



Policy Pack C:

Health, Safety and Care

These policies ensure that children's health, wellbeing and care needs are supported safely within the nursery.

- C1. Health and Safety Policy
- C2. First Aid, Medication and Sun Protection Policy
- C3. Food Safety and Nutrition Policy
- C4. Sleep and Rest Policy
- C5. Infection Control and Illness Policy
- C6. Intimate Care Policy
- C7. Fire Safety & Emergency Evacuation Policy
- C8. Critical Incident & Lockdown Policy
- C9. Packed Lunch & Guidance Policy
- C10: Extreme Heat & Hot Weather Policy
- C11. Adverse Weather Policy



C1. Health, Safety & Care Policy

1. Our Philosophy

At Hillside Gems the health, safety and wellbeing of children, educators and visitors is a fundamental priority.

The nursery is committed to providing a safe, secure and hygienic environment where children can learn and play with confidence. Through careful supervision, regular risk assessment and clear procedures, the nursery works to minimise hazards and promote a culture of safety.

Health and safety is a shared responsibility across the nursery and forms part of everyday practice.

2. Purpose of Policy

The purpose of this policy is to outline how Hillside Gems maintains a safe environment for children, staff and visitors.

This policy aims to:

- promote a safe and healthy environment for children and staff
- identify and minimise potential risks within the nursery
- ensure staff understand their responsibilities regarding health and safety
- maintain compliance with statutory requirements

Detailed procedures relating to specific areas of care are outlined in the following policies:

- Operational Risk Assessment Policy
 - First Aid, Medication and Sun Protection Policy
 - Food Safety and Nutrition Policy
 - Sleep and Rest Policy
 - Infection Control and Illness Policy
-

3. Legal Framework

This policy is informed by the following legislation and statutory guidance:

Health and Safety at Work Act 1974

4. Our Practice at Hillside Gems

The nursery takes a proactive approach to health and safety by maintaining safe environments, clear procedures and effective supervision.

This includes:

- maintaining safe premises and equipment
- carrying out regular risk assessments
- ensuring children are appropriately supervised
- maintaining high standards of hygiene and cleanliness
- ensuring staff are aware of health and safety procedures

Educators remain alert to potential hazards and take appropriate action to reduce risks.

5. Risk Assessment

Risk assessment forms an important part of maintaining a safe nursery environment.

The nursery carries out:

- routine environment checks
- risk assessments for activities and equipment
- dynamic risk assessment during daily practice

Further guidance is outlined in the **Operational Risk Assessment Policy (D1)**.

6. Health and Hygiene

Maintaining good hygiene helps protect children from illness and infection.

The nursery promotes:

- regular handwashing
- hygienic food preparation
- appropriate cleaning routines
- safe management of illness within the setting

Further procedures are outlined in the **Infection Control and Illness Policy (C5)**.

7. Medical Care and First Aid

The nursery ensures that appropriate first aid provision is in place.

This includes:

- trained first aid staff
- accessible first aid equipment
- procedures for administering medication
- recording accidents or injuries

Further procedures are outlined in the **First Aid, Medication and Sun Protection Policy (C2)**.

8. Food Safety and Nutrition

Food provided within the nursery is prepared and handled in accordance with food safety guidance.

The nursery aims to provide meals and snacks that are nutritious, balanced and suitable for young children.

Further procedures are outlined in the **Food Safety and Nutrition Policy (C3)** and **Packed Lunch Policy (C9)**.

9. Sleep and Rest

Children are provided with appropriate opportunities for rest and sleep during the nursery day.

Safe sleep practices are maintained to ensure that children rest comfortably and safely.

Further procedures are outlined in the **Sleep and Rest Policy (C4)**.

10. Staff Responsibilities

All educators share responsibility for maintaining a safe environment within the nursery.

Educators should:

- remain aware of potential hazards
- follow health and safety procedures
- report concerns to the Nursery Manager
- supervise children appropriately
- maintain hygienic practices

Health and safety forms part of everyday professional practice within the nursery.

11. Monitoring and Review

The Nursery Manager is responsible for ensuring that health and safety procedures are implemented effectively.

This includes:

- reviewing safety practices within the nursery
- supporting staff in maintaining safe environments
- addressing any health or safety concerns that arise

This policy will be reviewed annually or sooner if legislation or guidance changes.

Created by S.T-L, March 2026, Review March 2027



C2. First Aid, Medication and Sun Protection Policy

1. Our Philosophy

At Hillside Gems the health and wellbeing of children is a fundamental priority.

The nursery ensures that appropriate first aid provision is in place and that medication is administered safely and responsibly when required. Through clear procedures, trained educators and careful supervision, the nursery aims to support children's health needs while maintaining a safe and nurturing environment.

Sun safety is also promoted to help protect children from overexposure to the sun during outdoor play.

2. Purpose of Policy

The purpose of this policy is to ensure that children receive appropriate care if they are injured, unwell or require medication while attending the nursery.

This policy aims to:

- ensure that appropriate first aid provision is available
 - outline procedures for administering medication safely
 - ensure accidents and injuries are recorded appropriately
 - promote safe practices when children are exposed to the sun
-

3. Legal Framework

This policy is informed by the following legislation and statutory guidance:

4. First Aid Provision

Hillside Gems ensures that appropriate first aid arrangements are in place.

This includes:

- trained paediatric first aid educators available within the setting
- accessible first aid kits
- clear procedures for responding to accidents or injuries

First aid kits are checked regularly to ensure that supplies remain stocked and suitable for use.

If a child becomes injured or unwell while attending the nursery, educators will provide appropriate first aid and comfort.

Where necessary, parents will be contacted and asked to collect their child.

In the event of a serious injury or medical emergency, emergency services may be contacted immediately.

5. Recording Accidents and Injuries

All accidents or injuries occurring within the nursery will be recorded.

Records will include:

- the nature of the injury
- how the incident occurred
- any first aid administered
- the time and date of the incident

Parents will be informed of accidents involving their child.

6. Administering Medication

Medication may be administered where necessary to support a child's health, wellbeing and safe attendance at nursery.

Prescribed Medication

In line with the Early Years Foundation Stage (EYFS) statutory framework, prescription medicines will only be administered where they have been prescribed for the child by a doctor, dentist, nurse or pharmacist.

Medication containing aspirin will only be administered if it has been prescribed by a doctor.

Non-Prescribed Medication

Non-prescribed, over-the-counter medication may be administered where it is necessary and appropriate for the child, provided that written parental consent has been obtained.

This may include medication such as:

- children's paracetamol
- antihistamine
- teething gel
- nappy cream
- eczema cream

The **British Medical Association (BMA)** confirms that non-prescription or over-the-counter medication does **not** need a GP signature or GP authorisation for a nursery, school or childminder to give it.

Further information can be found here:

<https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools>

Written Parental Consent

The EYFS states that medicine, including both prescription and non-prescription medicine, must only be administered where written permission has been obtained from the child's parent and/or carer for that particular medicine.

Written parental consent must be obtained before any medication is administered.

Safe Administration Procedures

The nursery will ensure that:

- written parental consent is obtained before any medication is administered
- consent is for the specific medication being given
- medication is clearly labelled and in its original container or packaging

- medication is in date and suitable for the child's age
- medication instructions and dosage guidance are followed carefully
- parents/carers confirm when the child last received the medication, where relevant
- records are kept of all medication administered, including the date, time, dose, reason and the name of the educator who administered it
- parents/carers are informed when medication has been given

Authorised Educators

Medication will only be administered by educators who have been authorised by the Nursery Manager.

The Nursery Manager will decide which educators are authorised to administer medication, taking into account their role, experience and understanding of the nursery's medication procedures.

Authorised educators must follow the nursery's medication policy at all times, including checking parental consent, medication details, dosage instructions and completing the medication record after administration.

Right to Refuse Administration

The nursery reserves the right to refuse to administer medication if the instructions are unclear, the medication is not in its original packaging, consent has not been provided or staff believe it would be unsafe or inappropriate to administer it.

7. Storage of Medication

Medication must be stored safely and securely.

Where necessary:

- medication may be stored in a locked cupboard
- medication requiring refrigeration will be stored appropriately

Staff will ensure that medication is kept out of children's reach.

8. Long Term Medical Conditions

Where children have ongoing medical conditions, the nursery will work with parents to ensure appropriate support is in place.

This may include:

- agreed care procedures
 - individual health plans where appropriate
 - communication with parents regarding the child's needs
-

9. Sun Protection

The nursery promotes safe outdoor play while helping to protect children from overexposure to the sun.

Sun protection measures may include:

- encouraging children to wear suitable clothing and hats during warm weather
- applying sunscreen where parental permission has been provided
- encouraging children to drink water regularly
- providing shaded areas for outdoor play

Educators will remain attentive to children's comfort and wellbeing during hot weather.

10. Staff Responsibilities

Educators share responsibility for ensuring that children's health needs are supported within the nursery.

Educators should:

- respond promptly to accidents or illness
 - follow procedures for administering medication
 - record accidents and medication accurately
 - promote safe outdoor practices
-

11. Monitoring and Review

The Nursery Manager is responsible for ensuring that first aid, medication and sun protection procedures are implemented appropriately.

This includes:

- ensuring staff understand procedures
- reviewing incident records where necessary
- ensuring first aid provision remains appropriate

This policy will be reviewed annually or sooner if guidance or legislation changes.

Created by S.T-L, June 2026, Review June 2027

Hillside Gems



(C2.1) Medication Administration Record

Child's Name: _____ Date of Birth: _____

Name of Medication: _____

Dosage to be Given: _____

Medication Type: ☐ Prescribed medication ☐ Non-prescribed / over-the-counter medication

Section A: Prescribed Medication

Complete this section if the medication has been prescribed for the child.

Who prescribed the medication?

- ☐ Doctor
- ☐ Dentist
- ☐ Nurse

- ☐ Pharmacist
- ☐ Other: _____

Is the prescription label attached to the medication? ☐ Yes ☐ No

Does the prescription label show the child's name? ☐ Yes ☐ No

Does the prescription label match the dosage requested? ☐ Yes ☐ No

Date prescribed, if shown: _____ Expiry date: _____

Section B: Non-Prescribed / Over-the-Counter Medication

Complete this section if the medication has **not** been prescribed for the child.

Type of non-prescribed medication:

- ☐ Children's paracetamol
- ☐ Antihistamine
- ☐ Teething gel

- ☐ Nappy cream
- ☐ Eczema cream
- ☐ Other: _____

Is the medication in its original container or packaging? ☐ Yes ☐ No

Is the medication suitable for the child's age? ☐ Yes ☐ No

[illegible]

Hillside Gems



(C2.2) Long-Term Medical Care Plan

Child Details

Child's Name: _____ Date of Birth: _____

Medical Condition:

Medical Information

Description of Condition:

Known Triggers (if applicable):

Symptoms to Watch For:

Medication Details

Name of Medication: _____

Type (e.g. inhaler, cream, EpiPen): _____

Storage Requirements:

- ☐ Room temperature
- ☐ Refrigerated
- ☐ Other: _____

Administration Instructions

When should medication be given?

Dosage: _____ Method of Administration: _____

Emergency Procedure

What should staff do in an emergency?

At what point should emergency services be called?

Emergency Contact Number: _____

Healthcare Professional Involvement (if applicable)

GP / Consultant Name: _____ Contact Details: _____

Staff Responsibilities

- Medication will only be administered by **authorised staff**
 - Instructions will be followed exactly as outlined
 - Records of administration will be kept
 - Child will be monitored at all times
-

Parent/Carer Agreement

I confirm that:

- I have provided accurate and up-to-date information
- Medication is supplied in its original container and clearly labelled
- I will inform the setting of any changes

Parent/Carer Name: _____ Signature: _____

Date: _____ Review Date: _____

Hillside Gems



(C2.3) Anaphylaxis (EpiPen) Care Plan & Emergency Procedure

Child's Name: _____ Date of Birth: _____

Known Allergens:

Type of Reaction (Include mild):

Symptoms of Anaphylaxis Tick those relevant to this child:

- ☐ Difficulty breathing / wheezing
 - ☐ Swelling (lips, face, throat)
 - ☐ Rash / hives
 - ☐ Vomiting
 - ☐ Dizziness / collapse
 - ☐ Change in behaviour (sudden distress, quietness)
 - ☐ Other: _____
-

Medication Details

Type of EpiPen: _____ Expiry Date: _____

Location of Medication: _____

Parent/Carer Agreement

I confirm:

- I have provided all necessary medication
- I will replace medication before expiry
- I will inform the setting of any changes

Parent/Carer Name: _____ Signature: _____

Number to call: _____ Date: _____

EMERGENCY PROCEDURE – ANAPHYLAXIS

If symptoms appear:

1. ACT IMMEDIATELY

- Do not wait
 - Do not leave the child
-

2. ADMINISTER EPIPEN

- Use immediately as instructed
- Inject into outer thigh

3. CALL 999

- State: “**Child in anaphylaxis**”
- Follow instructions

4. STAY WITH CHILD

- Keep child calm
- Lie child down (or sit upright if breathing is difficult)
- Do not give food or drink

5. SECOND DOSE (if required)

- If no improvement after 5 minutes and a second pen is available:
* Administer second EpiPen

6. CONTACT PARENTS/CARERS

Daily Management

- EpiPen must be:
 - Accessible at all times
 - Clearly labelled
 - Checked regularly for expiry
 - Staff must:
 - Be aware of allergens
 - Prevent exposure where possible
 - Supervise food and environment carefully
-

Storage

- ☐ Easily accessible (not locked away)
- ☐ Known to all staff
- ☐ Taken on outings

Hillside Gems



(C2.4) Accident / Injury Record (At Nursery)

Child's Name: _____ Location: _____

Date of Incident: _____ Time of Incident (or noticed): _____

Type of Injury:

☐ Bump

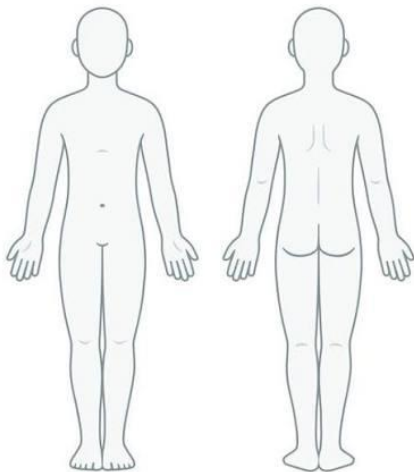
☐ Cut

☐ Bruise

☐ Scratch

☐ Other: _____

Location on Body: _____



Description of Incident / Injury

Child's Comments (if applicable)

Action Taken

☐ First aid administered

☐ Parent informed by text / call

☐ Monitored during session

☐ Safeguarding concern passed to DSL

First Aider (INITIALS): _____ Supporting Staff/ (INITIALS): _____

Parent/Carer INITIALS: _____ Signature: _____

Hillside Gems



(C2.5) Accident / Injury Record (At Home)

Child's Name: _____ Date of report: _____

Explanation from Parent/Carer:

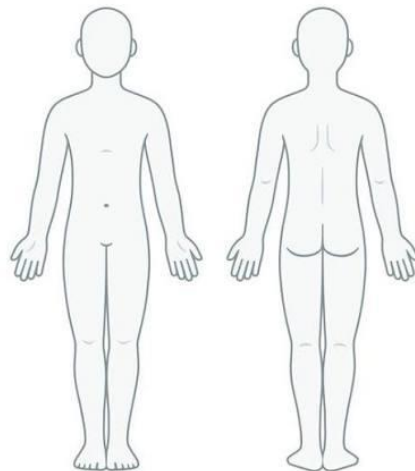
Recorded:

☐ On arrival

☐ After parent/carers left (to be signed at collection)

Location on Body: _____

Description of Injury



Child's Comments (if applicable)

Parent/Carer INITIALS: _____ Signature: _____

Action Taken:

☐ First aid administered

First Aider (INITIALS): _____ Supporting Staff (INITIALS): _____

☐ Monitoring during session

☐ Passed to DSL



C3. Food Safety and Nutrition Policy

1. Our Philosophy

At Hillside Gems we recognise that healthy eating plays an important role in children's growth, wellbeing and development.

The nursery aims to provide meals and snacks that are nutritious, balanced and suitable for young children. Mealtimes are also viewed as important social learning opportunities where children develop independence, communication skills and positive relationships with food.

Food is prepared and handled safely to ensure that children's health and wellbeing are protected.

2. Purpose of Policy

The purpose of this policy is to ensure that food provided within the nursery is prepared, stored and served safely while supporting children to develop healthy eating habits.

This policy aims to:

- ensure food is prepared and handled safely
 - provide balanced and nutritious meals and snacks
 - support children in developing positive relationships with food
 - ensure children with allergies or dietary needs are supported safely
-

3. Legal Framework

This policy is informed by the following legislation and guidance:

Early Years Foundation Stage Statutory Framework

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Food Safety Act 1990

Food Standards Agency guidance on food safety and hygiene

<https://www.food.gov.uk>

4. Our Practice at Hillside Gems

Hillside Gems promotes healthy eating and safe food practices throughout the nursery.

This includes:

- providing balanced meals and snacks suitable for young children
- encouraging children to try a variety of foods
- supporting children in developing independence during mealtimes
- ensuring that food is handled safely and hygienically

Children are supported to develop healthy eating habits in a positive and relaxed environment.

5. Food Safety

The nursery follows safe food hygiene practices when preparing and serving food.

This includes:

- maintaining clean food preparation areas
- ensuring appropriate food storage
- following safe food handling procedures
- monitoring food temperatures where required

Staff involved in preparing or serving food understand the importance of maintaining good hygiene practices.

6. Allergies and Dietary Needs

Information regarding children's allergies or dietary requirements is obtained from parents when the child starts at the nursery.

The nursery ensures that:

- staff are aware of children's allergies or dietary restrictions
- allergen information is clearly recorded
- appropriate care is taken to prevent cross contamination

Where children have specific dietary needs, the nursery works with parents to ensure that these needs are supported safely.

7. Nutrition

The nursery aims to provide meals and snacks that support children's health and development.

Food provided within the nursery reflects current nutritional guidance for early years settings.

Meals and snacks aim to include a balance of:

- carbohydrates
- protein
- fruits and vegetables
- dairy or suitable alternatives

Drinking water is available to children throughout the day.

8. Mealtime Practice

Mealtimes are seen as important learning opportunities.

Educators support children to:

- develop independence during eating
- practise social skills during shared meals
- develop awareness of healthy food choices

Children are always supervised while eating to ensure that food is consumed safely.

9. Choking Safety

Educators remain attentive during mealtimes to ensure that children eat safely.

Staff ensure that:

- children are seated appropriately while eating
- food is prepared in a way suitable for the child's age and stage of development
- children are supervised while eating

These practices help reduce the risk of choking.

10. Dysphagia

Children with dysphagia or other feeding difficulties will be supported through carefully planned and individualised approaches to eating and drinking. Staff will follow guidance from

parents and relevant health professionals to ensure that food textures, portion sizes and positioning are appropriate and safe. Children will be closely supervised while eating, with staff promoting a calm and unhurried environment.

All staff will be made aware of specific feeding needs and any associated risks, including choking and aspiration. Where required, individual risk assessments or care plans will be in place and regularly reviewed. Staff will follow the setting's choking response procedures and seek immediate support in the event of any concerns.

11. Partnership with Parents

The nursery works in partnership with parents to support children's dietary needs.

Parents are encouraged to inform the nursery of:

- allergies or intolerances
- dietary requirements
- cultural or religious dietary practices

Open communication helps ensure that children's needs are supported safely and appropriately.

12. Staff Responsibilities

Educators share responsibility for maintaining safe food practices within the nursery.

Educators should:

- follow food safety procedures
 - remain aware of children's allergies and dietary needs
 - supervise children during mealtimes
 - promote positive eating experiences
-

13. Monitoring and Review

The Nursery Manager is responsible for ensuring that food safety and nutrition procedures are implemented appropriately.

This includes:

- reviewing food safety practices
- ensuring staff understand procedures relating to allergies and food safety
- monitoring that nutritional guidance is followed

Hillside Gems



(C3.1) Dietary Needs & Allergy Information Form

Child's Name: _____ Date of Birth: _____

Dietary Requirements

Preferences: _____

Food Allergies / Intolerances

Allergen(s): _____

Type of reaction and details:

☐ Mild _____

☐ Moderate _____

☐ Severe e.g. anaphylaxis - please complete additional **Anaphylaxis (EpiPen) Care Plan & Emergency Procedure (C2.3)**

Parent/Carer Declaration

I confirm that the information provided is accurate and up to date.

Parent/Carer Name: _____

Signature: _____ Date: _____

For Staff Use

- ☐ Information shared with all staff and display
- ☐ Linked care plan in place (if required)
- ☐ Kitchen informed

Staff Name: _____ Date: _____



C4. Sleep and Rest Policy

1. Our Philosophy

At Hillside Gems we recognise that rest and sleep are important for children's health, wellbeing and development.

Young children have varying sleep needs, and the nursery aims to provide a calm and supportive environment where children can rest comfortably when they are tired.

Educators work closely with parents to understand children's individual sleep routines and preferences. Children are supported in ways that promote comfort, security and wellbeing while ensuring that safe sleeping practices are followed at all times.

2. Purpose of Policy

The purpose of this policy is to outline how Hillside Gems supports children's sleep and rest while ensuring that safe sleeping practices are followed.

This policy aims to:

- ensure children sleep in a safe and appropriate environment
- support children's individual sleep needs
- ensure appropriate supervision of sleeping children
- work in partnership with parents regarding sleep routines
- follow recognised safe sleep guidance

This policy should be read alongside the Health and Safety Policy.

3. Legal Framework

This policy is informed by the following legislation and guidance:

Early Years Foundation Stage Statutory Framework

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2>

Lullaby Trust – Safer Sleep Guidance

<https://www.lullabytrust.org.uk/safer-sleep-advice/>

4. Our Practice at Hillside Gems

Children who require sleep or rest during the day are supported in a calm and comfortable environment.

Sleep arrangements are designed to ensure that children are:

- comfortable
- safe
- appropriately supervised

Educators respect children's individual sleep needs and routines where possible.

Some children may require a full sleep, while others may benefit from a short rest period.

Children are never forced to sleep but are supported to rest if they appear tired.

5. Safe Sleeping Arrangements

The nursery ensures that sleeping arrangements follow recognised safe sleep guidance.

This includes:

- children sleeping on suitable sleep equipment such as cots or sleep mats
- children being placed on their backs to sleep, unless parents have provided alternative guidance supported by medical advice
- ensuring that bedding is suitable and safe for the child's age
- maintaining a comfortable room temperature

Where possible, a designated sleep area will be used.

If a separate sleep area is not available, educators will carefully select a suitable space within the room. The chosen sleep space must:

- be away from cold areas such as doors, windows or draughts
- not be positioned in main walkways or access routes
- be located away from areas where children are actively playing
- allow educators to supervise sleeping children easily

Children may hold soft comforters while settling to sleep where this forms part of their usual routine.

To support a safe sleep environment:

- only soft comforters are encouraged to be held by the child
- hard toys or objects that may pose a risk will be removed from the sleep area
- where children are strongly attached to such items, educators will remove or gradually remove them with care, supporting the child to settle safely

Sleeping environments are monitored regularly to ensure that children remain safe and comfortable while resting.

6. Supervision of Sleeping Children

Sleeping children are supervised by educators at all times.

Educators will:

- check sleeping children regularly
- remain attentive to changes in breathing or positioning
- ensure children remain comfortable and safe while resting

Sleep areas are arranged so that educators can observe children easily.

7. Partnership with Parents

Parents are asked to provide information about their child's sleep routines when their child joins the nursery.

This may include:

- usual sleep times
- comfort items
- individual settling routines

The nursery will work with parents to support these routines where possible.

Parents may be informed about their child's sleep during the nursery day.

8. Staff Responsibilities

Educators share responsibility for ensuring safe sleep procedures are followed.

Educators should:

- follow safe sleep guidance
- supervise sleeping children appropriately
- ensure sleeping areas remain safe and suitable
- respect children's individual sleep needs and routines

Any concerns regarding a child's wellbeing during sleep should be reported to the Nursery Manager.

9. Monitoring and Review

The Nursery Manager is responsible for ensuring that safe sleep procedures are implemented within the nursery.

This includes:

- monitoring sleep arrangements

- ensuring educators understand safe sleep practices
- reviewing procedures where necessary

This policy will be reviewed annually or sooner if legislation or guidance changes.

Created by S.T-L, March 2026, Review March 2027

C5. Infection Control and Illness Policy

1. Our Philosophy

At Hillside Gems we aim to maintain a clean and healthy environment where children can learn and play safely.

Young children are naturally exposed to common illnesses as their immune systems develop. Through good hygiene practices, appropriate cleaning procedures and clear communication with families, the nursery works to minimise the spread of illness within the setting.

Educators support children in developing good hygiene habits while ensuring that the environment remains clean and safe for everyone in the nursery community.

2. Purpose of Policy

The purpose of this policy is to outline how Hillside Gems manages illness and infection control within the nursery.

This policy aims to:

- reduce the spread of infection within the nursery
- promote good hygiene practices
- ensure children who are unwell receive appropriate care
- support clear communication with parents regarding illness
- maintain a clean and hygienic environment

This policy should be read alongside the **Health and Safety Policy (C1)**.

3. Legal Framework

This policy is informed by the following legislation and guidance:

Early Years Foundation Stage Statutory Framework

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2>

Health Protection in Education and Childcare Settings (UKHSA)

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Health and Safety at Work Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37>

4. Our Practice at Hillside Gems

Hillside Gems takes reasonable steps to reduce the spread of infection within the nursery environment.

This includes:

- maintaining high standards of hygiene
- encouraging regular handwashing
- cleaning surfaces and equipment regularly
- ensuring appropriate ventilation within rooms
- monitoring children's health and wellbeing

Educators remain attentive to signs of illness and respond appropriately when children become unwell.

5. Hygiene Practices

Good hygiene practices help reduce the spread of infection within the nursery.

Educators support children in:

- washing hands regularly
- washing hands before meals and after using the toilet
- covering coughs and sneezes where appropriate

Educators also follow hygiene procedures such as:

- washing hands before handling food
- washing hands after assisting children with toileting or changing
- cleaning surfaces and equipment regularly

These practices help maintain a safe and healthy environment for everyone within the nursery.

6. When Children Become Unwell

If a child becomes unwell while attending the nursery:

- educators will monitor the child and provide appropriate care
- parents or carers may be contacted if the child appears too unwell to remain at nursery
- the child may be supported to rest in a comfortable area while waiting to be collected

The nursery prioritises the wellbeing of the child while also considering the health of other children and staff in the setting.

7. Exclusion from Nursery

In some circumstances children may need to remain at home if they are unwell.

Parents may be asked to keep children at home where they have symptoms that could pose a risk to others.

This may include:

- vomiting or diarrhoea
- fever
- contagious illnesses

The nursery follows guidance from the UK Health Security Agency regarding recommended exclusion periods.

- **Diarrhoea and vomiting:** 48 hours after last episode
- **Fever:** 24 hours fever-free without medication
- **Chickenpox:** Minimum 5 days and spots scabbed

Updates are found the UK Health Security Agency website:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

8. Cleaning and Environment

The nursery maintains regular cleaning routines to support a hygienic environment.

This includes:

- cleaning toys and equipment regularly
- cleaning surfaces used for meals or activities
- maintaining clean toilet and changing facilities

Where necessary, additional cleaning procedures may be implemented to help reduce the spread of infection.

9. Staff Responsibilities

Educators share responsibility for maintaining a healthy nursery environment.

Educators should:

- follow hygiene procedures
- support children in developing good hygiene habits
- monitor children for signs of illness
- inform the Nursery Manager of any concerns relating to illness or infection

Educators who are unwell should follow the nursery's procedures regarding illness and absence.

10. Partnership with Parents

Parents and the nursery share responsibility for helping to prevent the spread of illness within the setting.

Parents are asked to:

- keep children at home if they are unwell
- inform the nursery if their child has a contagious illness or infection
- follow recommended exclusion periods before returning to nursery
- notify the nursery if their child will be absent due to illness

Where possible, parents should report their child's absence and the reason for the absence to the nursery as soon as practicable.

Hillside Gems will also communicate with families where there are known cases of contagious illness within the nursery, so that parents are aware and can monitor their children for symptoms.

Open communication between the nursery and families helps ensure that appropriate precautions can be taken and supports the health and wellbeing of the nursery community.

11. Monitoring and Review

The Nursery Manager is responsible for ensuring that infection control procedures are followed within the nursery.

This includes:

- monitoring hygiene practices
- ensuring cleaning routines are maintained
- reviewing illness guidance when necessary

This policy will be reviewed annually or sooner if guidance or legislation changes.

Created by S.T-L, March 2026, Review March 2027

C6. Intimate Care Policy

Policy Statement

At Hillside Gems Nursery, we are committed to ensuring that all children feel safe, respected and cared for during intimate care routines. Intimate care is a sensitive aspect of practice and will always be carried out in a way that preserves the child's dignity, privacy and emotional wellbeing.

We recognise that intimate care is part of safeguarding and will be approached with the same level of care, professionalism and vigilance.

What is Intimate Care

Intimate care includes:

- Nappy changing
 - Supporting children with toileting
 - Cleaning a child after toileting or accidents
 - Supporting with changing clothes
 - Any care involving close physical contact in private areas
-

Principles

All staff will:

- Treat children with dignity and respect at all times
 - Encourage independence appropriate to the child's age and development
 - Communicate with the child throughout the care process
 - Ensure the child feels safe, comfortable and reassured
 - Respect the child's privacy as far as possible
 - Follow safeguarding procedures at all times
-

Safeguarding and Staff Conduct

- Intimate care will only be carried out by **vetted staff members** who have undergone DBS checks
 - Wherever possible, staff will inform another adult when intimate care is taking place
 - Doors will remain appropriately managed (not fully closed unless necessary for privacy, and never locked)
 - Staff will remain alert to any signs of discomfort, distress or safeguarding concerns
 - Any concerns arising during intimate care must be reported immediately to the **Designated Safeguarding Lead (DSL)**
-

Promoting Independence

Staff will:

- Encourage children to manage their own toileting and hygiene where appropriate
 - Offer guidance and support rather than doing tasks for the child
 - Celebrate progress and confidence in self-care
-

Hygiene and Health

- Staff will follow strict hygiene procedures, including handwashing and use of gloves/aprons
 - Changing areas will be cleaned after each use
 - Soiled clothing will be handled hygienically and returned to parents in sealed bags
 - Any signs of infection, rash or illness will be recorded and shared with parents
-

Working with Parents

- Parents will be informed of intimate care routines when their child starts
 - Any specific needs or preferences will be discussed and respected
 - Accidents or concerns will be communicated promptly
 - Ongoing toileting development will be shared with parents to ensure consistency
-

Children with Additional Needs

For children requiring regular or specialised intimate care:

- An **individual care plan** will be created in partnership with parents
 - Staff will receive appropriate guidance or training where needed
 - Care will be consistent, respectful and tailored to the child's needs
-

Recording and Reporting

- Any unusual marks, injuries or concerns noticed during intimate care must be recorded and reported immediately in line with safeguarding procedures
 - Accidents will be recorded in line with the nursery's accident and incident policy
-

Confidentiality

All information relating to intimate care will be treated with sensitivity and confidentiality, shared only with relevant staff and parents where appropriate.

Review

This policy will be reviewed annually or in line with updates to statutory guidance.

Created by S.T-L, March 2026, Review March 2027



C7. Fire Safety & Emergency Evacuation Policy (All settings)

1. Purpose

At Hillside Gems, we are committed to ensuring the safety and wellbeing of all children, staff, and visitors by maintaining effective fire prevention, detection, and evacuation procedures across all settings.

This policy outlines how we prevent fire risks and how we respond in the event of a fire or emergency.

2. Scope

This policy applies to all Hillside Gems settings:

- Little Waltham
- Terling
- The Barn

All staff are responsible for understanding and implementing this policy.

3. Fire Prevention Measures

We minimise fire risk by:

- Keeping all exits and walkways **clear at all times**
 - Ensuring fire doors are **closed and functioning correctly**
 - Maintaining electrical equipment and checking for faults
 - Storing materials safely and minimising clutter
 - Ensuring no cooking of hot food onsite (packed lunches only at Terling and The Barn)
 - Supervising use of kitchen areas where snacks are prepared
 - Keeping outdoor areas and exits unobstructed
-

4. Fire Detection and Equipment

Each setting is equipped with:

- Smoke detectors / fire alarm systems
- Fire extinguishers (appropriate types)
- Clearly marked fire exits

All equipment is:

- Checked regularly
 - Serviced in line with legal requirements
 - Recorded in the **Health & Safety / Risk Assessment records**
-

5. Evacuation Procedure

If a fire alarm sounds or fire is identified:

1. **Stop immediately**
 2. Staff calmly instruct children to line up or gather
 3. **Evacuate via nearest safe exit**
 4. Do not collect belongings
 5. Lead children to the **designated assembly point**
 6. Senior staff member conducts a **headcount/register check**
 7. Call emergency services if not already done (999)
 8. Do not re-enter the building until declared safe
-

6. Site-Specific Evacuation Arrangements

Little Waltham

- Evacuate through main exit or garden exit
 - Assemble at designated outdoor safe area
 - Staff maintain ratios and supervise all children
-

Terling

- Multiple exit routes available
 - Children escorted to outdoor assembly area
 - Packed lunches mean no hot food risks
-

The Barn

- Main exit and secondary exit near entrance
- Rear push-bar fire exit leads to pathway and church grounds

- All doors are alarmed and kept closed during sessions
 - Outdoor storage areas are kept clear at all times
 - Kitchen used for snack preparation only (no cooking)
-

7. Staff Responsibilities

All staff must:

- Know the **location of fire exits and assembly points**
 - Know how to **raise the alarm**
 - Lead children safely and calmly out of the building
 - Ensure no child is left behind (toilets, quiet areas, outdoor spaces)
 - Take registers where possible
 - Report any fire hazards immediately
-

8. Fire Drills

- Fire drills are carried out **termly (at minimum) with consultation with landlords**
 - Drills are varied (different times of day, routines)
 - All drills are:
 - Recorded
 - Evaluated
 - Used to improve practice
-

9. Children's Safety During Evacuation

- Children are supported calmly and reassured
 - Younger or vulnerable children are prioritised
 - Staff maintain **ratios at all times**
 - Clear, consistent routines help children understand evacuation expectations
-

10. Visitors and Contractors

- All visitors are informed of fire procedures on arrival
 - Visitors must follow staff instructions in an evacuation
 - Staff are responsible for ensuring visitors are accounted for
-

11. Emergency Contact and Follow-Up

- Emergency services: **999**

- Parents will be contacted if required
 - Any incident will be:
 - Recorded
 - Reported to relevant authorities if necessary
 - Reviewed to improve safety
-

12. Linked Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
 - Risk Assessment Policy
 - Health & Safety Policy
 - Missing Child Policy
-

13. Monitoring and Review

This policy will be reviewed:

- Annually
 - After any fire incident or drill requiring improvement
 - In line with legislative updates
-

Created by S.T-L, March 2026, Review March 2027

Hillside Gems



Fire Drill Record Log

Setting: _____

Date	Time	No. of Children	No. of adults	Time taken to evacuate	Any issues identified	Action taken/improvements	Staff signature

Guidance for Staff

- Fire drills must be carried out **at least termly**
- Drills should be varied (different times, routines, staffing)
- Record the **total evacuation time** (from alarm to full headcount)

During review, consider:

- Were all children accounted for quickly?
- Did staff follow correct procedures?
- Were exits clear and accessible?
- Did any children need additional support?

Action Taken

Record any improvements made, for example:

- Staff repositioning
- Reminder of roles
- Practice lining up
- Checking toilets during evacuation

Manager / DSL Review

Reviewed by: _____

Date: _____



C8. Critical Incident & Lockdown Policy (All Settings)

1. Purpose

At Hillside Gems, the safety and wellbeing of all children, staff, and visitors is our highest priority.

This policy outlines how we respond to **critical incidents and lockdown situations**, ensuring all staff act quickly, calmly, and consistently across all settings.

2. Scope

This policy applies to all Hillside Gems settings:

- Little Waltham
- Terling
- The Barn

Site-specific procedures are detailed in individual setting risk assessments and appendices.

3. What is a Critical Incident?

A critical incident is any event that:

- Disrupts the safe running of the setting, or
- Poses a risk to children, staff, or visitors

This may include:

- Fire or building emergency
 - Flood or environmental incident
 - Intruder or security breach
 - Abduction or attempted abduction
 - Bomb threat or terrorism
 - Serious accident or medical emergency
 - Any situation affecting safe operation
-

4. Key Principles

- Children's safety is always the priority
 - Staff act immediately and remain calm
 - The Manager or Deputy leads all incidents
 - Emergency services are contacted when required
 - Clear communication is maintained
 - All incidents are recorded and reviewed
-

5. Lockdown Procedure (General)

A lockdown is used when it is **safer to remain inside than evacuate**.

When lockdown may be required:

- Unauthorised person on site
 - Suspicious behaviour nearby
 - Immediate external threat
-

Lockdown Actions

1. **Raise the alarm verbally** (e.g. "LOCKDOWN")
 2. **Manager/Deputy will:**
 - Call **999 immediately**
 - Collect:
 - Register
 - Mobile phone
 - Medication
 3. **Staff will:**
 - Gather all children quickly and calmly
 - Move to the designated **safe place**
 - Check all areas (toilets, quiet spaces, outdoor areas)
 4. **Secure the building:**
 - Lock doors
 - Close windows
 - Draw curtains/blinds where possible
 5. **Account for everyone:**
 - Complete headcount immediately
 6. **Remain calm and quiet:**
 - Reassure children
 - Avoid drawing attention
 7. **Wait for emergency services**
 - Do not leave safe place until instructed
-

After Lockdown

- Manager informs parents/carers
 - Children are reassured and supported
 - Incident is recorded
 - Relevant authorities (including Ofsted) are informed where required
-

6. Abduction or Attempted Abduction

If a child is taken or at risk:

- Call **999 immediately**
 - Inform Manager/DSL
 - Provide as much detail as possible:
 - Child details
 - Description of individual
 - Direction of travel
 - Vehicle details (if known)
 - Keep remaining children safe
 - Contact parents immediately
-

7. Evacuation (Fire or Unsafe Building)

Where evacuation is safer than remaining inside:

- Follow the **Fire Safety & Evacuation Policy**
 - Move children to designated assembly point
 - Conduct headcount and register check
-

8. Other Critical Incidents

- Manager/Deputy assesses the situation
 - Staff follow instructions immediately
 - Emergency services contacted where necessary
 - Safety of children remains the priority at all times
-

9. Communication with Parents

In the event of a critical incident:

- Parents/carers will be informed via:
 - Phone
 - Text
 - Email

Communication will be:

- Timely
 - Clear
 - Reassuring
-

10. Staff Responsibilities

All staff must:

- Be familiar with this policy
 - Know:
 - Safe place locations
 - Exit routes
 - Emergency procedures
 - Act immediately when concerns arise
 - Never leave children unattended
-

11. Recording and Reporting

Following any incident:

- A full written record must be completed
 - Actions and decisions documented
 - Relevant agencies informed where required:
 - Ofsted
 - Local Authority
-

12. Monitoring and Review

This policy will be reviewed:

- Annually
 - After any critical incident
 - Following updates to statutory guidance
-



C9. Packed Lunch Policy & Guidance for Parents

At Hillside Gems, we recognise that some families choose to provide a packed lunch for their child. We work in partnership with parents to ensure that all food brought into the setting is safe, healthy and suitable for young children, while maintaining a safe environment for all.

Our Approach

We aim to:

- Keep all children safe, particularly those with allergies or dietary needs
- Promote healthy eating habits
- Ensure food is stored and handled safely
- Support children to enjoy positive, social mealtimes

Allergies & Food Safety

- We are a nut-aware setting. Packed lunches must not contain nuts or nut-based products.
- Additional food restrictions may apply depending on children's allergies within the setting. Parents will be informed of these.
- Children must not share food under any circumstances.
- Staff are aware of all children's dietary needs and supervise meals closely.

Food Temperature & Storage

To reduce the risk of food becoming unsafe:

- Please include an ice pack in your child's lunchbox for any perishable items (e.g. dairy, meat, cooked foods).
 - Lunchboxes should be clearly named.
 - We store lunches in a cool, shaded place or fridge where available.
 - We do not reheat food brought from home.
 - Food should be suitable to be eaten safely at lunchtime without further preparation.
-

Healthy Lunch Guidance

We encourage balanced, nutritious lunches to support children's growth and concentration.

A healthy packed lunch might include:

- A sandwich, wrap, pasta or rice dish
- Fruit and/or vegetables
- A dairy item (or dairy alternative)
- Water as the main drink

Please do not include:

- Fizzy drinks or energy drinks
 - Sweets and chocolate
 - Highly processed or high-sugar foods
-

Food Preparation

- All food should be cut into safe, manageable sizes (e.g. grapes cut lengthways, no whole nuts).

- Please ensure food is prepared safely at home and is fresh on the day.
 - Any items that may pose a choking risk should be appropriately prepared.
-

Working in Partnership

If we have concerns about the safety or suitability of a packed lunch, we will:

- Speak with parents in a supportive and respectful way
- Offer guidance to help meet our safety requirements

We appreciate your support in helping us create a safe and healthy environment for all children.



C10. Extreme Heat and Hot Weather Policy

1. Policy Statement

At Hillside Gems, children's health, safety and welfare are our priority. During periods of hot weather or extreme heat, we will take appropriate steps to reduce the risk of children becoming overheated, dehydrated, uncomfortable or unwell.

This policy is informed by UK Health Security Agency guidance for schools and early years settings before and during hot weather. It supports staff to make safe, consistent and proportionate decisions when temperatures are high.

2. Purpose of this Policy

The purpose of this policy is to:

- protect children from the risks associated with hot weather
- ensure staff understand how to keep children safe, cool and hydrated
- support staff to recognise signs of heat-related illness
- provide clear procedures for responding to heat exhaustion or heatstroke
- ensure parents are informed of any changes needed to protect children's welfare

3. Guidance Followed

This policy is informed by:

- UK Health Security Agency guidance: *Looking after children and those in early years settings before and during hot weather*
- Department for Education guidance and advice for education settings during hot weather
- NHS guidance on heat exhaustion and heatstroke
- The nursery's own risk assessments, daily observations and indoor temperature monitoring

UKHSA guidance recognises that children can be more vulnerable during hot weather. Younger children may not regulate their body temperature as effectively as adults and may not always recognise or communicate when they are too hot, thirsty or unwell.

4. Risk Assessment and Decision Making

During periods of hot weather, the nursery management team will review:

- forecast temperatures
- Met Office and UKHSA weather-health alerts
- indoor room temperatures
- outdoor conditions, including shade and air movement
- the age and needs of the children attending
- whether children can remain comfortable, safe and well throughout the day

Where necessary, the nursery may make temporary changes to opening hours, routines, outdoor access or planned activities.

If we cannot reasonably keep the nursery rooms cool enough for children to remain comfortable and safe, we may reduce sessions, ask parents to collect early or close the nursery for part or all of the day.

5. Preventative Measures

During hot weather, staff will take practical steps to reduce the risk of overheating.

Indoor Measures

Staff will:

- monitor indoor temperatures throughout the day
- keep children in the coolest available areas
- use blinds or curtains where appropriate to reduce direct sunlight
- open windows and doors where safe and appropriate to support ventilation
- close windows when outdoor air becomes hotter than indoor air, where this helps keep rooms cooler
- reduce use of unnecessary electrical equipment and lighting
- use fans if available and only when they do not increase risk
- avoid overcrowding in smaller or warmer rooms
- adapt routines to allow more rest and calm play

Outdoor Measures

Staff will:

- avoid outdoor play during the hottest part of the day
- prioritise shaded areas when outside
- avoid vigorous physical activity in very hot weather
- provide calm, low-energy activities
- ensure children wear suitable sun hats where provided
- support children to stay in shaded areas
- avoid surfaces or equipment that may become too hot to touch
- bring children indoors if outdoor conditions become uncomfortable or unsafe

Hydration

Staff will:

- encourage children to drink water regularly
- ensure fresh drinking water is always available
- monitor children who may need extra support to drink enough
- remind children to drink even if they do not ask
- inform parents if a child appears to have drunk very little during the session

Clothing and Sun Protection

Parents are asked to provide children with:

- loose, light and comfortable clothing
- a named sun hat
- suitable footwear
- sun cream applied before nursery where appropriate
- named sun cream if nursery staff are required to reapply it, in line with nursery procedures

Staff will encourage children to remove unnecessary layers and will support children to stay comfortable.

6. Children at Higher Risk

Some children may be more vulnerable in hot weather, including:

- children under 4 years old
- children with medical conditions
- children with complex health needs
- children taking certain medications
- children who cannot easily communicate thirst, discomfort or feeling unwell
- children who are very active and may overheat quickly

Where a child has a known medical condition or may be particularly vulnerable, staff will follow the child's care plan and seek advice from parents or health professionals where needed.

7. Recognising Heat-Related Illness

Staff must remain vigilant for signs that a child may be becoming too hot or unwell.

Possible signs of heat stress or heat exhaustion may include:

- dizziness
- fatigue or unusual tiredness
- headache
- nausea or feeling sick
- vomiting
- excessive sweating
- thirst
- weakness
- irritability or being out of character
- hot, red or flushed skin

- pale, clammy or cool skin
- muscle cramps
- fast breathing or fast heartbeat
- reduced alertness
- fewer wet nappies or reduced urination

Staff should take any change in a child's presentation seriously, particularly during very hot weather.

8. Emergency Response: Heat Exhaustion

If a child shows signs of heat exhaustion, staff will act immediately.

Staff will:

1. Move the child to the coolest available room or shaded area.
2. Remove unnecessary clothing, such as jumpers or extra layers.
3. Encourage the child to drink cool water if they are alert and able to drink safely.
4. Cool the child by sponging them with cool water.
5. Place cold packs or cool cloth around the neck, armpits and other safe areas.
6. Keep the child calm and closely supervised.
7. Inform the Nursery Manager or designated senior member of staff immediately.
8. Contact the child's parent or carer and ask them to collect the child if needed.
9. Continue monitoring the child's breathing, temperature, alertness and general presentation.

If symptoms do not improve quickly, or staff are concerned, medical advice will be sought.

9. Emergency Response: Heatstroke

Heatstroke is a medical emergency.

Staff must call 999 immediately if a child:

- becomes confused
- becomes unconscious
- has a seizure
- is very drowsy and difficult to wake
- has hot, dry skin
- has a very high temperature
- is breathing abnormally
- does not improve after cooling measures
- appears seriously unwell

While waiting for emergency help, staff will continue cooling the child by moving them to a cool area, removing unnecessary clothing, using cool water and placing cold packs or cool cloths around the neck and armpits where safe to do so.

Parents will be contacted as soon as possible.

10. Changes to Nursery Sessions During Extreme Heat

Where temperatures are forecast to become very high, the nursery may temporarily adapt sessions to protect children's welfare.

This may include:

- morning-only sessions
- earlier collection times
- no lunch on site
- reduced outdoor play
- changes to planned activities
- cancellation or adaptation of off-site or outdoor sessions
- temporary closure where the environment cannot be kept safe

Parents will be informed as early as possible. We understand that changes to sessions may cause disruption for families, but decisions will always be made with children's health, safety and welfare as the priority.

11. Communication with Parents

The nursery will communicate with parents when:

- severe heat is forecast
- opening hours need to change
- children need to be collected early
- parents need to provide specific items, such as hats, water bottles or sun cream
- a child appears affected by the heat
- emergency action has been taken

Parents are asked to support the nursery by ensuring children arrive dressed appropriately for the weather and by collecting promptly if requested.

12. Staff Responsibilities

All staff are responsible for:

- following this policy
- monitoring children closely during hot weather
- encouraging regular drinks
- adapting activities to reduce overheating
- reporting concerns immediately to the manager or senior staff member
- recording any illness, concern or emergency response in line with nursery procedures

The Nursery Manager and Directors are responsible for:

- reviewing weather warnings
- assessing indoor and outdoor conditions
- making decisions about session changes
- ensuring staff understand their responsibilities
- communicating with parents
- reviewing this policy when guidance changes

13. Review

This policy will be reviewed annually, or sooner if there are changes to UKHSA guidance, nursery procedures or following any heat-related incident.

C11. Adverse Weather Policy

1. Purpose

At Hillside Gems, we aim to remain open wherever possible to provide continuity of care and education for children.

However, the safety of children, staff, and families is our priority. This policy outlines how decisions are made during adverse weather conditions.

2. Scope

This policy applies to all settings:

- Little Waltham
- Terling
- The Barn

Decisions may be made **per site** depending on local conditions.

3. Legal Framework

This policy is in line with:

- Early Years Foundation Stage (EYFS) Framework (2025)
-

4. Types of Adverse Weather

This may include:

- Snow and ice
- Flooding
- Extreme cold
- High winds or storms
- Any condition affecting safe access to the setting

5. Decision to Open or Close

- A decision will be made by **8:30am** where possible
- Each site will be assessed individually based on:
 - Staff availability
 - Safety of the building and outdoor areas
 - Travel conditions for staff and families
- The setting will only open if:
 - Safe staff-to-child ratios can be maintained
 - The environment is safe for children

As a minimum, at least **two staff members must be present** for a setting to open

6. Staffing Arrangements

- Staff must inform the setting **as early as possible** if they are unable to attend due to weather conditions
 - Where possible, local staff may be asked to support
 - Ratios must be maintained at all times
-

7. Maintaining a Safe Environment

Before opening and throughout the day, staff will:

- Check and clear pathways, entrances, and exits
- Use salt/grit where necessary
- Complete a **risk assessment** before children access outdoor areas
- Record and sign all risk assessments

Outdoor access may be restricted depending on conditions.

8. Deteriorating Weather During the Day

If conditions worsen:

- The Manager/Deputy will assess risk
- Staff may be sent home where ratios allow
- Parents/carers may be contacted to collect children early
- A decision may be made to close the setting

9. Communication with Parents

Parents/carers will be informed of any changes via:

- Email
- Text message
- Social media (where applicable)

Communication will include:

- Whether the setting is open or closed
 - Any changes to collection times
-

10. Fees and Sessions

- If the setting is closed due to adverse weather:
 - Alternative sessions may be offered where possible
 - Refunds cannot be provided
 - Funded sessions cannot be reimbursed
-

11. Site-Specific Considerations

Each setting will consider:

- Accessibility of the site
- Outdoor areas and surfaces
- Local travel conditions
- Building-specific risks

Additional risk assessments may be required depending on the site.

12. Monitoring and Review

This policy will be reviewed:

- Annually
 - Following any significant weather-related closure
 - In line with EYFS updates
-

Hillside Gems



(C11.1) Adverse Weather Outdoor Risk Assessment

Setting: (Little Waltham / Terling / The Barn)

Date: _____

Time Completed: _____

Completed by: _____

Weather Conditions (tick all that apply)

- ☐ Snow
 - ☐ Ice
 - ☐ Heavy rain
 - ☐ Frost
 - ☐ High winds
 - ☐ Flooding
 - ☐ Extreme cold
 - ☐ Other: _____
-

Outdoor Area Safety Check

Access & Pathways

- ☐ Paths and entrances are clear
 - ☐ Grit/salt applied where needed
 - ☐ No slip hazards present
-

Ground Conditions

- ☐ Surface is safe for walking/running
 - ☐ No hidden hazards (ice patches, puddles, debris)
 - ☐ Equipment area safe to use
-

Equipment

- ☐ Outdoor equipment checked and safe
- ☐ Any unsafe equipment removed/restricted

Weather Risk to Children

- ☐ Temperature suitable for outdoor play
- ☐ Wind levels safe
- ☐ Children appropriately dressed

Supervision

- ☐ Adequate staff available for safe supervision
- ☐ Clear visibility across outdoor space

Decision

- ☐ Outdoor area is **SAFE TO USE**
- ☐ Outdoor area is **RESTRICTED USE ONLY** (add details below)
- ☐ Outdoor area is **NOT SAFE TO USE**

If Restricted / Not Safe – Actions Taken

- ☐ Area closed
- ☐ Alternative play provided indoors
- ☐ Specific zones restricted
- ☐ Equipment removed

Details:

Signature: _____

Review Time (if conditions change): _____
