



## ST CATHARINE'S BAD WEATHER CONTINGENCY PROCEDURE

If it is necessary to close Playgroup and/or Stay & Play for any reason, including adverse weather conditions, such as snow, the following procedure will be put in place for you to check the situation.

In the event of **snow**:

1. The staff and committee will make a decision by 8:40am whether or not playgroup will open by discussing the risks and concerns involved in opening in such conditions.
2. Local radio stations will issue regular updates and bulletins (e.g. Heart FM) or look on the internet at the School Closure section of the Gloucestershire County Council Website – [www.glosclosedschools.com](http://www.glosclosedschools.com) : - St Catharine's will be listed. The playleader and committee chair will be responsible for checking these.
3. We will contact all parents immediately if a decision to close is made.
4. Our Facebook page will have regular updates.

**Decisions to close the playgroup will be based on but not limited to the following:**

- The safety of the site where playgroup is situated.
- Temperature of the building and rooms which playgroup occupies i.e. kitchen, hall, toilets.
- Safety of the car park to use on foot and for cars entering the car park.
- The safety of staff, parents and children in getting to and from playgroup.

In the event of **playgroup and/or Stay & Play closing for another reason**:

1. The staff and committee will make a decision as soon as possible.
2. A member of staff will CALL or TEXT the parents/carers to inform them of the decision.
3. Staff will remain on site to speak to any uncontacted parents/carers.

This procedure was adopted at a meeting of St Catharine's Under Fives

Held on (date)

Signed on behalf of the Management Committee

Role of signatory



# ST CATHARINE'S UNDER FIVES EQUIPMENT AND RESOURCES POLICY

## Statement of intent

We believe that high quality early years care and education are promoted by providing children with safe, clean, attractive, developmentally appropriate resources, toys and equipment.

## Aim

We aim to provide children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes.

## Methods

In order to achieve this aim we:

- provide play equipment and resources that are safe and - where applicable - conform to the BSEN safety standards or Toys (Safety) Regulation (2011);
- provide a sufficient quantity of equipment and resources for the number of children
- provide resources that promote all areas of children's learning and development, which may be child or adult led
- select books, equipment and resources that promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping
- provide play equipment and resources that promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children
- provide made, natural and recycled materials that are clean, in good condition and safe
- provide furniture that is suitable for children and furniture that is suitable for adults
- store and display resources and equipment where children can independently choose and select them – resources and equipment that have to be stored away from the children make sure children are aware of the resources we have and that they are able to ask for them if they want them to be available to play with.
- regularly check all resources and equipment that are available at each session and ensure they are put away at the end of each session. We repair and clean, or replace, any unsafe, worn out, dirty or damaged equipment
- use the local library to introduce new books and a variety of resources to support children's interests;
- plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.
- Equipment and resources are cleaned termly by staff, committee members and parents.
- Electrical Equipment is PAT tested on an annual basis.

See Appendix D – Itinerary of Equipment

This policy was adopted at a meeting of St Catharine's Under Fives

Held on (date)

Signed on behalf of the Management Committee

Role of signatory



# ST CATHARINE'S UNDER FIVES FIRE SAFETY PROCEDURE

In the event of FIRE:

1. A whistle is blown (carried by all the staff) to gain the attention of all children and adults.
2. Everyone is to stand still and be quiet.
3. The Play leader issues instructions clearly and calmly:
  - a) For all the children to line up either at the Emergency Exit or main door depending on location of fire.
  - b) The Play leader collects the register (which includes visitors as well as children and staff and contact numbers in it), and mobile phone and escorts all of the children out of a suitable **FIRE EXIT** (side door, front door or kitchen door), accompanied by any Rota Parents, visitors and other staff. **Do not stop to collect any belongings.**
  - c) The Play leader will direct a member (fire marshal) of staff to check the toilets, kitchen and storeroom for anyone remaining inside.
  - d) The Play leader will delegate someone to contact the Fire Brigade – playgroup has a mobile phone or there are phones situated at Wotton Pitch (by Norats) and Guild House (next door to playgroup).
  - e) Everyone is to gather at the designated assembly point in front of the Church on the grass.
  - f) The Play leader calls the register.
  - g) Fire drill is practised termly.

All staff have under gone Instruction and Fire Drill Refresher. The fire drill procedure and risk assessments are kept in the locked cupboard.

Staff	Role	Training Undertaken	Date	Date to Renew
Aleksandra Swiatlowska	Playleader	Designated Fire Officer	31.01.2023	January 2024

**NOBODY RE-ENTERS THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE.**

This procedure was adopted at a meeting of St Catharine's Under Fives on (date)

Signed on behalf of the Management Committee

Role of signatory





# ST CATHARINE'S UNDER FIVES FOOD AND DRINK POLICY

## Statement of intent

We regard snack and lunchtime as an important part of the session. It provides a social time for children and adults and helps to teach the children about healthy eating.

## Aim

At snack time, we aim to provide food and drink that is healthy and meets the requirements of the EYFS.

## Methods

In order to achieve this aim we:

- Find out the dietary needs of a child when they start playgroup, including allergies. We record the information about each child's dietary needs and keep one copy in the front of the contact file and one copy on the door of the kitchen food cupboard.
- Food and snack is only prepared by someone who holds a Food Safety Hygiene Certificate.
- Offer food that is fresh and healthy.
- Provide semi skimmed milk for the children and water.
- Use snack time to help children develop independence and encourage them to pour their own drinks.
- Have fresh water constantly available to the children – parents are asked to send their children in to playgroup with a fresh water bottle every day.
- Encourage parents to provide a healthy balanced lunchbox and to use icepacks to keep the contents at the correct temperature.
- No food is to be made off the premises unless by a member of staff with a food hygiene certificate. In the event that a parent may bring in food made from off the premises (i.e. birthday cake), this will be bagged up for the children to take home and the parent to make the decision of whether to give it to the child.
- For all playgroup parties, it is kindly requested that only shop bought food is donated for the occasion. Any sandwiches will be prepared by staff with the help of the children at playgroup to ensure the sandwiches are prepared by qualified person understanding safety rules *Why is this? Could we ask parents to put ingredient list on? If not must make parents aware!*

Name	Date of Food and Safety Hygiene Certificate	Date to renew
Aleksandra Swiatlowska	October 2021	October 2024
Emma Croose	May 2023	May 2026
Jordan Goddard Watkins	May 2023	May 2026

## Staff and Rota Parents



- It is expected that all staff and rota parents are to follow playgroup policies.
- Staff are encouraged to have healthy and balanced lunches to model good eating behaviours to the children.
- Any carbonated drinks or sweet treats, such as chocolates, are to remain in the kitchen.
- No chewing gum is to be consumed on site. This is also part of the Playgroups Code of Conduct Policy.

This policy was adopted at a meeting of St Catharine's Under Fives

Held on (date)

Signed on behalf of the Management Committee

Role of signatory



# ST CATHARINE'S UNDER FIVES HEALTH, SAFETY AND FIRST AID POLICY

## Statement of Intent

To promote the good health of the children and enable a safe environment to play and learn.

## Aims

- Take positive steps to prevent the spread of infection and take appropriate measures when they are ill.
- Encourage and implement safe practices.
- Keep up to date with current health and safety regulations, child protection legislation, safeguarding and best practice.

## Methods

- Children should not attend a session if they are unwell. This supports the duty of care we have to all children and staff who attend the setting by preventing illness or infection being transmitted. Parents are to notify playgroup by calling the playgroup mobile: 07432073325 or emailing to [stcatharinesunderfives@live.co.uk](mailto:stcatharinesunderfives@live.co.uk)
- Children requiring inhalers MUST have them with them at all times, especially on outings. The use of the inhaler must be supported by written consent of the parent. Children requiring inhalers will have supervised access to them at all times.
- Children requiring inhalers will be able to access them at all times with the help of a member of staff who has completed their first aid training. The use of an inhaler must be supported by written consent of the parent or carer.
- If a child has a life threatening allergy, such as a nut allergy, it is advised that the child's doctor is asked to instruct the Play Leader on the use of the medicine needed (it is not enough for the parent to carry out the instruction).
- Staff will administer prescription medication during a playgroup session if the child has had it before or if the child has been taking the medicine for 48 hours or more. **For further information, please see our 'Managing Medicines' Policy.**
- Non-Prescribed medicines will NOT be given by staff during the playgroup session.
- Good standards of hygiene will be maintained in the kitchen and toilet areas.
- Snacks are only prepared by members of staff with appropriate Food Handling training.
- A cleaning schedule is operated for toys, clothes and kitchen cloths.
- The playgroup must inform OFSTED if any child is known to be suffering from a communicable illness such as meningitis or food poisoning affecting two or more children at Playgroup.

## RETURNING CHILDREN TO PLAYGROUP AFTER ILLNESS OR INFECTION

- A child should be free from illness for 48 hours before returning to playgroup.
- A child attending playgroup within 48 hours of a bump to the head must inform the Play Leader.



- We reserve the right to refuse entry to children that they deem to be infectious or too poorly to actively participate in the playgroup session.
- **Chickenpox:** Anyone with chickenpox should be excluded from Playgroup for five days from the onset of rash. Chickenpox must be reported to the Play Leader so that pregnant women can be kept informed of any potential danger to their unborn child.
- **Conjunctivitis:** where spread is evident infected children may be excluded until they recover or 48 hours after having antibiotics.
- **Croup:** Children should be kept at home until the cough has gone to avoid passing on the infection.
- **Diarrhoea and Vomiting:** No child suffering from this should be brought to playgroup. Parents may be asked to come and collect their child from the session, if the child has diarrhoea or is sick during a session. Children must be clear of symptoms for 48 hours before returning to playgroup.
- **German Measles:** Children may attend playgroup 5 days after the rash first appears. The Play Leader must be notified so that pregnant women can be kept informed of any potential danger to their unborn child.
- **Hand, Foot and Mouth Disease:** 7-10 days after onset of fever
- **Headlice:** A child with headlice does not need to be kept at home but the Parent should treat the hair with an appropriate shampoo and notify a member of staff.
- **Impetigo:** Children should remain at home until the lesions are crusted or healed. The period may be reduced if lesions can be kept covered.
- **Measles:** Children are infectious as long as the rash persists (about 4 or 5 days) and should stay at home until it has cleared up.
- **Mumps:** Children should be kept at home for five days from the onset of swollen glands.
- **Ringworm:** exclusion is not necessary, but the Parent must seek proper treatment by their GP.
- **Scarlet Fever:** anyone with scarlet fever should seek medical advice immediately. Children should not return to playgroup until they have been taking a course of antibiotics for at least 24 hours and the child is well enough to return.
- **Scabies:** anyone with scabies should be excluded from Playgroup and should seek medical advice. They may not return until it is properly treated.
- **Slapped Cheek:** Children are no longer infectious once the rash appears but are to be kept at home until they are fit enough to cope with playgroup. Slapped Cheek must be reported to the Play Leader so that pregnant women can be kept informed of any potential danger to their unborn child.
- **Whooping Cough:** Children are highly infectious in the first week but less so afterwards. Children should be kept at home until they are really well in themselves. Parents should inform staff if their child has got whooping cough, so that they can advise other parents, who may have unvaccinated children, of the risk.
- **Worms:** all cases should see their GP for diagnosis and treatment and a member of staff should be notified.

## Safety

- The main hall must always be shut after entry or exit and the external and internal door must be locked from the inside once the playgroup session has started.
- When a child is collected, parents must ensure that no other children leave the hall without a parent or staff member.
- Contact numbers provided by parents for use in case of emergency must be kept up to date and a list of these numbers will be taken out on any trips or walks.





- Children are only allowed in the kitchen under supervision and cleaning equipment is stored out of their reach.
- Hot drinks are kept away from children. They are only permitted in the area of the serving hatch or kitchen.
- Prams and pushchairs must not block exits and children must not be left unattended.
- Fire Drills are held once every term.
- The premises and fire extinguishers are maintained and inspected by the Church.
- All staff and parents using the premises should be familiar with the Fire Drill.
- A premises risk assessment is carried out and reviewed annually (see Appendix E). Activity and outing (including regular trips to Guildhouse; Hillview Gardens, Cathedral) risk assessment are completed as needed. Other risk assessments include: extension of hours; Nativity play; Party day; Stranger approaching outside area; other adults using toilets during funerals; fire risk assessment; flu epidemic
- All visitors to the playgroup must be recorded in the register.
- A copy of the insurance policy is on display on the notice board in the hall.
- Any visitors to the setting not already known by staff must show a relevant form of ID.

#### FIRST AID

- A First Aid Kit is available in the kitchen cupboard
- First Aid records are filed in the locked cabinet
- Grazed Knees are cleaned and covered
- Ice packs are kept in the fridge in the kitchen
- A qualified First Aider is present at all times.

Name	Date of First Aid Qualification	Date to renew
Aleksandra Swiatlowska	26/02/2022	26/02/2025

- All accidents are recorded in the Accident Book. A bumped head letter is sent to parents. Parents are informed at the end of the session and asked to sign the book.
- The accident book is reviewed termly to analyse the records for any notable areas of concern, such as equipment, toys involved in accidents or children. Any required changes are then put into practice.
- In the event of a serious accident or illness, the person named on the registration form will be contacted. The emergency services will be contacted if needed. Should any child receive an injury of any nature during a session the Play Leader is informed in order that the appropriate attention is given and that the Accident Book is completed.
- Transporting children to hospital procedure
- This policy cross references the child protection policy. In the event of a child protection issue arising during a first aid incident (for example noting unusual bruising), staff will follow child protection procedures.



**Related Policies**

Child Protection

Safeguarding

This policy was adopted at a meeting of St Catharine's Under Fives

Held on (date)

Signed on behalf of the Management Committee

Role of signatory



# ST CATHARINE'S UNDER FIVES MANAGEMENT OF ASBESTOS POLICY

## OUR AIM

St Catharine's Under Fives acknowledges the health hazards arising from exposure to asbestos and therefore recognises its responsibilities to protect staff, children, parents and other third parties from exposure to asbestos, so far as is reasonably practicable.

## Method

- St Catharine's Under Fives Playgroup is aware that asbestos is present within the building structure of the church hall where sessions take place.
- St Catharine's parish church is aware of the asbestos. The asbestos management plan and asbestos register is the responsibility of the church who also hold the plans, how the risks are managed and monitor them on a regular basis.
- Hard Copy of Asbestos Maintenance record example is also located in the locked cupboard at playgroup with together with the Health and Safety information, risk assessments and food hygiene information. Full documentation is held with the church administration and management.
- Staff have a duty of their own health and safety and the children and to cooperate with the church in the implementation and maintenance of any arrangements to comply with health and safety requirements.
- Playgroup is safe to run sessions within the church hall. In the event that damage or disturbance of material containing or presumed to contain asbestos, any playgroup sessions in progress in the area will be stopped immediately and the area will be closed and the church will be notified immediately to handle the incident in accordance to their procedures.
- Any clothing that may come in contact with the asbestos will be removed and sealed in a polythene bag and then placed in a second polythene bag and clearly labelled.
- Any concerns, doubts or queries regarding the management of asbestos, please make contact with the Church Hall Administrator – Su Chard on 01452 280001, or email Rachel Barton (Church Warden) at [rbarton@stcatharine.org.uk](mailto:rbarton@stcatharine.org.uk)

This policy was adopted at a meeting of St Catharine's Under Fives

Held on (date)

Signed on behalf of the Management Committee

Role of signatory



# ST CATHARINE'S UNDER FIVES SUN SAFE POLICY

## Statement of Intent

At St Catharine's Under Fives we want staff and children to enjoy the sun safely during the summer.

## Aim

To ensure that children and staff enjoy playing in the sun safely.

## Methods

We will work with staff and parents to achieve sun safety in the following ways:

- On sunny days children are allowed to participate in supervised activities outside in a shaded area. Equipment is set up in the shade and children discouraged from spending time in the sun.
- A 'Summer Safe Reminder' letter is sent to all parents/carers regarding the wearing of sun hats, appropriate footwear/clothing and the applying and reapplying of sun cream (permission obtained from parents/carers for sun cream to be applied).
- Spare hats are kept at playgroup to give to children who forget their own.
- Parents are asked to send children in sensible footwear (well fitted with strap around the ankle). We discourage CROCS or flip flops as they easy cause a trip and fall.
- Parents are asked to send their children in with tops that cover their shoulders.
- On sunny days, parents are asked to apply high factor sun screen (preferably factor 50+ with 8+ hours protection) to their child before they arrive at playgroup. For children attending full day sessions staff will supervise/help the children to reapply the sun cream (as long as permission granted by parents). Application will be witnessed by another member of staff and gloves will be worn/hands washed between applications. Parents are asked to send NAMED sun cream and advise if the child has ever suffered a reaction to it.
- Spare sun cream will be kept at playgroup but will only be applied with consent from the parent.
- All staff will wear hats and apply sun cream to reinforce role modelling to the children.
- Children will not be allowed out in the sun during the hours of 11am and 3pm where possible. If staff consider that it is too hot to go outside and not in the best interest of the children, they will be kept inside. St Catharine's Under Fives follow the NHS Weather code to inform their decisions (i.e. AMBER – not outside, RED – not outside).

## Related Policies

Child Protection

This policy was adopted at a meeting of St Catharine's Under Fives on (date)

Signed on behalf of the Management Committee

Role of signatory