.1	RIDDOR Reporting .....	19
7.3.2	Ofsted Notifications .....	19
7.4	Confidentiality and Record Keeping.....	19
7.5	Responsibilities.....	20

<b>8. INFECTION CONTROL POLICY .....</b>	<b>20</b>
8.1    Preventative Measures .....	20
8.1.1    Handwashing.....	20
8.1.2    Cleaning and Sanitisation .....	21
8.2    Managing Illnesses & Outbreaks .....	21
8.2.1    Exclusion Periods .....	21
8.2.2    Responding to Illness During the Day .....	21
8.2.3    Outbreak Management.....	21
8.3    Personal Protective Equipment (PPE) .....	22
8.4    Supporting Children with Illnesses or Ongoing Conditions.....	22
8.5    Staff Illness and Return to Work .....	22
<b>9. SUN SAFETY POLICY.....</b>	<b>22</b>
9.1    Protection Measures .....	23
9.1.1    Sunscreen Application .....	23
9.1.2    Appropriate Clothing and Hats .....	23
9.1.3    Access to Shade.....	23
9.2    Hydration & Heat Management .....	23
9.3    Staff Role Modelling & Awareness .....	23
9.4    Medical Considerations & Allergies .....	23
<b>10. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH POLICY .....</b>	<b>24</b>
10.1    Storage & Handling of Hazardous Substances .....	24
10.2    Use of Cleaning Products.....	24
10.3    Emergency Procedures .....	25
10.4    Monitoring & Documentation .....	25
10.5    Waste Disposal.....	25
<b>11. TRAINING &amp; AWARENESS .....</b>	<b>26</b>
11.1    Staff Training Requirements.....	26
11.1.2    Additional/Specialist Training .....	26
11.2    Induction Training for New Employees .....	26
11.3    Regular Refresher Training and CPD.....	27
11.4    Ongoing Professional Development.....	27
11.5    Promoting a Culture of Awareness.....	27
11.6    Training Records and Monitoring.....	27
<b>12. MONITORING &amp; REVIEW .....</b>	<b>28</b>
12.1    Policy Review Frequency .....	28
12.2    Incident-Led Policy Amendments.....	28
12.3    Staff & Parental Feedback Integration .....	29
12.4    Documentation & Version Control.....	29
12.5    Compliance Monitoring .....	29
12.6    Policy Accessibility.....	29
12.7    Review Schedule & Policy Log .....	29

# 1. Introduction

At Little Lambs Nursery, we are fully committed to providing and maintaining a safe, healthy, and secure environment for all children, staff, parents, carers, and visitors. The health, safety, and welfare of everyone within our setting is of paramount importance, and we aim to embed a culture of safety and responsibility across all areas of our nursery operations.

This policy reflects our ongoing commitment to ensuring full compliance with all relevant legislation and regulatory requirements, including the Health and Safety at Work Act 1974, the EYFS Statutory Framework, and guidance from Ofsted and other local and national authorities. We understand our legal and moral duties and strive to exceed the minimum standards to protect all individuals who come into contact with our service.

We recognise that health and safety is a shared responsibility and can only be achieved through the active involvement of all staff, management, and parents. We provide comprehensive training, resources, and support to empower our team to work safely and confidently while promoting a safe environment for children to thrive.

We are committed to the continuous review and improvement of our health and safety policies and procedures. This is achieved through regular risk assessments, audits, incident analysis, staff feedback, and updates in line with current legislation or emerging best practices. All policies are reviewed at least annually, or sooner if required.

Through this proactive and collaborative approach, Little Lambs Nursery ensures that safety is not just a policy, but an integral part of the care and education we provide.

---

## 2. Roles & Responsibilities

At Little Lambs Nursery, the health, safety, and welfare of children, staff, families, and visitors are fundamental priorities woven into every aspect of our daily operations. This commitment is derived from our statutory responsibilities under the Early Years Foundation Stage (EYFS) September 2025, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all associated legislation, local authority guidance, and national standards.

A safe environment cannot be achieved by policy alone; it relies on the informed, proactive, and coordinated efforts of all individuals connected to the nursery. Health and safety is a collective responsibility, and while the Company retains overarching accountability for compliance, every staff member, parent, and visitor plays a vital and active role in ensuring the nursery remains a safe, well-managed, and secure environment in which children can thrive.

This section outlines in full the specific responsibilities assigned to management, staff, parents, visitors, and key appointed personnel. Each role contributes uniquely to the effectiveness of our health and safety culture.

### 2.1 Management Responsibilities

The management team, comprising the Nursery Manager, Deputy Manager, Room Leaders, and Directors, hold primary accountability for establishing, monitoring, and continuously improving all health and safety systems. Their responsibilities include, but are not limited to, the following.

#### 2.1.1 Creating, maintaining, and reviewing a safe environment

Management must ensure that all internal and external areas of the nursery site are safe, secure, hygienic, and fit for purpose. This includes ensuring that the building and playgrounds comply with relevant building regulations, fire safety requirements, and Early Years health and safety standards.

Equipment and resources must be age-appropriate, maintained in good repair, and replaced when necessary.

Safety features such as locks, gates, door guards, window restrictors, and CCTV (where applicable) must be regularly inspected and functioning at all times.

#### 2.1.2 Implementing and maintaining policies and procedures

Management must ensure that health and safety policies reflect current legislation, local authority requirements, EYFS updates, and best practice guidance. Policies must be readily accessible to staff,

communicated clearly during induction, and regularly reviewed and updated. Managers must ensure that procedures are embedded into daily routines and followed consistently.

#### 2.1.3 Conducting comprehensive risk assessments

Management is responsible for ensuring that suitable and sufficient risk assessments are completed for all aspects of nursery operations, such as but not limited to:

- Building and room safety
- Equipment
- Outdoor play
- Outings
- Fire safety
- Activities
- Sleep routines
- Nappy changing
- Infection control
- Use of hazardous substances

Risk assessments must be reviewed termly, after incidents, following environmental or staffing changes, or when new activities or equipment are introduced. Control measures must be implemented promptly, monitored effectively, and fully documented.

#### 2.1.4 Providing appropriate resources and equipment

Management must ensure that the nursery is equipped with the necessary health and safety tools, including first aid kits, fire extinguishers, fire blankets, PPE, COSHHA-safe cleaning products, infection control supplies, and relevant signage.

They must ensure that fire alarms, smoke detectors, safety lighting, and emergency exits are tested and maintained according to legal requirements.

#### 2.1.5 Training, supervision, and professional development

Management must provide comprehensive health and safety training to all staff, including mandatory EYFS training such as safeguarding, paediatric first aid, fire safety, infection control, manual handling, allergy awareness, and Prevent Duty. Training must be refreshed in accordance with statutory timescales. Management must supervise staff to ensure that training is applied in practice and identify further training needs through supervision and appraisal.

#### 2.1.6 Monitoring, auditing, and reporting

The management team must maintain detailed and accurate records relating to accidents, incidents, near misses, maintenance reports, fire drills, staff training, visitor logs, health checks, and safeguarding concerns. They must regularly review patterns to identify risks, implement corrective actions, and report concerns to external agencies where required (e.g., the Health and Safety Executive under RIDDOR, local authority environmental health teams, Ofsted, or B&NES safeguarding partners).

#### 2.1.7 Fostering a culture of safety and openness

Management must lead by example and encourage staff to raise concerns, report hazards, and contribute to continuous improvement. No staff member should feel unable to highlight risks or unsafe practice. Managers must act promptly on concerns and provide feedback on actions taken.

### 2.2 Staff Responsibilities

All staff members – permanent, temporary, agency, apprentices, volunteers, and students – share responsibility for adhering to health and safety procedures and promoting a safe environment. Each member of staff plays a critical part in maintaining standards through their daily decisions, supervision, and interactions with children. Their responsibilities include the following.

### 2.2.1 Adhering to all health and safety policies and procedures

Staff must follow all procedures without exception, including those relating to safeguarding, infection control, supervision, equipment use, cleaning protocols, risk assessments, and reporting. Staff must ensure they understand the procedures explained during induction and seek clarification whenever needed.

### 2.2.2 Maintaining safe working practices at all times

Staff must use equipment safely, ensure resources are age-appropriate, and maintain clean, tidy, and hazard-free play and work areas. Staff must take care when moving equipment or lifting heavy items, follow manual handling guidance, and adhere to hygiene and PPE requirements.

### 2.2.3 Effective supervision and safeguarding of children

Staff must supervise children closely and continuously, ensuring ratios required by current EYFS are maintained at all times including during transitions, toileting, outdoor play, sleep times, and activities. Children must never be left unattended. Staff must remain alert and responsive to children's needs, behaviours, and movements.

### 2.2.4 Accurate and prompt reporting of hazards, incidents, and concerns

Staff must report hazards immediately to management, complete incident records without delay, and participate in investigations when required. This includes reporting damaged equipment, environmental hazards, faulty systems, or any practice that places children or staff at risk.

### 2.2.5 Attending training and maintaining competence

Staff must participate in all training required by the nursery and maintain the knowledge needed to fulfil their duties safely. They must implement training into practice and update their skills through supervision, reflection, and CPD.

### 2.2.6 Modelling safe and responsible behaviour

Staff should demonstrate exemplary behaviour by following hygiene protocols, modelling sun safety, using safe language and behaviour, showing respect and calm communication, and demonstrating a commitment to keeping everyone safe. Children learn through imitation; staff must embody best practice.

## 2.3 Responsibilities of Parents, Carers, and Visitors

Parents and visitors play an essential role in maintaining safety standards within the nursery environment. Although the nursery is responsible for overall safety, the cooperation of families and visitors is essential to risk prevention. Their responsibilities include the following.

### 2.3.1 Adhering to all nursery procedures

Parents and visitors must follow sign-in procedures, stay only in permitted areas, and comply with all safety guidance from staff. They must ensure gates and doors are securely shut behind them and must not permit unauthorised individuals to enter the premises.

### 2.3.2 Supervision during arrival and departure

Parents remain responsible for their children until the child has been formally handed over to a staff member. Staff resume responsibility when the child is signed out at collection. Parents must ensure their child remains under close supervision and does not run inside or outside the building, climb equipment, or leave the premises unaccompanied.

### 2.3.3 Reporting health and safety issues

Parents should promptly inform staff of hazards they observe or changes to a child's health, allergies, medication, or emergency contact details. Cooperation is vital to managing infection risks and allergy safety.

### 2.3.4 Compliance with health policies

Parents must keep unwell children at home for required exclusion periods and must follow the nursery's sickness, infection control, allergy, and medication procedures. Failure to follow health guidance can place other children and staff at risk.

## 2.4 Additional Roles and Appointed Persons

The nursery designates specific individuals to carry out additional regulated health and safety responsibilities. These roles are assigned to trained and competent staff members and include:

- **First Aiders:** responsible for delivering first aid, maintaining first aid records, checking first aid supplies, and responding to injuries or health-related incidents
- **Fire Wardens:** responsible for coordinating evacuations, checking fire exits are clear, assisting with roll call, and ensuring fire safety procedures are followed
- **Key Holders:** responsible for opening and securing the premises and ensuring emergency access is available when required
- **COSHH-trained persons:** responsible for safe storage and use of hazardous substances

These appointed persons receive specialist training and must maintain up-to-date knowledge. They work collaboratively with the management team to ensure legal compliance and safe practice.

— — —

The health and safety of the nursery community relies on the shared commitment and professionalism of all individuals involved with Little Lambs Nursery. Each role – whether managerial, educational, administrative, or familial – contributes meaningfully to maintaining a safe, supportive, and well-regulated environment. Through cooperation, effective communication, and continuous attention to safe practice, we uphold our responsibility to protect every child and adult within our setting and ensure compliance with all statutory obligations.

---

## 3. General Health & Safety Procedures

At Little Lambs Nursery we operate a comprehensive, proactive and continuously monitored system of general health and safety procedures that ensures the consistent protection of children, staff, parents, carers and visitors. These procedures underpin all aspects of our daily operation and reflect our commitment to meeting and exceeding the standards set out in the Early Years Foundation Stage (EYFS) 2025, the Health and Safety at Work Act 1974, relevant environmental health regulations and recognised industry best practice. Every member of staff is required to follow these procedures at all times, and management is responsible for ensuring that they remain current, effective and fully embedded within daily practice.

### 3.1 Safe Working Practices

Safe working practices form the foundation of our health and safety culture. All staff are required to maintain a consistent, attentive and safety-conscious approach to their work. This includes ensuring that all indoor and outdoor environments are kept clean, orderly and free from avoidable hazards; using equipment and resources only in accordance with manufacturer guidance; and applying safe manual handling techniques at all times. Staff must take particular care when lifting children, moving furniture or handling heavier items, following the national HSE guidance on manual handling and seeking assistance whenever necessary to avoid injury.

Staff must maintain vigilant supervision of children across all activities, including physical play, mealtimes, rest periods, transitions, toileting routines and outdoor exploration. They must ensure that children only access materials, toys and equipment appropriate to their developmental stage and that all resources remain safe, intact and hygienic. Any defective or damaged items must be removed from use immediately, reported to management and logged in the maintenance record so they can be repaired or replaced promptly.

Hygiene and infection control are also integral to safe working practice. Staff must follow robust handwashing routines, use personal protective equipment (PPE) where required and implement safe cleaning and sanitising procedures throughout the day. Staff are expected to model safe behaviour at all times, reinforcing children's understanding of risk awareness, hygiene and personal responsibility.

### 3.2 Monitoring and Enforcing Compliance

To ensure the consistent and effective implementation of health and safety measures, the nursery operates a structured and multi-layered monitoring system. This includes daily environment checks of all rooms, bathrooms, kitchens, sleep spaces, changing areas and outdoor play areas, carried out by designated staff and

documented on the daily safety checklist. These checks identify immediate hazards or maintenance issues and ensure that all areas of the nursery remain compliant from the start of each day.

In addition to daily checks, management conducts formal health and safety audits termly, reviewing the physical environment, staff practice, policy adherence, equipment maintenance, storage systems and risk assessments. Management routinely analyses accident, incident and near-miss records to identify patterns, emerging risks or areas requiring further training or procedural change. Training logs, supervision notes and appraisal records are also reviewed to ensure that staff have the skills and awareness required to maintain safe practice consistently.

Compliance is further monitored through regular observations and spot checks conducted by Room Leaders, Deputy Managers and the Nursery Manager. Where any shortfall or non-compliance is identified, staff will be supported to correct the issue immediately. Persistent or serious breaches may be addressed under the Disciplinary and Capability Procedure to ensure the safety of children is never compromised.

### 3.3 Security Measures

Maintaining a secure environment is essential to safeguarding and forms a key element of our health and safety infrastructure. Access to the nursery is controlled through secure entry systems, which may include electronic fobs, coded keypads or intercom-controlled entry points. Only authorised individuals are permitted to enter, and visitors must sign in and out, wear visitor identification and remain accompanied by staff at all times.

The building and outdoor areas are protected by robust perimeter security, including fencing, gates, lighting and secure boundaries. All external doors and gates must remain closed and locked when not in active use. Collection procedures are strictly followed: only individuals listed on a child's authorised collection list may collect them, and identification checks will be completed where necessary. Any unfamiliar person attempting to collect a child will not be permitted to do so unless the parent or carer provides written confirmation via an approved channel.

Where CCTV is used, it is operated strictly in accordance with GDPR requirements and the nursery's Data Protection Policy, with clear signage and restricted access to recorded footage. Staff must remain vigilant at all times for unusual activity, suspicious behaviour or unauthorised persons and report concerns immediately to management.

### 3.4 Safe Storage of Hazardous Materials

The nursery follows the Control of Substances Hazardous to Health (COSHH) Regulations to ensure that hazardous materials – including cleaning products, detergents, sanitising agents, aerosols and clinical waste – are stored, handled and disposed of safely. All such substances must be stored in locked cupboards, inaccessible to children, and never left unattended during use. Products must always remain in their original containers with intact labels that clearly identify their contents, risks and instructions. Decanting chemicals into unlabelled containers is strictly prohibited.

Only trained and authorised staff may use hazardous substances, and they must wear PPE such as gloves and aprons where required. Up-to-date Safety Data Sheets (SDS) for all hazardous materials are kept centrally and available to staff at all times. These provide essential information on handling, storage, first aid measures and emergency response procedures.

The nursery has established procedures for dealing with spills, accidental exposure and contamination, and staff receive training on how to respond swiftly and safely. All incidents must be reported immediately and documented for review.

### 3.5 Additional Procedures

#### 3.5.1 Waste Management

All waste is disposed of safely and hygienically in accordance with environmental health regulations. Nappy waste and other clinical materials are placed in designated bins and collected by approved waste contractors. Food waste is disposed of daily, and recycling procedures are followed where possible.

#### 3.5.2 Food Safety

Food handling and storage must comply with the nursery's Food Hygiene and Allergy Management Policy. Staff responsible for serving or preparing food must hold appropriate training and ensure that

cross-contamination risks, allergen exposure and temperature control are managed effectively at all times.

### 3.5.3 Maintenance and Repairs

Any maintenance concerns – including damaged equipment, broken fixtures, electrical faults or structural issues – must be reported to management immediately. All repairs must be undertaken promptly by qualified contractors, and detailed maintenance logs must be kept and reviewed weekly to ensure issues are followed through to completion.

— — —

These general procedures form the operational backbone of our health and safety system. They are reviewed annually, or sooner if prompted by regulatory change, technological updates or incident-led review. All staff are required to understand, apply and uphold these procedures consistently, ensuring that Little Lambs Nursery remains a safe, well-managed and enriching environment for all who attend.

---

## 4. Fire Safety & Evacuation Policy

At Little Lambs Nursery, fire safety forms a critical element of our overarching duty to safeguard the children, staff, parents, carers and visitors who use our setting each day. We recognise that fire can spread rapidly, that smoke inhalation poses immediate and serious risk, and that children – especially those in the early years age range – require calm, skilled and well-practised adult supervision to evacuate safely. Our approach therefore emphasises prevention, early detection, rapid evacuation and continuous staff training.

The procedures outlined in this section ensure full compliance with the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the EYFS Statutory Framework, local authority guidance and the requirements of our insurance provider.

Fire safety measures apply at all times, including during opening hours, staff-only periods, out-of-hours cleaning and maintenance, and during any special events or outings.

### 4.1 Fire Prevention Measures

Fire prevention is the first and most important defence against fire. The nursery adopts a comprehensive approach that includes safe working practices, careful storage of materials, routine maintenance of equipment and ongoing staff awareness. All staff must remain alert to potential sources of ignition and fuel and must follow established procedures to minimise risk.

#### 4.1.1 Safe Use of Electrical Equipment

Electrical equipment can present a serious fire risk if not used correctly. All electrical appliances undergo Portable Appliance Testing (PAT) at least annually by a qualified contractor, and no untested device may be used on the premises.

Staff are required to conduct a visual inspection of plugs, cables and casings before use and to remove any device from service immediately if signs of damage, overheating or unusual odour are detected.

Electrical sockets must never be overloaded, and extension leads or multi-socket adaptors are only used where temporarily necessary and never as a permanent arrangement.

All electrical items must be switched off and unplugged at the end of the working day unless they form part of essential systems such as fridges or emergency equipment, and these items must be included on the nursery's electrical safety register.

#### 4.1.2 Storage and Handling of Flammable and Hazardous Materials

Flammable substances – including cleaning fluids, aerosols, paints, varnishes and certain craft materials – are stored in accordance with COSHH (Control of Substances Hazardous to Health) requirements. These items are kept in locked cupboards, clearly labelled and positioned away from heat sources

and ignition points. They must never be left unattended when in use and must always be returned to secure storage immediately afterward.

Outdoor storage areas are inspected weekly to ensure they remain clear of accumulated waste, dry vegetation or any items that could contribute to a fire load.

Waste materials are removed regularly and stored in appropriate external bins with fitted lids to prevent wind-driven embers or vandalism from creating fire hazards.

#### 4.1.3 Housekeeping and Environmental Controls

Good housekeeping plays an essential role in fire prevention.

Hallways, exits and evacuation routes are kept completely clear of obstructions, and soft furnishings, drapes and displays are arranged to minimise fire spread.

Staff must ensure that heat-generating appliances such as microwaves, kettles or tumble dryers are used safely and never left running unsupervised.

Smoking, vaping and the use of any naked flames are strictly prohibited on the premises, including outdoor areas. Candles, incense and similar items are not permitted for any activity.

### 4.2 Fire Evacuation Procedures

In the event of a fire or suspected fire, the safety of children and adults relies on swift, calm and well-rehearsed evacuation. Fire evacuation procedures at Little Lambs Nursery are designed to be simple, predictable and familiar to all staff.

#### 4.2.1 Activation and Immediate Response

If smoke, fire or a burning smell is detected, staff must activate the nearest fire alarm call point without hesitation. Once the alarm sounds, staff must immediately follow evacuation procedures; they must not attempt to investigate the fire themselves.

The priority is to evacuate all children and adults from the building as quickly and safely as possible.

#### 4.2.2 Fire Drills

To maintain a high level of preparedness, full evacuation fire drills are carried out at least once every half-term, ensuring a minimum of six drills per year.

Drills are conducted at different times of day and across a range of staffing scenarios to ensure that all staff, including part-time and shift workers, have experience responding to an alarm.

A fire drill log is maintained and includes the date, time taken to evacuate, number of children and staff present, observations on behaviour and any recommendations for improvement. Management reviews drill performance after each exercise and introduces adjustments, additional training or procedural modifications as required.

#### 4.2.3 Fire Exits and Escape Routes

All fire exit doors must remain unobstructed, unlocked and easily operable from the inside throughout operational hours.

Evacuation route diagrams are displayed prominently in every room and are reviewed termly to ensure accuracy. Emergency lighting is installed throughout the building and undergoes routine testing to ensure that it would provide adequate illumination should a fire occur during low-light or power-loss conditions.

#### 4.2.4 Assembly Points and Roll-Call Procedures

Upon evacuation, staff escort children to the designated assembly point located at a safe distance from the building, well away from potential falling debris, smoke or fire spread.

Each room's assigned staff member must collect the daily register and emergency contact details if it is safe to do so. The senior member of staff at the assembly point conducts a roll call using the children's register, staff rota and visitor log to ensure that every person is accounted for.

Emergency services will be met by the Fire Warden or Nursery Manager, who will provide details of any missing persons and the layout of the building.

#### 4.3 Roles & Responsibilities in Fire Emergencies

##### 4.3.1 Fire Warden Responsibilities

The Nursery Manager, or a trained senior staff member appointed in their absence, acts as the lead Fire Warden.

Their responsibilities include coordinating evacuations, checking designated areas where it is safe to do so, ensuring all staff follow procedures, closing internal doors to slow fire spread when appropriate, and meeting with emergency services upon arrival.

Following drills or actual evacuations, the Fire Warden arranges debrief sessions and oversees implementation of any required improvements. They are also responsible for ensuring fire safety documentation remains up to date, overseeing fire safety training and liaising with contractors regarding alarm systems and fire safety equipment.

##### 4.3.2 Staff Responsibilities

Every member of staff holds shared responsibility for fire safety. During an evacuation, staff must remain calm, follow the evacuation routes, support children in walking quickly and safely to the assembly point and avoid returning to the building for any reason unless directed by emergency services.

Staff must prioritise the safety and emotional reassurance of the children, providing simple, clear instructions and maintaining a controlled atmosphere.

Staff must attend compulsory fire safety training, participate actively in drills and alert management to any potential hazards or concerns.

##### 4.3.3 Emergency Contact Procedures

Emergency services must be contacted immediately upon activation of the fire alarm unless it is known for certain that the alarm is part of a pre-planned test.

Parents and carers will be informed as soon as all children have been evacuated and accounted for. If the building cannot be re-entered, a pre-identified safe alternative location will be used as temporary shelter; details of this location are included in the nursery's Emergency Evacuation Plan.

#### 4.4 Fire Safety Equipment & Maintenance

All fire safety equipment is maintained in accordance with statutory requirements.

Fire extinguishers of appropriate types are located throughout the setting and undergo full annual inspection by an approved contractor. Staff are trained in identifying the correct extinguisher type but are not expected to use extinguishers during an emergency unless they have received specific training and only if doing so does not place them at risk.

Smoke detectors, fire alarms and heat sensors are tested weekly and serviced regularly under a maintenance contract.

Emergency lighting is tested monthly, and full service checks are conducted annually.

All findings and remedial actions are recorded in the Fire Safety Log Book.

#### 4.5 Communication & Training

All staff receive fire safety training as part of their induction and annual refresher training thereafter. Training includes recognising fire hazards, understanding alarm systems, knowing evacuation routes, assisting children, using communication procedures, and carrying out responsibilities during drills and real incidents.

New staff must complete fire training within their first week before being permitted to work unsupervised. Fire safety signage, including evacuation maps and key actions, is displayed clearly throughout the building.

Children are introduced to fire safety in an age-appropriate and reassuring way through stories, discussions and participation in drills, ensuring that the evacuation process becomes familiar and non-frightening.

— — —

This Fire Safety & Evacuation Policy is reviewed annually or sooner when changes occur in regulations, building layout, staffing, fire safety equipment or following any fire-related incident. Updates are communicated immediately to all staff and incorporated into induction and refresher training materials.

The Fire Warden, Nursery Manager and Directors share responsibility for ensuring that the policy remains accurate, compliant and effective in protecting everyone within the nursery community.

---

## 5. First Aid Policy

At Little Lambs Nursery, we recognise that robust, timely and effective first aid provision is essential to protecting the health, safety and wellbeing of all children, staff, parents, carers and visitors. Young children are naturally curious, physically developing, and at times prone to minor accidents, and therefore it is vital that first aid is administered swiftly, competently and calmly. This section sets out the nursery's comprehensive first aid arrangements in accordance with the Health and Safety (First Aid) Regulations 1981, the EYFS Statutory Framework 2025, Public Health England guidance and recognised best practice for early years settings. Our approach ensures that trained staff, appropriate resources and clear procedures are available at all times when the nursery is operating, including during outings, extended-hours provision and staff-only periods.

### 5.1 Provision of First Aid

#### 5.1.1 Availability of Trained Personnel

The nursery ensures that paediatric first aid cover is continuous and immediately accessible throughout the day. At least one member of staff with a full 12-hour Paediatric First Aid qualification, compliant with EYFS criteria, is present on the premises at all times, and every room must have access to a trained first aider without delay.

During outings, a paediatric first aider must accompany each group.

Training is updated every three years or sooner if guidance changes or refresher input is required. A current list of trained first aiders is displayed in the staff area, the office and beside first aid stations so that all staff know who to call upon in an emergency.

#### 5.1.2 First Aid Equipment and Facilities

Fully stocked and clearly marked first aid kits are positioned on each floor. Kits contain age-appropriate resources and items suitable for treating common early years injuries. A designated staff member checks and replenishes all first aid kits weekly and immediately after use, recording these checks in the first aid log.

Portable first aid kits are kept ready for use on outings and outdoor activities.

A designated quiet area is available for children who require monitoring, rest or reassurance following first aid treatment, while ensuring appropriate supervision ratios remain in place.

### 5.2 Procedures for Administering First Aid

#### 5.2.1 Responding to Minor Injuries

Minor injuries such as grazes, cuts, bumps, bruises and small stings are extremely common during children's play and exploration. A trained first aider will assess the injury, ensure the child is comforted and calm, clean the wound where required, and apply appropriate dressings or cold compresses. Staff will monitor the child afterwards and record observations if needed. Children are reassured throughout, with explanations at an appropriate developmental level.

All minor injuries are recorded and communicated to parents or carers on the same day.

### 5.2.2 Responding to Serious Injury or Medical Emergency

In the event of a serious injury or acute illness, the safety of the child or adult takes absolute priority. Emergency services (999) must be contacted immediately for situations such as difficulty breathing, suspected fractures, head injuries of concern, seizures, anaphylaxis, large burns, heavy bleeding or sudden unexplained collapse. While awaiting medical assistance, the trained first aider will continue administering necessary first aid, monitor the casualty's breathing and responsiveness, and ensure the area remains calm and safe.

The child's emergency contact will be notified as soon as it is appropriate and safe to do so. If a parent or carer has not yet arrived and the child needs to be transported to hospital, a member of nursery staff will accompany them with the child's medical and emergency information.

### 5.2.3 Parental Notification and Documentation

Parents or carers must be informed of all injuries on the same day, even when minor.

Where an injury involves the head, face or appears likely to cause visible bruising, a telephone call will be made during the day to ensure parents are aware and can monitor their child once home.

Upon collection, parents must sign the Accident Report Form, confirming that they have been informed and provided with a written record. Copies of reports are retained securely in accordance with GDPR and EYFS requirements.

## 5.3 Recording & Reporting First Aid Incidents

### 5.3.1 Accident and Incident Recording

All accidents, injuries and first aid treatments are recorded using the nursery's standardised Accident and Incident Form. Records include the date and time, full details of the injury, how the incident occurred (if known), treatment provided, details of the first aider, any witnesses and the parent or carer signature.

Completed records are stored securely in the Accident & Incident Log and retained in line with statutory retention periods.

### 5.3.2 Reporting to Authorities

Certain incidents must be reported externally. Serious injuries, hospitalisation, infectious disease outbreaks and any significant event affecting the safety of children or staff must be notified to Ofsted without delay. Incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will also be reported to the Health and Safety Executive.

### 5.3.3 Internal Monitoring and Review

The Nursery Manager reviews all accident reports regularly to identify patterns, hazards or areas requiring environmental or procedural improvement. A detailed monthly summary report is produced outlining the number, type and location of incidents, emerging trends, actions already taken and recommended further steps. Findings are used to update risk assessments, inform staff training and influence changes in room layout, equipment or supervision practices. Significant themes or findings are shared with staff at meetings to promote continuous learning and improvement.

## 5.4 Staff Training and Refresher Requirements

All Room Leaders and a sufficient number of nursery practitioners are trained in paediatric first aid, ensuring coverage across all rooms and shifts. Staff must attend refresher training every three years or earlier where necessary. Training logs are maintained and monitored by the Nursery Manager to ensure compliance.

Staff are encouraged to request additional guidance if they feel unsure about any aspect of first aid practice.

## 5.5 Administration of Medication

Administering medication is not classed as first aid but is closely linked to emergency health management. Only staff authorised by the Nursery Manager may administer medication, and only with written parental consent, following the procedures outlined in the **PP02(B) - Medication Administration Policy**.

Emergency medications such as EpiPens, inhalers or anti-seizure treatments are stored accessibly yet securely in each child's room, clearly labelled and supported by an individual care plan.

Staff receive training specific to each child's medical needs to ensure safe and confident administration.

## 5.6 First Aid on Outings

When children leave the premises, the same level of safety applies. A fully stocked portable first aid kit must accompany the group, and at least one paediatric first aid trained member of staff must be present.

Staff carry emergency contact details, medical information and any prescribed emergency medication.

A dynamic risk assessment is conducted before leaving and updated throughout the outing.

— — —

This First Aid Policy is reviewed annually or sooner following a significant incident, regulatory update or change in guidance. All staff must familiarise themselves with any amendments and integrate updated procedures into their practice. Through rigorous application of this policy, Little Lambs Nursery ensures that every child, staff member and visitor receive timely, appropriate and safe care in the event of illness or injury, maintaining a secure and nurturing environment for all.

---

## 6. Risk Assessment Policy

At Little Lambs Nursery, we are fully committed to creating and maintaining a safe, secure and enabling environment in which children can explore, learn and develop with confidence. Effective risk assessment is central to safeguarding children and preventing harm, and it is a continuous process embedded in every aspect of our daily practice. This policy sets out our comprehensive approach to identifying hazards, evaluating risks and implementing robust control measures that reflect statutory duties under the Health and Safety at Work Act 1974, the EYFS Statutory Framework 2025, the Management of Health and Safety at Work Regulations 1999, and all associated legislation, guidance and best practice for early years settings.

Our risk assessment procedures are proactive, dynamic and responsive, ensuring that risks are prevented wherever possible and managed proportionately where they cannot be eliminated. This policy applies to all areas of the nursery including indoor and outdoor environments, equipment, staffing, activities, routines, children's individual needs and off-site visits.

### 6.1 Principles of Risk Assessment

The nursery's approach to risk assessment is based on a clear understanding that children must be kept safe while also being supported to take controlled, age-appropriate risks that contribute to their development and resilience. Our guiding principles ensure a balanced, practical and legally compliant approach.

#### 6.1.1 Identifying Hazards

All staff are responsible for remaining observant and vigilant throughout the day, identifying anything that has the potential to cause harm. Hazards may arise from physical features such as wet floors, damaged furniture, unsecured shelving or unsuitable toys; environmental conditions such as heat, cold, or poor lighting; biological risks such as infectious illnesses; operational risks such as inadequate supervision or unsafe procedures; and external factors such as contractors, visitors or changes to the outdoor environment.

Staff are trained to recognise hazards quickly and report or address them without delay.

#### 6.1.2 Evaluating Risks

Once a hazard is identified, staff assess the level of risk by considering both the likelihood of harm occurring and the severity of any resulting harm. Risks are rated on a scale (low, medium, high) to determine the level of control measures required. The evaluation takes account of the specific needs of children, particularly those with SEND, medical conditions, behavioural needs or younger developmental stages. Staff consider the environment, staffing levels, the nature of the activity, and the foreseeable behaviours of children.

### 6.1.3 Implementing and Reviewing Control Measures

Control measures are introduced to reduce risks to the lowest reasonably practicable level. These may include removing hazards altogether, adjusting practices and routines, increasing supervision, modifying equipment, providing personal protective equipment, altering room layout, or delivering additional staff training. All control measures must be proportionate, practical and effective. Staff must continually reassess whether control measures remain suitable, particularly where children's needs or activities change.

All assessments are updated following any incident, injury, near miss or significant change in provision.

## 6.2 Risk Assessment Process

Our risk assessment process is comprehensive, structured and continuous. It includes daily monitoring, regular audits, planned reviews, dynamic assessments and responsive action to new or emerging hazards.

### 6.2.1 Regular and Ad-Hoc Assessments

Daily safety checks are carried out in each room and outdoor area before children arrive and throughout the day. These checks capture immediate hazards and ensure environments remain safe, clean and fit for purpose. Staff record these checks and report issues to the Nursery Manager or designated Health and Safety Lead.

Weekly and monthly audits provide a deeper review of equipment, fixtures, routines and potential emerging risks. Larger-scale risk assessments—such as for the outdoor environment, sleep routines, mealtimes, environmental factors and room layout—are reviewed at least termly.

Ad-hoc or dynamic assessments are completed whenever new resources are introduced, new routines or activities are planned, children with additional needs join the setting, or staff identify concerns during the day. Staff are empowered to assess and act promptly on any emerging hazards.

### 6.2.2 Reviewing and Updating Risk Assessments

Risk assessments are reviewed at least termly as part of the nursery's Quality Assurance processes and more frequently where incidents, environmental changes, staff feedback or regulatory updates indicate the need for revision.

Following any incident or near miss, the relevant assessment must be revisited immediately to confirm whether changes are required. All staff contribute to the review process to ensure assessments remain practical and reflective of real-world practice.

All risk assessments are signed, dated and stored in the central Health and Safety file and electronically where appropriate. Staff are expected to familiarise themselves with all relevant assessments as part of their induction and ongoing responsibilities.

## 6.3 Specific Risk Assessments

Some areas of nursery practice require distinct, detailed assessments due to their higher or specialist risk profile. These include the following.

### 6.3.1 Outdoor Play Areas

Outdoor play presents additional variables such as weather, uneven surfaces, interaction with nature and use of larger equipment. Staff complete daily checks before use, ensuring that all surfaces, fences, gates, toys and apparatus are safe.

Hazards such as litter, sharp objects, animal waste, broken equipment or excessive heat are addressed immediately.

Assessments include considerations for sun safety, hydration, shade, winter ice, supervision zones and headcounts. Outdoor play is suspended during severe weather or when safe ratios or visibility cannot be maintained.

### 6.3.2 Outings and Trips

Every outing must be supported by a detailed, outing-specific risk assessment tailored to the location, route, group size, weather, transport arrangements and the needs of each child. Assessments cover supervision requirements, first aid and medication, dynamic risk adjustments, lost child procedures, public interaction, safe toileting arrangements and communication protocols. Parental permission is required for all outings.

A paediatric first aider must accompany the group, and staff must carry emergency contact information, medical details and a fully stocked portable first aid kit.

### 6.3.3 Equipment and Toy Safety

All resources must be age-appropriate, well maintained and fit for purpose. Staff inspect toys regularly, removing any with sharp edges, loose parts, choking hazards or general wear and tear. Large equipment must be stable, secure and suitable for young children.

Electrical equipment is PAT-tested annually. Staff ensure that children only access resources appropriate for their developmental stage and supervise activities where small parts or specialist materials are used.

### 6.3.4 Environmental Risks (Weather, Temperature, Air Quality)

Hot weather risks are managed by ensuring children remain hydrated, have shade, wear sunhats and sunscreen, and avoid peak sun hours where necessary. Cold weather risks include ensuring safe footwear, limiting outdoor access in icy conditions, applying grit to walkways and monitoring children for signs of cold stress. Indoor temperature and ventilation are monitored in accordance with EYFS guidance.

Risks from storms, high winds or extreme conditions are assessed dynamically, and outdoor play may be cancelled when unsafe.

## 6.4 Staff Involvement and Training

Risk assessment is a shared responsibility, and all staff receive comprehensive induction training on the principles and processes of risk assessment, including dynamic assessment during daily routines. Ongoing CPD strengthens staff confidence in identifying hazards and making child-centred decisions. Staff are encouraged to take ownership of risk assessment within their rooms, activities and routines and to report concerns immediately through a no-blame, solution-focused approach.

Staff contributions to risk management are valued, and suggestions for improvement are actively encouraged during supervision, team meetings and reflective practice sessions.

## 6.5 Monitoring and Oversight

The Nursery Manager retains overall responsibility for ensuring that all risk assessments are completed, up to date and implemented effectively. Regular monitoring of accident logs, incident records, first aid reports and staff feedback enables the Manager to identify emerging patterns or concerns requiring intervention. Findings from risk assessments and incident reviews are shared with staff in meetings to ensure transparency, learning and consistency across the setting.

The Directors also have oversight of risk management to ensure statutory compliance, regulatory readiness and alignment with organisational policy. This layered governance approach supports a strong and accountable safety culture across the nursery.

— — —

This Risk Assessment Policy is reviewed annually or immediately following legislative changes, significant incidents or alterations to the nursery environment, operations or staffing. Any updates are communicated promptly to staff and incorporated into relevant training sessions. By maintaining a rigorous, dynamic and participatory approach to risk assessment, Little Lambs Nursery ensures that all children can explore, learn and grow in an environment that balances freedom with safety and curiosity with protection.

## 7. Accident & Incident Reporting Policy

At Little Lambs Nursery, the safety, protection, and well-being of every child, staff member, parent, and visitor is our highest priority. While our setting operates with rigorous risk management procedures and high-quality supervision, we recognise that accidents and incidents may still occur. This Accident and Incident Reporting Policy sets out the procedures for responding to, recording, monitoring, and reviewing all such events to ensure immediate action is taken, lessons are learned, and continuous improvements are made. The policy reflects statutory duties under the Early Years Foundation Stage Statutory Framework (2025), the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, RIDDOR 2013, Data Protection Act 2018, UK GDPR, and the Ofsted Notification Requirements.

The purpose of this policy is not only to ensure compliance with legal responsibilities but also to uphold our duty of care by creating a transparent, accountable, and reflective safety culture where incidents are reported promptly, reviewed thoroughly, and used to enhance practice throughout the nursery.

### 7.1 Procedures for Reporting Accidents & Incidents

All accidents, incidents, near misses, injuries, illnesses, behavioural events involving harm, and environmental or equipment failures must be reported immediately and recorded in accordance with this policy. An “accident” refers to any unplanned event that results in injury or harm, however minor. An “incident” includes any event posing risk of harm, including behavioural incidents, health episodes, environmental hazards, equipment malfunctions, or anything which might reasonably have resulted in injury had circumstances been slightly different.

Staff must respond promptly by ensuring the immediate safety of the individual involved, administering first aid where required, informing the Nursery Manager without delay, and completing the relevant documentation. The welfare of the injured or affected person is always the immediate priority before administrative procedures are commenced.

#### 7.1.1 Completion of Accident and Incident Forms

All accidents and incidents must be fully documented on the nursery's standardised Accident and Incident Recording Form, completed by the staff member who witnessed the event or who first provided assistance. Each form must contain a clear, factual, and chronological account of what occurred, without opinion or conjecture. Documentation must include the following:

- The date and time of the event
- The full name of the child or person involved
- The exact location
- A factual description of the incident
- The nature and severity of the injury (if any)
- Any immediate action taken including first aid provided
- The name and signature of the staff member completing the form
- The signature of the Nursery Manager or senior staff member who has reviewed the record.

Witness accounts should be recorded where appropriate, and diagrams or photographs may be appended where helpful and lawful.

Forms must be completed on the same day, ideally immediately after the event once the child or person has been stabilised, and never later than the end of the working day.

#### 7.1.2 Parent and Carer Notification

Parents and carers must be informed of any accident, incident, or injury affecting their child on the same day that it occurs. For minor injuries, parents will be informed verbally at collection and will be asked to sign the written Accident and Incident Form to acknowledge receipt of the information.

Where the injury involves the head, face, or other sensitive areas, or where the event could give rise to later symptoms, parents will be contacted by telephone as soon as possible during the nursery day.

If a child requires external medical treatment or emergency services, parents are contacted immediately and advised to attend the setting or designated medical facility without delay.

A copy of the completed form is available to parents on request, but in accordance with data protection requirements, only details pertaining to their own child will be shared.

## 7.2 Investigation & Follow-Up

All accidents and incidents are reviewed by the Nursery Manager, who ensures that the response has been appropriate and that the record is complete, accurate, and clearly written. The Manager conducts an investigation into the event where necessary to establish the circumstances, causative factors, and any preventative measures required. This may include reviewing staffing levels, supervision practices, environmental conditions, equipment safety, children's behaviour, or adherence to procedures. The investigation is proportionate to the seriousness of the event.

Lessons learned from investigations are used to update risk assessments, adjust room layouts, modify practices, revise staff deployment, provide additional training, or implement environmental improvements.

Staff involved in or witness to events may be asked for additional information to support the investigation.

Where the incident suggests inadequate practice or breach of procedure, this may be addressed via training, supervision, or – where necessary – the disciplinary process.

### 7.2.1 Monthly Review and Safety Monitoring

The Nursery Manager compiles a monthly report summarising all accidents, incidents, injuries, behavioural events, and near misses involving children, staff, and visitors. This report categorises events, identifies patterns, highlights areas of concern, and recommends targeted action. Themes such as recurring incidents in particular areas, repeated equipment faults, frequent slips or collisions, or emerging behavioural patterns are analysed. The findings inform the following month's staff meetings, health and safety audits, risk assessment reviews, and training plans. This systematic monitoring ensures continual improvement and embeds reflective practice throughout the setting.

## 7.3 Reporting to Regulatory Authorities (RIDDOR and Ofsted)

Certain accidents, injuries, diseases, and dangerous occurrences must by law be reported externally. The Nursery Manager is responsible for ensuring that all statutory notifications are made in a timely and accurate manner in accordance with regulatory requirements.

### 7.3.1 RIDDOR Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the nursery must notify the Health and Safety Executive (HSE) of specified events affecting staff, such as injuries resulting in more than seven days of absence, specified serious injuries (fractures, burns, loss of consciousness, etc.), dangerous occurrences (e.g., structural collapse or fire), or occupational diseases. Reports must be made as soon as reasonably practicable and always within the statutory deadlines.

### 7.3.2 Ofsted Notifications

The EYFS Statutory Framework requires that Ofsted is notified of certain serious incidents including the death or serious injury of a child while in our care; allegations of harm, neglect, or abuse that relate to staff; incidents requiring police attendance; or any event that significantly affects the suitability of the provider. Notifications must be made without delay, normally within 14 days, and sooner where necessary to protect children.

All external notifications are recorded securely, and copies of submissions and responses are retained for inspection.

## 7.4 Confidentiality and Record Keeping

Accident and incident records are confidential and handled in accordance with the Data Protection Act 2018 and UK GDPR. Records are stored securely for the legally required retention period: generally, for a minimum of three years, or until the child reaches the age of 21 in the case of serious injury, safeguarding incidents, or where future legal claims may arise. Access to these records is restricted to authorised individuals only.

Records may be shared with external agencies such as Ofsted, the local authority, the HSE, social care, or medical professionals where legally required or where doing so is necessary to safeguard a child. Parents are entitled to information relating to their own child only.

## 7.5 Responsibilities

Every member of staff is responsible for promptly responding to and reporting accidents and incidents, completing documentation accurately and truthfully, and cooperating fully with investigations. Staff must remain vigilant, supervise children effectively, identify hazards early, and immediately report any concerns or near misses.

The Nursery Manager is responsible for ensuring compliance with this policy, overseeing investigations, ensuring accurate record keeping, reviewing patterns and trends, implementing action plans, updating risk assessments, informing relevant external bodies, and providing staff training. The designated Health and Safety Lead supports these duties and ensures that accident and incident documentation is maintained correctly and is available for inspection when required.

— — —

This Accident and Incident Reporting Policy is reviewed annually or sooner in response to significant incidents, changes in legislation, regulatory inspection feedback, or updates to best practice guidance. All staff are responsible for familiarising themselves with the policy and must confirm their understanding during induction and at each review.

Through robust reporting, transparent investigation, and continuous improvement, Little Lambs Nursery ensures that children, staff, and visitors experience a safe, protective, and responsive environment where risks are understood, minimised, and managed with diligence and professional care.

---

## 8. Infection Control Policy

At Little Lambs Nursery we are committed to maintaining a clean, hygienic, and safe environment in order to reduce the spread of infection and protect the health of every child, member of staff, parent, and visitor. Infection control is an integral part of our safeguarding responsibilities and our daily practice, and this policy sets out the preventative measures, illness management procedures, outbreak responses, and expectations relating to hygiene, cleaning, and the use of personal protective equipment. It is written in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework 2025, the Health and Safety at Work Act 1974, the Public Health (Control of Disease) Act, the guidance of the UK Health Security Agency (UKHSA), and all relevant environmental health, COSHH, and local authority requirements. The policy ensures that staff are confident in preventing, identifying, and responding to infection risks in a way that protects children and maintains the smooth running of the setting.

### 8.1 Preventative Measures

Preventing infection relies on embedding a strong culture of hygiene, cleanliness, and awareness across the nursery. All staff are responsible for implementing these measures consistently and for modelling good hygiene practice. Children are supported to understand hygiene routines in ways appropriate to their age and development.

#### 8.1.1 Handwashing

Frequent, supervised handwashing is recognised as the most effective method for reducing the spread of germs. Children and staff wash their hands using warm water and liquid soap for a minimum of twenty seconds, followed by safe drying using disposable paper towels. Handwashing takes place on arrival at the nursery, before and after meals or handling food, after toileting or assisting a child with toileting, after outdoor play, after contact with bodily fluids including wiping noses, after handling waste or cleaning products, and whenever hands appear visibly dirty.

Antibacterial gel may be used only when handwashing facilities are temporarily unavailable, but it does not replace proper washing.

### 8.1.2 Cleaning and Sanitisation

The nursery follows a comprehensive cleaning schedule that includes daily, weekly, and deep-cleaning routines. High-touch surfaces such as door handles, taps, light switches, tabletops, toys, and equipment are cleaned and disinfected frequently throughout the day.

Nappy changing stations are cleaned after every use, using appropriate disinfectant products in line with COSHH guidance.

Bedding, towels, soft furnishings, dressing-up clothes, and comfort items are laundered regularly to prevent bacterial or viral build-up and replaced immediately if soiled.

Toilets, sinks, and bathroom areas are cleaned regularly throughout the day.

The kitchen and all food preparation areas are cleaned before and after use and maintained in line with the nursery's Food Hygiene and Allergy Management Policy.

All staff use PPE when dealing with bodily fluids, contaminated items, or spillages to prevent cross-infection.

The nursery uses only UKHSA-approved cleaning products suitable for early years settings, and Safety Data Sheets (SDS) are available for all substances used.

## 8.2 Managing Illnesses & Outbreaks

Despite rigorous preventative measures, illnesses may occur. Our approach ensures that any illness is managed promptly, sensitively, and in strict accordance with public health guidance.

### 8.2.1 Exclusion Periods

Children and staff showing symptoms of infectious illness must not attend the setting. Exclusion periods follow the UKHSA Guidance on Managing Infectious Diseases in Early Years Settings, including but not limited to:

- Diarrhoea or vomiting: 48 hours after the last episode
- Chickenpox: until all lesions have crusted over
- Scarlet fever: 24 hours after starting antibiotics
- Conjunctivitis: until treated or cleared, depending on severity
- COVID-19, influenza, or respiratory infections: in accordance with current NHS and UKHSA guidance
- Impetigo: until lesions are crusted and healed or 48 hours after antibiotics

Parents are informed of these requirements at induction and reminded whenever disease-specific guidance updates.

### 8.2.2 Responding to Illness During the Day

If a child becomes unwell at nursery, staff will respond immediately by ensuring their comfort and safety. The child will be cared for in a quiet, separate, supervised space until a parent or carer arrives. Staff will wear appropriate PPE if bodily fluids are involved. Parents are contacted without delay and asked to collect their child promptly in the interests of the wider nursery community.

### 8.2.3 Outbreak Management

If two or more linked cases of the same illness occur within a short period, or if an illness has serious symptoms, the Nursery Manager will follow outbreak procedures. This includes notifying the UKHSA South West Health Protection Team, consulting local authority health and safety advisors, and informing Ofsted if the event meets notifiable criteria. Parents and staff will be advised of the outbreak while individual confidentiality is maintained. Enhanced cleaning, increased ventilation, additional PPE use, and temporary activity restrictions (such as limiting group mixing) will be implemented as appropriate.

### **8.3 Personal Protective Equipment (PPE)**

PPE is used whenever there is a foreseeable risk of exposure to bodily fluids or contamination. Staff receive training in how to put on and remove PPE safely to avoid self-contamination. PPE includes disposable gloves, aprons, and where necessary masks, visors, or protective gowns.

PPE must be worn during nappy changes, toileting accidents, handling vomit, blood, or urine, cleaning spillages, administering first aid likely to involve bodily fluids, and performing deep-cleaning tasks. Used PPE is disposed of immediately in designated clinical waste bins, which are emptied by an approved waste contractor or double-bagged and removed in accordance with local authority requirements. PPE is single use and must never be reused.

### **8.4 Supporting Children with Illnesses or Ongoing Conditions**

Children with chronic medical needs, allergies, or conditions requiring ongoing treatment are supported through individual health care plans which are written in partnership with parents, the child's GP or specialist nurse, and where appropriate the nursery's Designated Safeguarding Lead.

Staff receive training tailored to the child's needs, including safe storage and administration of medication, infection precautions, and emergency response procedures.

The child's dignity, comfort, and inclusion are always prioritised while ensuring that infection control principles are maintained.

### **8.5 Staff Illness and Return to Work**

Staff must not attend the nursery if they are unwell, symptomatic, or likely to pose an infection risk to others. They must follow the nursery's Staff Sickness Policy including notification requirements. Staff may only return to work when they meet the UKHSA exclusion criteria, and in some cases, a GP fit note or medical clearance may be required. Staff have a duty to inform the Nursery Manager if a household member has a contagious illness, enabling appropriate risk assessments to be completed.

Staff returning from gastrointestinal illness must adhere to the same 48-hour exclusion period as children.

— — —

This Infection Control Policy will be reviewed at least annually, and sooner where required by changes in legislation, EYFS statutory guidance, UKHSA advice, environmental health alerts, or following an outbreak or serious incident. All amendments will be communicated promptly to staff and incorporated into induction and refresher training. Staff must confirm that they have read and understood any revisions to ensure that practice remains consistent across the setting.

By embedding strong preventative measures, maintaining consistent hygiene routines, responding swiftly to illness, and working collaboratively with parents, health professionals, and regulatory bodies, Little Lambs Nursery ensures that children learn and grow in a healthy, hygienic, and safe environment.

Infection control is a shared responsibility across the whole nursery community, and this policy reflects our unwavering commitment to safeguarding the health and well-being of all.

---

## **9. Sun Safety Policy**

At Little Lambs Nursery we are committed to ensuring that all children and staff are protected from the harmful effects of the sun while also promoting safe, enjoyable, and developmentally appropriate outdoor experiences. We recognise that sunlight has many benefits for children, including supporting vitamin D production, enabling physical activity, and promoting well-being. However, we also acknowledge that children's skin is highly sensitive to ultraviolet (UV) radiation and that overexposure can lead to sunburn, dehydration, heat-related illness, and increased health risks in later life. This Sun Safety Policy sets out the procedures we follow to ensure that exposure to the sun is safely managed and consistently monitored, in line with the EYFS Statutory Framework (Sept 2025), Public Health guidance, and best practice recommendations for early years settings.

## 9.1 Protection Measures

Our first priority is to reduce the risks associated with UV exposure through sunscreen use, protective clothing, and access to shade. Staff ensure that these measures are applied consistently and that parents understand their responsibilities in supporting safe outdoor play.

### 9.1.1 Sunscreen Application

Parents are asked to apply a high-factor, broad-spectrum sunscreen of SPF 30 or above before their child arrives at nursery. To ensure consistency and minimise the risk of allergic reactions or cross-contamination, parents must provide a clearly labelled bottle of sunscreen for their child, which is stored safely and used exclusively for that child. Staff reapply sunscreen as required throughout the day, particularly before extended outdoor play, after water play or sweating, and during peak UV periods.

Written parental consent is obtained at enrolment to authorise staff to apply sunscreen; children without consent or without an appropriate sunscreen available may be restricted to indoor or shaded activities during high UV times.

In the event of a child arriving without adequate sun protection, a nursery-supplied sunscreen may be used only where permission for this is already in place.

### 9.1.2 Appropriate Clothing and Hats

Parents are encouraged to dress their children in lightweight, loose-fitting clothing that covers the shoulders, upper arms, and, where possible, the back of the neck – areas most vulnerable to sunburn. All children must bring a labelled sun hat with either a wide brim or neck flap, which should remain at nursery during warm periods to ensure daily availability.

Children who arrive without a suitable hat or sun protection may be limited to shaded or indoor play during high UV levels, as their safety cannot otherwise be guaranteed.

### 9.1.3 Access to Shade

Outdoor areas are equipped with fixed and temporary shading including canopies, gazebos, parasols, and natural shade. Children are encouraged to play in shaded areas, particularly during peak UV times. Staff plan outdoor activities with shade in mind and adjust group movements outdoors to ensure that children spend the minimum necessary time in direct sunlight during hot weather.

## 9.2 Hydration & Heat Management

Maintaining hydration and preventing overheating are essential components of sun safety. Staff ensure that children drink water frequently throughout the day, especially during outdoor play or when temperatures are elevated. Water is always accessible, and staff provide regular reminders and supervised opportunities for children to drink. Parents are asked to supply a labelled, refillable water bottle where appropriate.

Outdoor activities may be restricted between approximately 11.00am and 3.00pm when UV exposure is strongest, particularly during the summer months or heatwaves. Staff monitor temperature and UV forecasts using trusted sources such as the Met Office and NHS guidance and will shorten or temporarily suspend outdoor play during excessively hot weather. Indoor physical play will be offered as an alternative to maintain children's activity levels while keeping them safe.

## 9.3 Staff Role Modelling & Awareness

Staff play an important role in modelling safe sun behaviour. They are expected to wear appropriate sun protection when outdoors, to demonstrate the correct application of sunscreen to children, and to encourage them to seek shade and drink water regularly.

As part of their induction and ongoing professional development, all staff receive training on the signs, symptoms, and immediate management of heat-related conditions such as dehydration, heat exhaustion, and sunburn. Staff also receive training in how to recognise when environmental conditions may require adjustments to planned activities, ensuring that sun safety principles are embedded in daily practice.

## 9.4 Medical Considerations & Allergies

Parents must inform the nursery of any allergies, medical conditions, or sensitivities relating to sunscreen or heat exposure. Where necessary, an individual health care plan will be developed in partnership with parents and

relevant health professionals to ensure that the child's needs are understood and safely managed. Children requiring specialist sun protection measures, such as medically prescribed sunscreen or clothing, will be supported with sensitivity and in line with their care plan. All children's health needs are managed discreetly and with respect for privacy and dignity.

— — —

This Sun Safety Policy is reviewed annually or sooner if changes occur in public health guidance, climate-related risk assessments, or following any incident that highlights the need for procedural updates. Parents are reminded of sun safety expectations at the beginning of the summer term, during warm weather alerts, or when UV levels are forecast to be elevated. Information about sun safety may also be displayed throughout the setting during the warmer months as a visual reminder for staff and families.

By embedding robust sun protection measures, supporting informed decision-making, and ensuring that children's exposure to sunlight is carefully managed, Little Lambs Nursery promotes a healthy, active, and safe outdoor environment. Our approach balances the benefits of fresh air and outdoor play with the need to shield children from the harmful effects of UV radiation, ensuring that every child enjoys the outdoors safely and confidently throughout the year.

---

## 10. Control of Substances Hazardous to Health Policy

At Little Lambs Nursery we are fully committed to protecting the health, safety, and welfare of all children, staff, parents, and visitors by ensuring the safe storage, handling, use, and disposal of hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the Health and Safety at Work Act 1974, the EYFS Statutory Framework (Sept 2025), and all relevant HSE guidance. Hazardous substances such as cleaning agents, disinfectants, and certain maintenance or personal care products, present potential risks if they are not used, stored, or monitored correctly. Our approach to COSHH is proactive, systematic, and rooted in robust risk assessment, thorough staff training, and strict procedural controls to ensure the highest standards of safety and hygiene throughout the nursery.

### 10.1 Storage & Handling of Hazardous Substances

Hazardous substances are handled only by trained staff and stored in a manner that eliminates the risk of access by children or unauthorised persons.

All cleaning agents, disinfectants, aerosols, solvents, and other potentially hazardous materials are stored securely in locked cupboards or dedicated storage units located out of the reach of children. These storage areas are clearly labelled and remain locked at all times unless being accessed by authorised staff. Substances are kept in their original containers only, with manufacturer labels intact, and decanting into unlabelled bottles or improvised containers is strictly prohibited due to the risk of misuse, accidental ingestion, or inaccurate safety information.

Different classes of hazardous substances – such as flammables, irritants, oxidising agents, and corrosives – are stored separately in accordance with their Safety Data Sheet (SDS) instructions to ensure safe segregation. Access to hazardous storage areas is restricted to staff who have received COSHH training and demonstrated competence in safe handling procedures.

All staff receive COSHH awareness training as part of their induction and ongoing CPD, including how to identify hazardous materials, understand key hazard symbols, interpret Safety Data Sheets, and apply safe working practices. Training covers the correct use of PPE, appropriate dilution and preparation of cleaning solutions (where applicable), safe application and disposal, and procedures to follow in the event of accidental exposure.

Staff must immediately report any concerns regarding chemical safety, defective containers, missing labels, or unsafe practice to the Nursery Manager, who will take prompt action to investigate and rectify the issue.

### 10.2 Use of Cleaning Products

Only approved and risk-assessed cleaning products are used within the nursery. A central inventory of substances is maintained alongside their SDS, and this inventory is reviewed annually or more frequently if new

products are introduced. Wherever possible, the nursery selects non-toxic, environmentally friendly, or early-years-safe alternatives to reduce the risk of harm to children while maintaining high standards of cleanliness.

Staff must always use appropriate PPE such as disposable gloves, aprons, or face masks when handling hazardous substances or performing cleaning tasks where exposure to chemicals or bodily fluids is possible. PPE must be used exactly as instructed in training and disposed of safely after use.

Children are never permitted access to cleaning products and are always removed from the immediate area during cleaning. Cleaning is scheduled outside of meal times, sleep times, or high-traffic periods to minimise exposure risks. Any area treated with hazardous cleaning substances is ventilated adequately, dried fully, and checked to ensure safe re-entry for children.

### 10.3 Emergency Procedures

In the event of accidental exposure to a hazardous substance, immediate first aid procedures are followed in accordance with that substance's SDS.

If skin contact occurs, the affected area is rinsed thoroughly with clean running water. If contact occurs with the eyes, the eye is irrigated continuously for at least ten minutes. Contaminated clothing is removed promptly to prevent further exposure. Should a child or adult ingest a hazardous substance or continue to show symptoms after initial first aid, emergency services will be contacted immediately and medical advice sought without delay.

All chemical exposure incidents are recorded on an Accident and Incident Form and reviewed by the Nursery Manager to determine causes, preventative measures, and whether existing risk assessments require amendment. Where significant risks are identified – for example, a spill involving corrosive substances – the area will be evacuated and specialist cleaning services may be engaged to ensure the environment is returned to a safe condition.

Staff are trained in spill containment procedures appropriate to their role. Minor spills may be cleaned by trained staff using disposable absorbent materials and PPE. Larger spills, spills of high-risk substances, or spills presenting a risk of inhalation exposure will trigger an emergency response, including restricting access to the area until cleaned safely and professionally.

### 10.4 Monitoring & Documentation

The nursery maintains a comprehensive COSHH register which includes a full list of hazardous substances used on site, their associated SDS, risk assessments for each product, and records of relevant staff training. These risk assessments outline the hazards, exposure routes, control measures, required PPE, first aid measures, storage requirements, and disposal procedures for each substance.

The Nursery Manager conducts regular inspections of all hazardous storage areas to ensure that substances are stored securely, PPE is available and in good condition, containers remain intact and labelled, and that no unapproved products are in use. Risk assessments and the COSHH register are reviewed annually or sooner if products change, regulations are amended, or concerns arise due to incidents or staff feedback.

### 10.5 Waste Disposal

Hazardous waste, including expired chemicals, contaminated cleaning materials, or used PPE resulting from bodily fluid clean-up, is disposed of in accordance with environmental health regulations and local authority waste management requirements. Such waste is segregated from general waste, double-bagged where necessary, and placed in designated clinical or hazardous waste bins. Collection is arranged through licensed contractors to ensure compliance with disposal legislation.

Staff are trained in correct waste management procedures to prevent environmental contamination and ensure the safety of children and colleagues.

— — —

This policy is reviewed annually or sooner if new substances are introduced, legislation or guidance changes, or an incident indicates that procedures require updating. Staff are informed of any revisions and receive updated training where necessary to ensure continued compliance. All staff are required to read, understand, and adhere to the contents of this policy as part of their responsibility for maintaining a safe learning environment.

By strictly adhering to COSHH regulations and embedding safe practices throughout the nursery, Little Lambs Nursery ensures that hazardous substances are managed in a responsible, well-controlled, and fully compliant manner. Through

effective training, monitoring, and documentation, we maintain a safe environment that supports children's health, encourages staff confidence, and upholds the highest standards of early years care and safety.

---

## 11. Training & Awareness

At Little Lambs Nursery we recognise that high-quality training and ongoing professional development are central to maintaining a safe, legally compliant, and high-performing early years environment. Every member of staff must possess the knowledge, skills, and confidence required to carry out their duties effectively, contribute to a safe and nurturing environment, and uphold the principles of the EYFS (September 2025).

We are committed to ensuring that all training is accessible, relevant, monitored, and regularly refreshed so that practice across the nursery remains consistent, current, and reflective of regulatory requirements and best practice standards. This section outlines our approach to induction, mandatory training, refresher training, continuous professional development, and the wider culture of awareness that underpins safe and effective practice across the setting.

### 11.1 Staff Training Requirements

All staff at Little Lambs Nursery are required to undertake mandatory training that equips them with the competencies needed to fulfil their roles safely and confidently. Training expectations are guided by the EYFS Statutory Framework, relevant legislation, local authority requirements, and nationally recognised best practice. Every member of staff must complete core training which includes but isn't limited to:

- Safeguarding and child protection (including Prevent Duty and awareness of FGM)
- Paediatric first aid (delivered in line with EYFS requirements)
- Health and safety awareness
- Manual handling
- Food hygiene and allergy awareness
- Fire safety and evacuation procedures
- Infection control
- Medication administration
- GDPR and confidentiality obligations
- Equality, diversity and inclusion
- Professional boundaries and the Staff Code of Conduct.

#### 11.1.2 Additional/Specialist Training

- **The Nursery Manager and Deputy Manager** undertake accredited Designated Safeguarding Lead training, leadership and management training, safer recruitment training, and training in supervision and performance management.
- **The SENCO** completes accredited Special Educational Needs Coordination training and keeps up to date with the SEND Code of Practice.
- **Room Leaders and/or Early Years Teacher(s)** receive training in pedagogy, assessment, planning, and curriculum leadership in accordance with EYFS developments.

All staff must sign to confirm their completion, understanding, and application of mandatory training.

### 11.2 Induction Training for New Employees

All new employees undertake a structured and comprehensive induction programme which ensures that they understand their role, their responsibilities, and the standards expected of them before assuming full duties. Induction takes place over the first two weeks of employment and is overseen by the Nursery Manager or Deputy Manager with support from the staff member's room leader or appointed mentor. The induction process includes a full tour of the setting, introduction to the staff team, and familiarisation with the nursery's ethos, procedures, daily routines, and expectations.

Induction covers all essential areas of practice including safeguarding and child protection, fire safety and emergency procedures, health and safety protocols, accident and incident reporting, confidentiality and data protection requirements, infection control procedures, behaviour expectations, supervision levels, and key nursery policies.

New staff observe experienced practitioners, shadow daily routines, and are gradually introduced to responsibilities under supervision to ensure safe practice.

An induction checklist is completed, signed, and retained on the staff member's file as evidence that all required areas have been covered prior to unsupervised work with children.

### 11.3 Regular Refresher Training and CPD

Mandatory training must be renewed within required timeframes, with safeguarding updated annually as required by the EYFS and DSL training refreshed every two years.

Paediatric first aid training is renewed **every three years**, and health and safety, fire safety, manual handling, infection control, and food hygiene training are refreshed regularly in line with legislation, local authority guidance, and the nursery's internal training matrix.

Refresher training ensures that staff remain familiar with current statutory requirements, emerging trends in safeguarding and early years provision, and the nursery's internal procedures. Attendance and completion are monitored closely by the Nursery Manager, and any lapses in training compliance are addressed promptly through supervision.

Staff are encouraged to discuss areas of interest or development with managers during appraisals or supervision so that additional training can be arranged where beneficial.

### 11.4 Ongoing Professional Development

Little Lambs Nursery is committed to supporting a culture of continuous professional development. Staff are encouraged to reflect on their practice, identify areas for growth, and take advantage of learning opportunities that enhance their skills and contribute to improved outcomes for children.

CPD opportunities include in-house workshops, external training courses, online modules, local authority training sessions, professional conferences, reflective practice sessions during staff meetings, and opportunities to pursue recognised qualifications such as Level 3, Level 4, Level 5, or Level 6 Early Years qualifications, or Early Years Teacher Status.

Annual appraisals and termly supervision meetings are used to identify training needs, career aspirations, and areas for targeted development. Personal development plans are created where appropriate and reviewed regularly to ensure progress. Staff who undertake funded qualifications may be asked to agree to a training commitment agreement to ensure stability and continuity within the setting.

### 11.5 Promoting a Culture of Awareness

Training is only effective when embedded into everyday practice, and Little Lambs Nursery promotes a proactive culture of awareness through regular communication, reflective discussions, and team development. Staff meetings are used to reinforce key policies, share learning from incidents or external updates, discuss best practice, and promote reflective thinking.

When legislation changes or local authority or Ofsted guidance is updated, the Nursery Manager ensures that the information is disseminated promptly and that staff understand the implications for practice. Staff are encouraged to share knowledge gained through external training so that the whole team benefits from collective expertise.

This culture of openness, shared learning, and professional curiosity ensures that safeguarding, safety, and high-quality pedagogy remain at the forefront of daily practice and decision-making.

### 11.6 Training Records and Monitoring

The nursery maintains detailed and accurate training records for every member of staff. These include certificates of completion, dates of training, renewal dates, CPD activities, and outstanding training requirements. Training logs are monitored by the Nursery Manager to ensure that all statutory and internal training requirements are met consistently and promptly. Records are stored securely in accordance with data

protection legislation and may be reviewed during internal audits, external health and safety inspections, and Ofsted inspections to demonstrate compliance.

— — —

This policy is reviewed annually or earlier if there are updates to legislation, EYFS requirements, or internal procedures. Any revisions are communicated to all staff, who must acknowledge that they have read, understood, and agree to comply with the updated policy. Through systematic and high-quality training and awareness, Little Lambs Nursery ensures that staff remain competent, confident, and capable of delivering the exceptional standard of care and education expected within our setting.

---

## 12. Monitoring & Review

At Little Lambs Nursery we believe that effective monitoring, evaluation, and review are essential to maintaining a safe, high-quality, and fully compliant environment for all children, staff, and visitors.

Continuous improvement sits at the heart of our ethos, and our policies and procedures must remain dynamic, relevant, and responsive to changes in legislation, best practice guidance, inspection outcomes, and the evolving needs of our nursery community. This Monitoring and Review Policy sets out the structured and systematic approach we follow to ensure that all operational and statutory documents remain accurate, up to date, and consistently applied in day-to-day practice. It also outlines the mechanisms through which staff, parents, governing bodies, and external agencies contribute to the ongoing development and strengthening of nursery policies.

### 12.1 Policy Review Frequency

All nursery policies are reviewed on a scheduled basis to ensure ongoing compliance with the EYFS Statutory Framework (September 2025), the Health and Safety at Work Act 1974, associated regulations, local authority requirements, and Ofsted expectations. Most policies undergo a formal review on an annual basis, ensuring that any changes in practice, legislation, or guidance are reflected in full and that all operational procedures remain robust and current.

High-risk or rapidly evolving areas such as Safeguarding and Child Protection, Health and Safety, Fire Safety, and Risk Assessment procedures are reviewed at least every six months and more frequently where practice, guidance, or circumstances require it.

Newly introduced policies are monitored closely for their first three to six months to ensure that they are embedded effectively in practice and that any unforeseen issues are identified and addressed promptly.

### 12.2 Incident-Led Policy Amendments

Beyond scheduled reviews, policies are subject to immediate update and amendment following any significant incident, near miss, or concern which highlights the need to revise existing procedures. Reviews are also triggered by inspection findings from Ofsted or the local authority, changes to legislation or statutory guidance, recurring patterns identified in accident or incident logs, staff feedback indicating procedural weaknesses, or the introduction of new equipment, systems, or structural or operational changes within the nursery.

Whenever a policy is amended in response to such factors, the change is documented clearly within the policy history, dated, and communicated to all staff without delay.

Where a policy impacts parents or carers directly, such as behaviour expectations, safeguarding, or health protocols, updated information is also shared through newsletters, meetings, or electronic communication.

### **12.3 Staff & Parental Feedback Integration**

Little Lambs Nursery values the contributions and perspectives of staff, parents, and carers and recognises the importance of collaborative improvement. Staff are invited to contribute to policy development and review during staff meetings, supervision sessions, appraisals, training, and through management consultations.

Parents and carers are encouraged to share their views during surveys, feedback processes, or direct communication with management. All feedback, whether from internal or external stakeholders, is reviewed by the management team and may result in amendments to policies or procedures to ensure that they remain practical, accessible, and responsive.

Where changes arise from feedback, the rationale and details of amendments are communicated clearly to promote transparency and shared understanding.

### **12.4 Documentation & Version Control**

To ensure clarity, accuracy, and accountability, all policies are stored securely within a central policy repository that is accessible to staff at all times. Each policy includes a document control section outlining the date of the last review, the name of the reviewer, the name of the approver, and a summary of changes made.

Staff are required to read and formally acknowledge new or amended policies. Previous versions of policies are archived safely for legal, regulatory, or audit purposes and may be referred to for evidencing compliance, decision-making, or inspection processes.

### **12.5 Compliance Monitoring**

The Nursery Manager is responsible for overseeing the entire monitoring and review programme, ensuring timelines are adhered to and records maintained. Compliance is measured through a combination of internal audits, ongoing supervision and observation, spot checks, and monitoring of training records. Findings from accident and incident reports, safeguarding logs, complaints, and regulatory inspections are reviewed routinely to identify whether policies are being applied consistently and effectively in practice. Any concerns identified during monitoring are addressed promptly through retraining, procedural reinforcement, adjustments to policies, or formal review, depending on the nature of the issue.

### **12.6 Policy Accessibility**

To ensure accessibility and understanding, all current policies are available to staff through internal systems and can be requested in printed form when needed. Parents are provided with key policies during enrolment and may request access to any additional policies at any time. All policies are written clearly, using plain language wherever possible, to ensure comprehension. Where translation or additional support is required, the nursery will make reasonable efforts to provide information in accessible formats.

### **12.7 Review Schedule & Policy Log**

A central Policy Review Log is maintained by the Nursery Manager. This log contains a list of all policies in current circulation, the date of the last review, the scheduled date for the next review, the status of each review, and the name of the person responsible for leading it. This ensures a structured, transparent, and accountable approach to policy maintenance and supports consistent operational standards across the nursery.

-----

By embedding monitoring and review into our nursery culture, Little Lambs Nursery ensures that our policies are not only compliant and current but also practical, responsive, and aligned with the needs of the children and families we serve.

ENDS