

## **30. Safe and Healthy Nursery Policy**

At La Petite Academy we promote the good health and well-being of all our staff and children. We are committed to providing a workplace which supports and encourages a healthy staff team through training and supervisions. This in turn will enable staff to act as positive role models to the families accessing the nursery.

### **Children's Wellbeing**

Well-being is a broad term that covers how you feel about yourself and your life. It encompasses the physical, emotional (and mental), social and spiritual areas of a person. Under the Early Years Foundations Stage (EYFS) this is covered in the children's personal, social, emotional development and physical development, both of which are prime areas of learning and development.

Physical well-being covers everything physical to do with the body:

- Growth and development
- Moving and keeping physically fit
- Caring for personal health (e.g. washing, cleaning teeth, etc.)
- Eating a balanced and nutritious diet
- Rest and appropriate sleep patterns.

Mental and emotional well-being includes:

- Acknowledging, expressing and coping with feelings and emotions
- Thought processes
- Reducing stress and anxiety.

Social well-being includes:

- Relationships
- Family (close and extended)
- Friends
- The feeling of belonging and acceptance
- Compassion and caring approaches.

Spiritual well-being can cover the following:

- Value and beliefs held
- Personal identity and self-awareness.

Children's physical well-being is supported through our carefully planned curriculum programme which supports all types of gross and fine motor play

both inside and outside. We provide nutritionally balanced meals for the children and support our staff to make healthy choices in regard to their physical health. Personal hygiene is supported in children of all ages, explaining the reasons for hand washing, tooth brushing and other routines. Children in pre-school have a supervised tooth brushing session after lunch each day.

Children are provided with quiet and calming areas for rest, sleep and relaxation. This supports both their physical and mental well-being. We support children to make strong attachments with their key person as well as forge relationships with their peers in order to support their social well-being. We offer opportunities and resources for children to play singly, in pairs, small groups and large groups to support this area of development.

Children's mental and emotional well-being is supported. We provide a safe environment that allows for caregiver to child co-regulation. This practice supports the process of children building the capacity for self-regulation, through providing activities in which children are able to recognise and express their emotions, including emotional literacy. This enables us to provide support for children who may be experiencing big emotions they cannot cope with just yet, including sadness and over-excitement. We support children's self-regulation through carefully planned activities and resources, modelling calming strategies and naming and talking about feelings and by providing opportunities for children to practise their self-regulation skills.

Staff are able to recognise when a child may need support with their emotions and will provide this one-to-one or in a small group, whichever is more appropriate. Teaching children to recognise and manage their emotions at a young age helps support foundations for doing this throughout their life.

### **Children wearing jewellery**

In order to keep children physically safe, we restrict the jewellery that can be worn in the setting to minimise the possibility of accidents and injury. The nursery accepts no liability for loss or damage to the jewellery or injury to the child. It is strongly advised that no earrings or religious jewellery at all are worn at nursery.

If children have pierced ears, they are allowed to wear stud styles only, as hoops and larger styles can become caught on climbing equipment and easily rip the ear lobe. Should a child come into nursery wearing earrings other than studs, we will contact parents to gain permission to remove them, if possible, and remind

them of this policy. Where they cannot easily and safely be removed by a staff member without a child becoming distressed then the parent will need to come in to remove these. Where permission cannot be gained, or the parent cannot come into the setting to remove them, then the child will not be able to take part in outdoor play or other active play sessions (including Boogie Beats) to safeguard the child's wellbeing and minimise the risk of injury.

Children should not be wearing any other jewellery or accessories, including watches and very large hair accessories, in nursery. Should they arrive in these they will be removed by the staff and placed in their bag. This is to prevent choking from necklaces, including during sleep, injury to the child and loss of or damage to the items. Should parents wish their child to wear jewellery for religious reasons, such as a Sikh Kirpan, this must be agreed in advance, in writing, with the manager. Should a child need to sleep then no religious jewellery can remain worn around the neck as this is a choking hazard.

In Pre-School, we have jewellery and hair accessories as part of our dressing up and role play. This is risk assessed prior to being used and removed before any outdoor or other active play.

### **Staff Well Being**

As a nursery, we endeavour to support staff well-being, not only to ensure that children receive high quality care, but also to ensure our employees feel supported and cared for, as part of a team.

Mental ill-health is usually caused by a combination of work and non-work-related factors. There is a myriad of reasons for mental ill-health, from the pressure of ongoing change at work to longer or more intense hours exacerbated by financial pressures at home, or relationship problems and greater caring responsibilities. Striking the balance between what is considered appropriate results, or output, and robust mental health is tricky. We are committed to constantly upskilling ourselves so that we know about how to create and maintain conditions that support and encourage good mental health, as well as recognise the signs of mental ill health and provide appropriate support.

We have a zero-tolerance approach towards discriminatory behaviour and sexual harassment. Training is provided that includes appropriate understanding that harassment, of any kind, is subjective and so depends on and how the

behaviour makes someone feel in order to create a culture of zero tolerance towards sexual harassment in particular.

We recognise the importance of safeguarding the mental health of all of our employees, by providing a happy and nurturing working environment and are committed to acknowledging and supporting our staff's physical and emotional needs.

### **Our ethos**

We know that the care and education of babies and young children is highly rewarding. However, we are also aware of the day-to-day demands and pressures of modern life such as family life, financial worries, health concerns and work-life balance and how these pressures, alongside the role of providing high quality care and education to babies and young children, can place a high level of demand on all of our employees.

In order to support our staff team, the management team put procedures in place that ensure staff well-being remains one of the key focuses of our practice. In doing this, we aim to provide our team with a safe, inclusive and nurturing working environment that acknowledges their needs, not just within the workplace but as a whole person.

Charlotte Gregory is the named member of staff who leads our setting's well-being practice and has completed a Level 2 qualification. They offer support on staff well-being and know where to access external support. Carol Daly (Manager) is also committed to keeping their well-being and mental health knowledge up-to-date and is responsible for reviewing our practices, supporting the developing knowledge of the whole staff team, to ensure we are implementing the necessary strategies to safeguard the well-being of our staff.

### **Procedures to minimise work related stress:**

- To ensure staff are supported within the setting, new staff will receive a full induction, so they feel competent and capable to carry out their role and responsibilities
- Staff will receive ongoing training, coaching and mentoring to ensure that they are supported to feel confident in their role and to minimise stress within the workplace (eg via supervision and appraisal meetings).
- Regular supervisions/appraisals take place every 3 months in which staff well-being is discussed and recorded

- Practitioners are respected and valued in their work, whatever their role. Tasks are shared out appropriately according to their role and level of responsibility, the workload is monitored and reviewed on a regular basis
- Staff are encouraged to have a healthy work-life balance; this is supported by ensuring the workload is monitored so that it is not necessary for staff to work outside of their scheduled hours. All contributions to work are valued and celebrated
- We carefully review our expectations around the amount of paperwork that staff must complete, including observations and assessments of children. We work as a team to ensure all record keeping is meaningful and kept to an appropriate level so as not to add undue pressure to staff members
- We work hard to maintain a reflective culture within the setting that encourages feedback from staff about management procedures and working relationships. This reflective culture supports an environment of teamwork, facilitating the involvement of every member of staff in the practice of our setting
- Staff are encouraged to take their required breaks at appropriate intervals to ensure they have time to rest and recuperate, with time away from busy rooms. Staff under the age of 18 require a break of 30 minutes where they work 4.5 hours or more per day
- The nursery manager and well-being representative are available for staff to come and discuss any issues or concerns
- The nursery ensures that confidential conversations take place in private, away from other staff members and children
- All information remains confidential or on a need-to-know basis to support the facilitation of open and honest conversations. However, where the manager or the well-being representative feels there is a question around the safety of the staff member, they will refer to outside agencies for support and guidance. These measures will be discussed in a sensitive and understanding manner with the staff member, as appropriate
- We actively promote a culture of mutual respect, tolerance and cooperation tolerance, in line with the British values
- Team meetings are facilitated to support with team development, to raise awareness of mental health and well-being by engaging staff in conversations about how the setting maintains a supportive environment
- We promote a culture that supports any staff member who is experiencing a mental health related illness to discuss this, and

reasonable adjustments will be made to support any staff experiencing stress and any mental health issues

- If the nursery is made aware of any member of staff who requires support, a plan for more regular support sessions and adjustments to their working day may be discussed and decided in partnership with the staff member. This plan will be reviewed regularly and adapted to ensure it is a relevant and appropriate
- If adjustments are unable to meet the needs of the member of staff or the nursery, then further external advice will be sought
- Staff well-being and staff self-care information is available within designated staff areas
- Leaders and managers support practitioners in a safe culture where bullying, harassment and discrimination is not tolerated, along with a culture that challenges and deals with any inappropriate behaviour in a timely manner.

### **Supporting staff members individually**

We include well-being as part of our discussions at staff supervision sessions and appraisals. During these sessions, we work with staff on an individual basis and have well-being discussions to ascertain any individual well-being needs. Where the manager and staff member feel it is appropriate, they will draw up an individual action plan, including reviewing workload and any stress triggers. With the needs of the nursery also in mind, reasonable adjustments will be made for the member of staff; this could include flexible working agreements, changes in environment, adjustments to jobs role and responsibilities, more frequent breaks, a working buddy, or any other appropriate measure that it is felt could be helpful.

If a member of staff is returning to work after a period of absence, a back to work interview is carried out as per our Absence Management procedure.

We follow all statutory guidance on the safeguarding of our workforce and as stated, if the manager is concerned about the safety of a member of staff, we will work with the Designated Safeguarding Lead to ask for support from the appropriate external agencies; this is to ensure the continued safety of our workforce and the children at all times.

### **No Smoking/Vaping Premises**

We are committed to promoting children's health and well-being in all aspects of their nursery care. Smoking and the use of e-cigarettes (vapes) has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking/vaping policy within its buildings and grounds. It is illegal to smoke/vape in enclosed places.

All persons must abstain from smoking/vaping while on the premises, including the external areas in front of the buildings. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the nursery, are not permitted to smoke/vape. We also request that any parents accompanying nursery children on outings refrain from smoking/vaping while caring for the children. Staff will allocate time for you to smoke/vape away from the children during the outing if needed.

Staff must not smoke/vape while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke/vape during breaks, they are asked to change into their own clothing and smoke/vape away from the main entrance and nursery premises. Also, staff are asked to have their last cigarette/vape at least 20 minutes prior to the end of their lunch hour. Additional 'smoke breaks' are not permitted during the working day.

We respect that smoking/vaping is a personal choice, although as an organisation we support healthy lifestyles. We follow UK Health Security Agency advice and aim to help staff and parents to stop smoking/vaping by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline <https://www.nhs.uk/better-health/quit-smoking/>
- Offering information regarding products that are available to help stop smoking.

### **Cleaning of the Nursery**

We are committed to providing a safe environment in which children can play, grow and learn. Cleanliness is an essential element of this practice and all staff, students and volunteers are expected to support with the cleaning of the setting as part of their everyday duties.

The nursery is cleaned daily, with nappy changing areas being cleaned after every use and toilets being cleaned more regularly if required. Any mess caused throughout the day will be cleaned up frequently to ensure a hygienic environment is provided for the children in our care.

COSHH product safety sheets and PPE are provided by the nursery, and it is each staff member's responsibility to use the products safely. Students will be supervised when using COSHH products.

All staff receive basic food hygiene training in induction and Level 2/3 Highfield training has been completed by Glenda Coates (Cook), Carol Daly (Manager) and Charlotte Gregory (Practitioner).

All staff are responsible for keeping the nursery clean and tidy, including the staff room. Staff must wash and tidy away any crockery or utensils used to prepare and eat their lunch during their allocated break time.

Staff must always follow good personal hygiene routines and ensure that they are encouraging the children to adopt the same good practices. All hands must be washed before handing food, and after using the toilet, outside play, wiping noses, messy play and handling animals. Tissues, toilet wipes and nappies must all be disposed of hygienically. Where washing facilities are not available then antibacterial hand wipes may be used instead.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>13/05/25</i>	<i>Seren Brown</i>	<i>30/04/28</i>