**September 2013**

Allergy risk assessments: Staff gather information regarding children’s dietary, medical & allergy requirements during the induction. In order to be fully prepared for any situations that may arise in respect of any of the above, staff are now to complete a risk assessment, together with parents, during the induction, prior to the child starting.

*Evaluation: Risk assessments state how we will minimise any risk to the child, for example, with a nut allergy, we would say there is a risk at lunch time from other children’s food and therefore as a control measure we remind parents not to bring nuts or peanut butter. Control measures would also be in place when carrying out cooking activities. Control measures agreed are shared with all staff during regular staff meetings.*

Daily routine: During an evaluation of the daily routine we noted that there is often not enough time to carry out small group time activities in the afternoon. Small group time takes place every morning which involves the children taking part in a planned activity with their key person. This also should take place in the afternoon to ensure that any child joining the afternoon session does not miss out. Therefore it is necessary to ring the bell for tidy up time by 2.15pm.

*Evaluation: With tidy up time brought forward, the children attending in the afternoon have the same opportunities as those attending the morning sessions. It also allows more time for music/dance activities on a more regular basis. It is not always possible, however, to tidy up at 2.15pm as we do not want to interrupt children’s concentration if they are focussed on an activity but we try to tidy as close to this as is possible.*

Health & Safety: Staff member responsible for health and safety is now Daniela Partridge. She will be attending training in January which covers risk assessment, manual handling and COSHH. Daniela has created a helpful COSHH manual which provides safety information about the products used on the premises.

*Daniela purchases all products to ensure we are using the correct product in line with the COSHH manual. All information regarding the dilution required for different surfaces is written clearly for all staff to see, both on the containers and on the information sheet in the kitchen. All staff have familiarised themselves with the COSHH manual which is very helpful in case of emergencies. Daily kitchen check records are stored alongside the manual.*

Staff Training: Managing Children’s feelings and Behaviour; attended by Pat and Helen; a short refresher course covering conflict resolution.

Inter Agency Signs of Safety; attended by Lisa, Safeguarding Practitioner and Vikki, Safeguarding Officer.

E-Learning Journal; attended by Lisa; workshop to support with a new system of data collection necessary to record and monitor the progress of all children in the setting. This replaces a time consuming written version.

Policy Reviews:

Race Equality: This policy has now been combined with the Equal Opportunities Policy and re-named ‘Valuing Diversity and Promoting Equality Policy. There is a separate policy for Supporting Children with Special Educational Needs.

Nappy Changing Policy: We highlighted that we need an apron dispenser in the toilets as aprons need to be worn when changing nappies. The Committee have been informed of this requirement. In the meantime we will continue to use the shelf to store aprons which are topped up from the kitchen supply. Anti-bacterial wipes are no longer used for cleaning the changing mat, but instead anti-bacterial spray is used with a paper towel. Children’s wet clothes are to be bagged and hanged up behind the door so that the plastic bags are not a hazard to the children.

Outings and Visits Policy: Policy was updated to include Daniela as the staff member responsible for Health and Safety and therefore has the responsibility of carrying out risk assessments.

Student and Volunteer: Updated to state that no students have unsupervised access to children regardless of their age. All students have an induction before they start.

Risk Assessment: More detail regarding the types of hazards that are risk assessed.

Sickness and Absence: No updates needed.