


Document Reference and Title	DTBKCC-P-08.1 Health and Safety General Standards Policy			
Document Type	Policy			
Revision History	F	September 2024	Dottie Tots Leadership and Management Team	
	G	September 2025	Dottie Tots Leadership and Management Team	

Policy Statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is: The Nursery Manager
- The Nursery Manager is competent to carry out these responsibilities.
- The Nursery Manager has undertaken health and safety training and regularly updates their knowledge and understanding.
- We display the necessary health and safety poster on the premises.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared

responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- Health and safety training is included in training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- We ensure that any blind cords are secured safely and do not pose strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.

- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

Hygiene

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the play room(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- We have a cleaner, who cleans at the weekend, The cleaner cleans outside of the times that the children attend.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;

- providing tissues and wipes

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and

erection of large pieces of equipment.

- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- The committee keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- The committee carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - bleach;
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)

- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

Signatures

DTBKCC-P-08.1


Health and Safety General Standards Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-08.2 Maintaining Children’s Safety and Security on Premises Policy			
Document Type	Policy			
Revision History	G	March 2024	Dottie Tots Leadership and Management Team	

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children’s barred list check through the Disclosure and Barring Service.
- Adults do not supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present. Except in circumstances beyond our control. Please refer to our ‘Lone Working Policy’.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers, students and visitors - are recorded.

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- We have installed a buzzer for the in main door at a suitable height.
- The personal possessions of staff and volunteers are securely stored during sessions.
- No cash is kept on the premises.

Signatures

DTBKCC-P-08.2


Maintaining Children’s Safety and Security on Premises Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

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Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-08.3 Supervision of Children on Outings and Visits Policy				
Document Type	Policy				
Revision History	F	March 2024	Dottie Tots Leadership and Management Team		
	G	June 2025	Dottie Tots Leadership and Management Team		

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment
Children must be kept safe while on outings.

Policy statement

At Dottie Tots Nursery School, we are committed to ensuring that all outings and visits are carefully planned, risk assessed, and executed to the highest standards of health, safety, and safeguarding. Outings enrich children’s learning, promote their understanding of the world, and foster independence and confidence. However, we recognise that these activities carry additional responsibilities and risks, which we proactively manage through rigorous procedures and effective supervision.

This policy outlines our statutory and best-practice framework to safeguard children during any off-site activity and ensure their wellbeing, in line with the **Statutory Framework for the Early Years Foundation Stage (EYFS 2024)**, **Health and Safety Executive (HSE)** guidance, and the **requirements of Ofsted**.

Policy Aims

We aim to:

- Maintain the **highest level of child safety and supervision** during outings and visits.
- Ensure all **staff, volunteers, and parents** are fully aware of their roles and responsibilities.
- Implement detailed **planning, risk assessment, and emergency protocols**.
- Promote children's **inclusion, independence, and learning** through safe, enriching experiences outside of the setting.

Scope

This policy applies to all off-site activities, including:

- Walks in the local community
- Educational visits and day trips
- Visits to parks, libraries, farms, or other educational centres
- Nature nursery sessions off-site
- Events involving group travel via minibus, public transport, or hired minibus

Procedures

Roles and Responsibilities

- The **Nursery Manager** is responsible for authorising all trips, reviewing risk assessments, and ensuring compliance.
- A **Trip Leader** (a qualified practitioner) is appointed for each outing to coordinate logistics and oversee safety.
- All staff accompanying the trip are responsible for:
 - Maintaining supervision and safeguarding
 - Following risk assessment controls
 - Reporting concerns or incidents immediately
- Volunteers and parent helpers must remain under staff supervision at all times and are never left alone with children.

Planning the Visit/Outing

All outings must be thoroughly planned with at least **two weeks' notice**, unless spontaneous local walks are covered by existing general consent and low-risk assessments.

The manager will:

- Complete a detailed **Event Plan Form** including:
 - Objectives and learning outcomes
 - Date, time, and duration
 - Venue contact information and directions
 - Staffing list and child groupings
 - Transport arrangements

This must be submitted to the Head of Nurseries for approval.

Risk Assessment

Every outing must have a **written risk assessment**, specific to:

- Travel (e.g., pedestrian crossings, car parks, public transport)
- Environmental hazards (e.g., water, roads, animals, open spaces)
- Venue risks (e.g., toilets, exits, public access)
- Individual children's needs (SEND, medical, behavioural)
- Staffing capabilities and first aid arrangements

Control measures must include:

- Enhanced ratios if necessary
- Assigning children to named adults
- Safety briefing for children and staff
- Use of high-visibility vests or child ID bands (anonymous)
- Emergency evacuation and lost child procedures

Risk assessments are reviewed by the manager:

- Before each trip
- Annually for regular/local outings
- Immediately following any incident or near miss

Parental Consent

- Written **consent is mandatory** for all outings beyond the immediate vicinity.
- General consent for local walks may be obtained on enrolment but must be referenced in parent communications.
- Parents are informed in writing of:
 - Destination and purpose of the visit
 - Date and duration
 - Departure/return times
 - What children need to bring or wear

Ratios and Staffing

Minimum supervision ratios (subject to risk assessment):

- **Under 2s:** 1 adult to 2 children
- **2-year-olds:** 1 adult to 4 children
- **3-5-year-olds:** 1 adult to 8 children (reduced for high-risk trips)

Additional staff may be allocated for:

- Children with SEND or medical needs
- Open or busy environments
- Unfamiliar routes or travel

Staffing must include:

- At least **one paediatric first aider**
- At least one staff member with **DSL or Deputy DSL training**
- Sufficient staff to maintain ratios during emergencies or toileting

Registers and Attendance Tracking

- A **dedicated outing register** will be used to record:
 - Names of all children and staff present
 - Group allocation (which staff is responsible for which children)
 - Any medication or medical alerts
 - Emergency contact details
- The Trip Leader is responsible for ensuring this register is:
 - Checked at the beginning and end of the outing
 - Used alongside verbal and visual headcounts
 - Signed and returned to the Nursery Manager after the outing
- The outing register will be retained **for at least 12 months** in line with safeguarding and incident reporting procedures.

Supervision and Safety

- Children are assigned to named staff members in small groups before leaving.
- **Regular headcounts** are conducted:
 - Before departure
 - On arrival
 - At 15–30-minute intervals
 - Before leaving the venue
 - Upon return
- Staff are trained to maintain **line of sight supervision** and be alert to environmental and situational risks.

Travel and Transport

When using transport:

- All vehicles must be **insured, licensed, and roadworthy**
- Children must use **age-appropriate car seats or seat belts**
- A member of staff will sit with the children at all times
- Public transport use is pre-assessed for suitability and safety

Walking trips:

- Children hold a walking rope, hands, or walk in pairs under direct supervision.
- Crossings are planned in advance and led by staff only at **safe crossing points**.

All trips - The Trip Leader will carry a fully charged mobile phone to maintain contact with the nursery and call emergency services if required.

Emergency Protocols

The Trip Leader will carry a **Trip Pack** including:

- Emergency contact list for all children and staff
- Copies of parental consent forms
- Individual medical plans and medication
- Fully stocked first aid kit
- Fully charged mobile phone

If a child becomes ill or injured:

- Immediate first aid is administered
- Emergency services are contacted if required
- The Nursery Manager and parents are informed immediately

Lost Child Procedure (more detailed information can be found in our Missing Child Policy):

- Staff alert venue/security immediately
- Other staff continue supervising remaining children
- After 5 minutes, police and parents are contacted
- Full incident report is completed on return

Volunteer and Parent Helper Guidance

All volunteers must:

- Be briefed in advance by staff
- Remain within staff sight and not be left unsupervised with children
- Understand their responsibilities and the itinerary

- Sign a Volunteer Agreement (where appropriate)

DBS checks are required for any **regular volunteer helpers**.

Monitoring, Evaluation and Review

- The Nursery Manager will monitor compliance with this policy.
- All incidents or near misses on trips are reviewed to update procedures and training.
- This policy is reviewed **annually**, or immediately following an outing-related incident or change in statutory guidance.

Signatures

DTBKCC-P-08.3


Supervision of Children on Outings and Visits Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-08.4 Risk Assessment Policy			
Document Type	Policy			
Revision History	F	March 2024	Dottie Tots Leadership and Management Team	

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

- Identification of a risk: Where is it and what is it?

- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
 - Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
 - Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
 - Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.
-

Procedures

- Our manager undertakes training and ensure our staff and volunteers have adequate training in health and safety matters.
- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
 - checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- The committee ensures that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Our manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our manager ensures that staff members carry out risk assessments for work practice including:
 - changing children;
 - preparation and serving of food/drink for children;
 - children with allergies;

- cooking activities with children;
 - supervising outdoor play and indoor/outdoor climbing equipment;
 - putting babies or young children to sleep;
 - assessment, use and storage of equipment for disabled children;
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
 - visitors to the setting who are bring equipment or animals as part of children's learning experiences; and
 - following any incidents involving threats against staff or volunteers.
- Our manager ensures that staff members carry out risk assessments for off-site activities if required, including:
 - children's outings (including use of public transport)
 - forest school
 - home visits; and
 - other off-site duties such as attending meetings
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). Our manager ensures that we are familiar with the HSE guidance and risk assesses accordingly/has seen the risk assessment relevant to the premises from the committee – these can be found in the fluffy room.

Signatures

DTBKCC-P-08.4


Risk Assessment Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-08.5 Fire Safety and Emergency Evacuation Policy			
Document Type	Policy			
Revision History	G	March 2024	Dottie Tots Leadership and Management Team	
	H	December 2025	Dottie Tots Leadership and Management Team	

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure.

Policy statement

We are committed to ensuring the highest possible standard of fire safety. The Setting Manager, trained as the Fire Safety Officer, oversees compliance with all legal requirements and liaises with the building committee/owners and any external fire safety professionals as required.

Following our 2025 safety review, this policy has been strengthened to ensure:

- clear and defined roles for all staff during emergencies;
- a mandatory full sweep of the entire building which include the specific areas identified in this policy prior to the Evacuation Leader exiting;
- enhanced headcount and roll-call procedures at key transition points;
- improved collaboration with building owners/committee to facilitate drills at varied times;
- increased exposure to the alarm system through weekly soundings where applicable;
- improved staff confidence and consistency across a range of evacuation scenarios.

This policy is reviewed annually, or sooner if circumstances require.

Procedures

Fire Safety Risk Assessment

- Fire safety risk assessments are completed by the Setting Manager or another competent trained person.
- Assessments follow Department for Education and Government guidance and are recorded and reviewed regularly.
- Where we rent premises, we obtain and contribute to the building fire safety risk assessment maintained by the committee or owners.
- The assessment includes specific identification of enclosed or potentially hidden spaces, including:
 - cosy corners;
 - dens and enclosed role-play areas;
 - sleep areas and buggies in use for sleep;
 - behind furniture and large equipment;
 - toilets and nappy-changing spaces.

****These areas must be checked during a sweep****

Fire Safety Precautions

We ensure that:

- fire exits are clearly marked, unobstructed, and easily opened from the inside;
- smoke detectors, alarms, and fire-fighting equipment conform to BS EN standards and are maintained correctly;
- all electrical equipment is PAT-tested annually;
- faulty equipment is removed from use immediately;
- fire safety procedures are displayed, explained to new staff and volunteers, and practised regularly;
- where applicable, the building committee/owners sound the building alarm weekly so children and staff can familiarise themselves with the sound.

Fire drills occur at **varied times of the day**, including during sleep periods, mealtimes, and free-flow sessions, ensuring staff can confidently manage different scenarios.

Fire Drills

Fire drills are conducted **at least once every half term** and always include:

- a full sweep of the building;
- strengthened headcount and register checks;
- varied timing (sleep periods, mealtimes, free-flow, outdoor sessions).

All fire drills are recorded in the **Fire Log Folder**. Each record includes:

- date and time of the drill;
- names of children and staff present;
- time the alarm activated and total time taken to evacuate;
- confirmation that the full sweep was completed;
- any issues or delays encountered;
- any risk assessment review or amendments arising from the drill;
- actions required and the person responsible.

The Manager reviews the Fire Log Folder termly to identify patterns, improvements or further training needs.

Defined Roles During an Evacuation

Evacuation Leader (Manager or Deputy)

- Responds immediately to the alarm.
- Collects:
 - iPad with digital register,
 - printed register where available,
 - setting mobile phone,
 - red fire safety bag (containing first aid items, blankets, water, contact numbers, nappies, wipes, snacks, and emergency cash).
- Oversees and confirms the **full building sweep**.
- Does **not** leave the building until all areas have been cleared.
- Calls emergency services once all children and staff are safely outside.
- Manages the situation at the assembly point and delegates tasks as needed.

Sweep Team (minimum two staff)

Checks every room and enclosed area, including:

- cosy corners, dens, and role-play structures;
- behind large furniture;
- all sleep spaces, cots, and buggies;

- toilets, changing areas, and sensory spaces.

Each sweep member must verbally confirm their area is clear before the Evacuation Leader exits.

Line Leaders (Room-based staff)

- Lead children calmly to the nearest safe exit.
- Support non-walkers and supervise key children.
- Carry room radios where used.
- Ensure their group remains together and follow staff ratios.

Rear Check / Final Room Staff

- Ensure no child is left behind as groups exit.
- Close doors behind the group where safe to do so.

Evacuation Procedure

A. On Hearing the Alarm

1. All activities stop immediately.
2. Line Leaders gather children using established room routines.
3. Sweep Team begins the systematic search of the building.
4. Evacuation Leader gathers the necessary equipment and prepares to exit, remaining inside until all sweeps are complete.

Mandatory Full Sweep of the Building

A **full and methodical sweep** must take place before the Evacuation Leader exits, including:

- all rooms and play spaces;
- enclosed or partially enclosed areas;
- sleep areas, including buggies;
- behind furniture and low-visibility areas;
- toilets and changing spaces.

A sweep is only complete once all staff confirm verbally to the Evacuation Leader.

Movement to Assembly Point

- Children and staff evacuate via the nearest safe exit.
- Non-walkers are carried or placed in evacuation equipment.

- If the group is already outside in a safe area (forest school, field, etc.), staff must **not** re-enter the building.
- Groups remain together and walk promptly to the designated assembly point.

Strengthened Headcount and Roll-Call Procedure

At Room Departure:

- A **pre-exit headcount** is completed.

Immediately Outside the Exit:

- A **second headcount** is completed for accuracy.

At the Assembly Point:

- Evacuation Leader calls the **full register** for children and staff.
- Another designated staff member conducts a **physical headcount** of each line.
- Numbers must match the register totals before any further action is taken.

Contacting Emergency Services and Parents

- The Evacuation Leader or Deputy contacts emergency services once the building is cleared.
- Parents are contacted using the setting mobile phone or via the iPad contact list.
- Children are kept calm, supervised, and reassured.
- No one returns to the building until emergency services declare it safe.

Staff Training and Competency

All staff will:

- receive induction training on fire safety and evacuation roles;
- complete regular refreshers;
- participate fully in drills;
- sign this policy annually to confirm understanding and compliance.

Review Cycle

This policy will be reviewed:

- annually as a minimum;
- following any significant incident or drill finding;
- when staffing or building arrangements change;
- upon advice from fire safety professionals or the building committee/owners.

Legal Framework

- The Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc. Act 1974
- Building Safety Act 2022 (where relevant to the building)
- Early Years Foundation Stage (EYFS) Statutory Framework 2024/2025

Further Guidance

- Fire Safety Risk Assessment: Educational Premises – HM Government (latest edition)
- Fire Safety in Purpose-Built Blocks of Flats – HM Government (if applicable)
- Early Years Alliance: Fire Safety and Emergency Evacuation Guidance (current edition)
- HSE: Managing Risks and Risk Assessment at Work (updated risk assessment guidance)
- HSE: Legionella and Legionnaires' Disease – What You Must Do (updated guidance)
- Local Fire and Rescue Service guidance

Staff Declaration: Fire Safety and Emergency Evacuation Policy (DTBKCC-P-08.5)


I confirm that I have read, understood, and agree to follow the Dottie Tots Fire Safety and Emergency Evacuation Policy (DTBKCC-P-08.5).

By signing this declaration, I understand that:

- I am responsible for carrying out my assigned duties during fire drills and real emergencies in full accordance with this policy.
- I must maintain the highest standards of vigilance, safety, and safeguarding in relation to fire prevention and evacuation.
- I am required to participate in training, fire drills, and competency checks related to this policy.
- I will seek clarification from the Manager or Deputy if any part of this policy is unclear or if I am unsure of my responsibilities.
- I understand that failure to follow the procedures outlined in this policy may place children, colleagues, and myself at risk and may result in further action in line with Dottie Tots' staff conduct expectations.

By signing below, I confirm my commitment to adhering to the procedures and responsibilities described in this policy at all times.

Name	Position	Signature	Date

Document Reference and Title	DTBKCC-P-08.6 Animals and Pets Policy			
Document Type	Policy			
Revision History	G	March 2024	Dottie Tots Leadership and Management Team	

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).

Policy statement

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

Animals in the setting as pets

- We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting, as well as any allergies or issues that individual children may have any animals or creatures.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- Our staff are knowledgeable of the pet's welfare and dietary needs and ensure that the correct food is offered, at the right times.
- We teach children the correct handling and care of the animal or creature and supervise them at all times.
- We ensure that children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.

- We wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner carries out a risk assessment alongside the setting, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Visits to Farms or Places where Animals are Kept

- Before a visit to a farm or another place where animals may be kept, we carry out a risk assessment - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- We contact the venue in advance of the visit to ensure that there has been no recent outbreak of E.coli or other infections. If there has been an outbreak, we will review the visit and may decide to postpone it.
- We follow our outings procedure.
- Children wash and dry their hands thoroughly after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris as soon as possible on departure and should not be worn indoors.
- We advise staff and volunteers who are, or may be, pregnant to avoid contact with ewes and to consult their GP before the visit.

Signatures

DTBKCC-P-08.6


Animals and Pets Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-08.7 No Smoking Policy (including Vaping)			
Document Type	Policy			
Revision History	G	March 2024	Dottie Tots Leadership and Management Team	

General Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment. Providers must have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present.

Policy statement

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

Procedures

- All staff, parents and volunteers are made aware of our No-smoking Policy.
- No-smoking signs are displayed prominently.
- The No-smoking Policy is stated in information for parents and staff.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
- Staff who do smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform, or must at least cover the uniform.
- E-cigarettes are not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes during their scheduled breaks go out of sight of the premises with their uniform covered.
- Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues.
- Smoking is not permitted in any vehicles belonging to the setting.

- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Signatures

DTBKCC-P-08.7


No Smoking Policy (including Vaping)

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-08.8 Staff Personal Safety including Home Visits Policy			
Document Type	Policy			
Revision History	G	March 2024	Dottie Tots Leadership and Management Team	

Policy statement

This setting believes that the health and safety of all staff is of paramount importance and that all staff have the right to work in a safe environment. We support safe working both on and off the premises, acknowledging the needs and diversity of children and their family.

Procedures

General

- All staff in the building early in the morning, or late in the evening, ensure doors and windows are locked.
- Where possible, at least the first two members of staff to arrive in the building arrive together, and the last two members of staff in the building leave together.
- Visitors are generally only allowed access with prior appointments and only admitted once their identity has been verified.
- No cash is kept on the premises.
- Members of staff make a note in the diary of meetings they are attending, who they are meeting and when they are expected back.
- Managers have good liaison with local police and ask for advice on safe practice where there are issues or concerns.

Home visits

Where staff members conduct home visits, this is done at the manager's discretion and the following health and safety considerations apply:

- Prior to a home visit the key person and manager undertake a risk assessment that is specific to the visit

being undertaken.

- Members of staff normally do home visits in pairs – usually the manager/deputy manager with the key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Staff alert an agreed contact person in the setting when they are leaving to do the home visit and advise on their expected time of return.
- If there is any reason for staff to feel concerned about entering premises, they do not do so, for example, if a parent appears drunk.
- Members of staff carry a mobile phone when going out on a home visit.
- Staff identify an emergency word/phrase, which is made known to all staff in the setting, so that if they feel extremely threatened or in danger on a home visit they can covertly alert other members of staff via a telephone call to the situation. Use of the agreed word/phrase will initiate an immediate 999 call to be made.
- If staff do not return from the home visit at the designated time, the contact person attempts to phone them and continues to do so until they make contact.
- If no contact is made after a reasonable amount of time has passed, the contact person rings the police.

Dealing with agitated parents in the setting

- If a parent appears to be angry, mentally agitated or possibly hostile, two members of staff will lead the parent away from the children to a less open area, but will not shut the door behind them.
- If the person is standing, staff will remain standing.
- Members of staff will try to empathise and ensure that the language they use can be easily understood.
- Staff will speak in low, even tones, below the voice level of the parent.
- Members of staff will make it clear that they want to listen and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, while avoiding potentially inflammatory expressions such as 'calm down' or 'be reasonable'.
- If threats or abuse continues, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of children.
- After the event, details are recorded in the child's personal file together with any decisions made with the parents to rectify the situation and any correspondence regarding the incident.

Signatures

DTBKCC-P-08.8

Staff Personal Safety including Home Visits Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.