



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 9.00am whether or not playgroup will open.
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 : - St Catharine's will be listed.
3. We will endeavour to TEXT or EMAIL parents/carers if we close.
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.

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 TEXT the parents/carers to inform you of the decision.
3. Staff will remain on site to speak to any uncontacted parents/carers.



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.
- 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. 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.

Name	Date of Food and Safety Hygiene Certificate	Date to renew
Ola Swiatlowska	October 2017	October 2020
Mandy Coombes	January 2019	January 2022



Staff and Rota Parents

- It is expected that all staff and rota parents are to follow playgroup policies.
- Any carbonated drinks 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.



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 prevents illness or infection being transmitted to other children. Parents are to notify playgroup by calling the playgroup mobile: 07432073325 or emailing to 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.
- 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. **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:** Children may be excluded until the spots have gone from their hands.
- **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 wander out as well.
- 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. 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.

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 freezer in the kitchen
- A qualified First Aider is present at all times.

Name	Date of First Aid Qualification	Date to renew
Ola Swiatlowska	March 2019	March 2022
Mandy Coombes	March 2018	March 2021
Kate Beevers	May 2019	May 2022
Lianne Wilson	April 2018	May 2021

- 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.
- 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.



St Catharine's Under Fives Sun Safe Policy

Statement of Intent

At St Catharine's Under Fives Playgroup 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:

- As the outside area at St Catharine's Under Fives has some shaded areas provided by the walls of the buildings, children are allowed to participate in supervised activities in this area. The equipment, where possible will be set up in the shaded areas and the children are discouraged from spending time in the sunny areas.
- A 'Summer Safe Reminder' letter is sent to all children regarding the wearing of sun hats, appropriate footwear and the applying and reapplying of sun cream and parents sign when the children begin playgroup giving consent for sun cream to be applied.
- Parents are encouraged to talk to their children about the importance of sun protection at home.
- Parents are asked to send their child to playgroup wearing a comfortable wide brimmed hat or legionnaire style cap. Some spare hats are kept at playgroup to give the children who forget their own.
- Parents are asked to send their children in sensible footwear. We recommend in the summer months that if children are going to wear sandals that they are well fitting and have a strap around the ankle. We DO NOT recommend CROCS or flip flops as they easy cause a trip and fall.
- Children are encouraged to where tops that cover the shoulders (vests and strappy tops are discouraged).
- On sunny warm days, parents are asked to apply high factor sun screen (at least factor SPF 15+) to their child before they arrive at playgroup so they can enjoy playing outdoors safely. Some of the children attend full day sessions, so permission is asked for a member of staff to reapply sun cream during the day and whether the child had ever suffered a reaction to it. Parents are asked to send NAMED sun cream and staff closely supervise the children applying the cream, helping the children who are unable to apply it themselves (this is witnessed by another member of staff). There is sun cream kept at playgroup, should a child forget to bring their own. Sun cream will not be applied without written consent from the parent.
- All staff will wear hats and apply sun scream to reinforce roll modelling to the children.
- Children will not be allowed out in the sun during the hours of 11am and 3pm where possible and appropriate. 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).