

General Day Care Rules

- All members of staff should be familiar with each policy document, particularly HEALTH AND SAFETY; FIRE EVACUATION PROCEDURE AND FIRE DRILL.
- Each room will display its individual day care rules to this particular age group.
- Hazardous Substances must be kept well away from and out of reach of the children to comply with government (COSHH) regulations 1999.
- Children's medicines should be recorded in the MEDICINE BOOK by staff, noting the NAME and DOSAGE OF MEDICINE. All medicines must be kept in a high cupboard or refrigerator or as applicable. Staff should always ensure that PARENTS AND STAFF sign the medicine book.
- **ALL** hot drinks are only permitted at meal times during which all children will be seated.
- Staff should wear flat heeled shoes when supervising children.
- Children should conduct themselves sensibly, quietly (where appropriate) and safely around the Nursery and should be discouraged from potentially dangerous activities e.g. running in the house; inappropriate climbing; and unruliness with others.
- **CHILDREN MUST NEVER BE LEFT UNATTENDED IN ANY AREA OF THE NURSERY AT ANY TIME.**
- Staff mobile telephones are to be switched to silent during nursery sessions and may be used only during staff breaks. See mobile phone policy.

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DAY CARE RULES (BABIES)

All staff should ensure the following Day Care Rules are carried out:

- The protective aprons and gloves provided must always be worn when changing nappies or preparing and serving food.
- Changing mat must be disinfected after every nappy change.
- Hands must be washed after every nappy change.
- Sleeping babies should always be checked at regular 10 minutes intervals. 'Sleep chart' should also be updated every 10 minutes.
- Ensure babies are always secured by harnesses provided in prams, pushchairs and highchairs.
- Sharp objects i.e. scissors etc. must always be kept well out of the reach of children.
- Stair-gates should be kept closed at all times.
- Children's dietary requirements must be clearly displayed.
- Hot food / drinks must only be transported into the classroom once all children are seated.
- Music must only be played when appropriate and be age appropriate.

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DAY CARE RULES (TIDDLERS, TODDLERS)

All staff should ensure the following Day Care Rules are carried out:

- Children must not climb onto the tables, chairs and windows.
- Children must be accompanied to the toilets at all times.
- Children must wash hands after each visit to the toilet, after outside play and before eating lunch and snacks.
- Protective aprons and disposable gloves must be worn during each nappy change.
- The changing mat must be disinfected after each nappy change.
- The nappy bin must be emptied after each nappy changing session. The front door must be kept closed when taking out nappies to the bin.
- Sharp objects i.e. scissors, craft knives etc. need to be kept out of the reach of children at all times.
- The stair-gates, where fitted, should be kept closed at all times.
- Children will be encouraged to use all toys properly e.g. no throwing.
- Double patio doors/windows must always be closed while in the garden.
- Music must only be played when appropriate and be age appropriate.
- Children's dietary requirements must be clearly displayed.
- Hot food / drinks must only be transported into the classroom once all children are seated.

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DAY CARE RULES (JUNIORS, SENIORS, PRE-SCHOOL)

All staff should ensure the following Day Care Rules are carried out:

- Children must not climb onto the tables and chairs
- Children must wash hands after each visit to the toilet, after outside play and before eating lunch and snacks.
- Children will be encouraged to use all toys properly e.g. no throwing
- Children will be supervised when going up and down the stairs. They will be encouraged to hold the banister at all times and behave in an orderly manner.
- Staff will wear protective aprons and gloves when dealing with a wet, soiled or bleeding child.
- Children should always be supervised when using glue, paint, scissors etc. Sharp objects need to be kept out of reach at all times.
- Children's dietary requirements must be clearly displayed.
- Hot food / drinks must only be transported into the classroom once all children are seated.