

At Tiny Toes we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

Well-Being

The Nursery has a designated Staff wellbeing first aider, Katie Aldous, and a staff wellbeing group meet regularly to discuss any issues raised by staff throughout the business. The Nursery monitors staff stress levels through a weekly stress app and carries out staff surveys to monitor stress levels across a range of issues and identify where action is needed.

The Nursery has a subscription with Health Assured, members of staff can access support for work-related and personal issues from Health Assured, Staff can also access Wisdom, a wellbeing portal with offerings related to meditation, mindfulness, working out, brain training, healthy eating, sleep etc.

The well-being of children is a focus for the Nursery which has adopted therapeutic approaches to dealing with children and encourages children to manage emotions through use of appropriate resources such as colour monsters. The Nursery is designed to include areas where children can relax and find calming resources in quiet cosy areas.

Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of 20 minutes, 30 minutes or 60 minutes dependant on hours worked and ensuring that ratios are maintained.

Personal hygiene

Staff must maintain personal hygiene standards and encourage children to adopt the same good personal hygiene standards themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

Cleaning

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The nursery will be cleaned daily and regular checks will be made to the bathrooms. These will be cleaned at least daily. The nappy changing facility will be cleaned after every use and potties will be cleaned out after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care:

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept.
- Regular toy washing rotas must be established in all rooms and recorded. Toys should be washed with sanitising fluid.
- Floors should be cleaned during the day when necessary.
- Staff use the appropriate coloured mop for the and mop heads should be washed in a separate wash at least weekly.
- Face cloths should be washed on a hot wash after every use and not shared between children
- Chairs must be cleaned thoroughly after every use. Straps and reins must be washed weekly or as required
- Every child should have their own cot sheet which should be washed and changed regularly at least weekly.

- All surfaces should be kept clean and clutter free.
- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor.
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

Staff room

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy.
- Fridges must be cleaned out weekly.
- Microwave to be cleaned after every use.
- Surfaces to be wiped down daily.
- All implements used for lunch or break to be washed and tidied away.

We promote health through

- Ensuring emergency and first aid treatment is given where necessary.
- Ensuring that medicine necessary to maintain health is given correctly and in accordance with legal requirements.
- Identifying allergies and preventing contact with the allergenic substance.
- Identifying food ingredients that contain recognised allergens.
- Promoting health through taking necessary steps to prevent the spread of infection and taking appropriate action when children are ill.
- Promoting healthy lifestyle choices through diet and exercise.
- Supporting parents right to choose complementary therapies.

Legal references

- Medicines Act (1968)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health (COSHH) Regulations (2002)
- Health and Safety (First Aid) Regulations 1981
- Food Information Regulations 2014