



CAIRNDOW COMMUNITY CHILDCARE Policy No.7 **Care and Welfare Policy**

This policy was drawn up in consultation with *committee and staff of Cairndow Community Childcare Ltd.*

Aims

It is the policy of this establishment to take reasonable practicable steps to ensure the welfare of all its staff and pupils. In promoting the welfare of children we would hope to involve staff, parents and the children themselves.

The policy is holistic and embraces, emotional, personal and social development, promotion of positive behaviour, health and safety, child protection, children at risk, equal opportunities, support for learning and general observation of statutory obligations.

Parental Involvement

Parents know their children better than anyone and are aware of the experiences their children have at home. Parents are therefore encouraged to share with the staff any concerns they may have, or any information they may feel would be useful in the day-to-day care of their children. Staff are aware of the importance of confidentiality and will refer to the Head of Centre if they have any major concerns.

Attendance

Parents are asked to notify the centre in the event of any absence by telephoning 01499 600181

Arrival and Departure

Parents are asked to ensure their child arrives at the unit under the care of a responsible adult of 16 or over. Parents are requested to inform staff if there is to be a change of adult either leaving or collecting their child on a particular day.

Children will not be allowed to leave this establishment until they are collected by their parent or responsible adult and this will be supervised by a member of staff.

Parents are encouraged to collect their children at the correct time as some children can become anxious if left later.

Emergency Contacts

Parents are asked where possible to provide the names, addresses and telephone numbers of two contact persons for use in the case of an emergency. Parents are also asked to keep us informed of any changes to these arrangements.

Security

Within *Cairndow Community Childcare* we recognise the importance of security and keeping our children and staff safe.

The procedures in place for ensuring security are:

door entry system, internal door locks, staff supervision at arrival and departure times, visitor identification and signing procedure, cash handling kept to a minimal and banked regularly

Child Protection

Staff are aware of the child protection procedures laid out in a separate policy.

Health and Safety

This establishment has a separate health and safety policy and are committed to ensuring the health and safety of staff, children, parents and other users. We would aim to minimise the risks and to encourage safety at home, on the roads and within the nursery setting. Staff are aware of the procedures regarding fire safety, risk assessments, annual health and safety checks, first aid and security.

Minor Accidents and Upsets

The Head of Centre will be informed of any accidents and an accident report completed. The accident will be reported to parents on collection of their child. If we feel that a child needs medical attention, we will telephone the parents or the emergency contact person.

The accident book must be available at all times.

Staff have the relevant qualifications in First Aid.

Illness

- Parents are encouraged to keep a child who is obviously unwell or have any infection at home, where they will be more comfortable.
- Parents should inform the nursery as to the nature of the infection so that staff can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea, until at least 24 hours has elapsed since the last attack.

In the event of a child becoming ill while attending the nursery, we will telephone the parents at home, or the designated emergency contact person. While a child is waiting to be collected he/she will be looked after by a member of staff in a quiet area.

Medication

If a child is in need of medication while attending the unit, parents should discuss the relevant requirements with the Head of Centre. Prescribed drugs will be given at the discretion of the Head of Centre and the parents will need to provide written instructions from the child's doctor.

If a child suffers from asthma, parents must tell the Head of Centre if there are any activities or specific circumstances which are likely to bring on an attack and when it is necessary to use an inhaler.

If a child suffers from any form of attacks e.g. epileptic fits, parents are requested to inform the Head of Centre of any relevant emergency treatment, which may be required.

What To Bring

An area is provided for hanging coats and bags. If children wear boots or hard shoes in the winter, parents are asked to provide alternative soft footwear to change in to (it would be helpful if these are clearly named).

Although aprons are worn during messy activities, children can get dirty, and parents are encouraged to dress their children accordingly.

Outings

On occasions the staff may wish to take the children on outings. We need the parents' permission to do this and parents will be asked to sign a consent form to verify that their child is allowed to participate in outings. Parents may also be asked to come along as helpers so that we have a safe child to adult ratio.

We will provide parents with all the relevant information regarding the outing as soon as the venue has been decided. This will include information about the:

- Venue
- Cost
- Date
- Times
- Ratios
- Travel
- Dress
- Lunch
- Possible activities

Prior to any outing, the Head of Establishment will have undertaken a thorough risk assessment to ensure the safety of participants.

We will provide parent helpers with clear instructions of their role on that day.

We will take all the appropriate steps to ensure your child's safety.

We will carry with us:

- First Aid box
- Accident Book

- Completed consent forms containing relevant medical details and contact numbers.

We will leave at the nursery a complete list of everyone participating in the outing and details of the destination.

To avoid confusion, on return from an outing children will only be handed over to their parents/guardians from inside the nursery building.

On the day of the outing an Attendance Register of all children participating will be completed before leaving. It will be carried with us on the trip and there will be frequent head counts.

Healthy Eating and Snacks

Snack time is an integral part in the social life of the centre. It is also a time to reinforce children's understanding of the importance of healthy eating.

We hope to achieve this by ensuring that:

- All meals and snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, preservatives and colourings.
- Children's medical and personal dietary requirements are respected.
- Menus are planned in advance and food offered is fresh, wholesome and balanced.
- A multi-cultural diet is offered, where appropriate, to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity to try unfamiliar foods.
- The dietary rules of religious groups and also vegetarians/vegans are known and met in appropriate ways.
- The healthy eating policy is and snack menus are shared with parents.

Monitoring and Review

It is the responsibility of the committee along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.

