**Health and Safety Policy and Procedures**

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**Introduction**

At The Little Bumblebee Nursery, the safety and well-being of every individual within our community are paramount. This Health and Safety Policy is a cornerstone of our commitment to maintaining a secure environment for children, staff, volunteers, and visitors. By outlining our approach to health and safety, we aim to foster a culture of vigilance, responsibility, and collaboration. This document serves as a guide, detailing the measures we undertake to identify, assess, and mitigate potential risks, ensuring a proactive and preventive stance on health and safety matters.

* Purpose

The purpose of this policy is to establish a framework that promotes the health, safety, and welfare of all individuals associated with The Little Bumblebee Nursery. It outlines our commitment to providing a secure environment that minimizes risks and ensures the well-being of children, staff, volunteers, and visitors.

* Scope

This policy applies to all activities and operations conducted within The Little Bumblebee Nursery premises. It encompasses the daily routines, educational practices, and any special events or outings organized by the nursery. All staff, volunteers, and visitors are expected to adhere to the guidelines outlined in this policy.

* Relevant legislation and guidance
* Health and Safety at Work Act 1974
* Management of Health and Safety at Work Regulations 1999
* The Regulatory Reform (Fire Safety) Order 2005
* Control of Substances Hazardous to Health (COSHH) Regulations 2002
* Manual Handling Operations Regulations 1992
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
* The Early Years Foundation Stage (EYFS)
* Human Rights Act 1989
* Data Protection Act 1998
* Protection of Freedoms Act 2012
* GDPR 2018

**Staff, Student, and Volunteer Health & Safety Expectations**

* Roles and Responsibilities for All, Staff, Students and Volunteers
* *Responsibilities:*
	+ All staff, students, and volunteers share the responsibility for maintaining a safe environment and must actively contribute to health and safety practices.
	+ When a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person in charge. Parents and visitors are also requested to report any concerns they may have to the manager.
* *Fire Safety:*
	+ Regular fire drills and evacuations are conducted to ensure preparedness in case of an emergency. Refer to the Fire Safety and Evacuation Policy.
* *First Aid:* Adequate and appropriately trained staff are available to administer first aid. First aid kits are accessible and regularly checked to ensure they are well-stocked. Refer to the First Aid policy.
* *Adherence to Policies and Procedures:* All staff, students, and volunteers are expected to familiarize themselves with and strictly adhere to the nursery's health and safety policies and procedures, ensuring a consistent and safe environment.
* *Risk Awareness and Mitigation:*
	+ Individuals should actively contribute to maintaining a safe environment by identifying potential hazards, promptly reporting them, and participating in risk assessments to mitigate risks effectively.
	+ To systematically identify and assess potential health and safety risks within the nursery environment.
* *Security:* Secure entry and exit points are maintained to prevent unauthorized access. All visitors must follow the nursery's signing in and out procedures.
* *Health and Hygiene:* Stringent hygiene practices are followed to prevent the spread of infections. Regular health and safety training is provided to staff, students, and volunteers.
* *Emergency Response Preparedness:* Staff, students, and volunteers must be knowledgeable about emergency procedures, including evacuation plans and first aid protocols, to respond promptly and efficiently in case of emergencies.
* *Safety Reporting:* It is essential for everyone to report any safety concerns, incidents, or near misses promptly. This includes using the appropriate channels to communicate potential risks and actively participating in incident reporting.
* *Safe Premises:* The nursery premises are maintained in a safe and clean condition. Furniture and equipment are regularly checked for safety, and any issues are promptly addressed.
* *Supervision:* Adequate supervision ratios are maintained to ensure the safety of children at all times. Staff, students, and volunteers are briefed on their roles and responsibilities regarding child supervision.
* *Emergency Procedures:* Emergency procedures, including evacuation and lockdown protocols, are clearly communicated and practiced. Emergency contact information for children is kept up to date.
* *Personal Protective Equipment (PPE):* Where applicable, individuals should use and maintain provided personal protective equipment, such as gloves, aprons, or masks, to ensure their safety and the safety of others within the nursery.
* *Equipment and Environment Maintenance:* All staff, students, and volunteers share the responsibility of maintaining a safe environment by regularly checking and reporting any defects or hazards related to equipment, facilities, or the physical space.
* *First Aid Knowledge:* Individuals are encouraged to undergo basic first aid training to enhance their ability to provide immediate assistance in case of injuries or illnesses, contributing to the overall well-being of the nursery community.
* *Cooperation and Communication:* Collaborative efforts are crucial for maintaining a safe environment. Staff, students, and volunteers should communicate effectively, sharing safety-related information and working together to address concerns promptly.
* *Compliance with Legislation:* All individuals are expected to comply with relevant health and safety legislation, guidelines, and standards to ensure the nursery operates within legal frameworks and best practices.
* *Training and Awareness:*
	+ To provide ongoing training and awareness programs for staff, volunteers, and relevant stakeholders to enhance their understanding of health and safety protocols.
	+ All staff, students, and volunteers receive health and safety training upon induction and regularly as needed.
	+ Awareness campaigns promote a culture of safety within the nursery community.

By adhering to these expectations, nursery staff, students, and volunteers contribute to fostering a culture of safety and well-being for everyone within the nursery community.

* Roles and Responsibilities for Management
* The Nursery Manager is designated as the responsible person for health and safety.
* Fire evacuation procedures are in place and communicated to all staff, students, and volunteers.
* Establish and maintain safe working practices amongst staff and children.
* Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handing, storage and transport of hazardous articles and substances.
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
* Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.
* Regularly ensure the premises is checked for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
* Ensure there are suitable hygienic changing facilities.
* Provide appropriately stocked first aid boxes and check their contents regularly, ensuring children are supervised at all times.
* Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
* To regularly review and update the Health and Safety Policy, incorporating lessons learned, feedback, and advancements in health and safety standards.Engaging in ongoing professional development and staying informed about updates to health and safety practices ensures a proactive approach to maintaining a secure and nurturing nursery environment.
* Compliance and Disciplinary Measures

At the little bumblebee nursery all employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures). To maintain compliance with health and safety standards, the following measures and disciplinary actions are in place:

* *Policy Adherence:* All nursery staff, students, and volunteers are expected to adhere strictly to the established health and safety policies and procedures. Non-compliance with these guidelines will be addressed seriously.
* *Training Requirements:* Failure to participate in mandatory health and safety training sessions may result in disciplinary action. Regular training is essential for staying informed about updated protocols and maintaining a culture of safety.
* *Reporting Obligations:* Individuals who fail to report safety concerns, incidents, or near misses in a timely manner may face disciplinary measures. Prompt reporting is critical for addressing potential risks and maintaining a safe environment.
* *Repeated Violations:* Persistent violations of health and safety protocols will be subject to disciplinary action. This includes, but is not limited to, neglecting to use provided personal protective equipment, ignoring emergency procedures, or not participating in risk assessments.
* *Non-Compliance with Legislation:* Failure to comply with relevant health and safety legislation, guidelines, and standards may result in disciplinary measures. It is essential for all members of the nursery community to operate within legal frameworks and best practices.
* *Unsafe Practices:* Engaging in unsafe practices that put oneself or others at risk will be addressed with appropriate disciplinary measures. This includes neglecting to maintain equipment, facilities, or the physical environment.
* *Insubordination:* Failure to follow reasonable instructions related to health and safety may result in disciplinary action. Cooperation and adherence to guidelines are essential for maintaining a secure nursery environment.
* *Continuous Improvement:* Individuals who neglect opportunities for professional development and fail to stay informed about updates to health and safety practices may face disciplinary measures. Continuous improvement is crucial for a proactive approach to safety.
* *Investigations and Reviews:* In cases of serious safety incidents or repeated violations, a thorough investigation will be conducted. Disciplinary measures will be determined based on the findings, with the goal of preventing future occurrences.
* *Termination of Engagement:* In extreme cases where an individual's actions significantly compromise the health and safety of the nursery community, termination of engagement, whether through employment, student placement, or volunteer participation, may be considered.

These disciplinary measures are implemented to ensure the highest standards of health and safety are maintained within our nursery, prioritizing the well-being of children, families, and all members of our community.

**Health and Safety Processes and Procedures**

Our commitment to maintaining a safe and secure environment at The Little Bumblebee Nursery aligns with the principles outlined in the Early Years Foundation Stage (EYFS). The following processes and procedures, rooted in EYFS guidelines, are integral to our health and safety framework:

* *Risk Assessment:* Conducting daily risk assessments in accordance with EYFS guidelines to identify and address potential hazards within the nursery environment. This includes assessing indoor and outdoor spaces, equipment, and activities to proactively mitigate risks to children's well-being.
	+ Risk assesses all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery.
	+ Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
	+ Provide appropriately stocked first aid boxes and check their contents regularly.
* *Emergency Response Protocols:* Establishing clear and age-appropriate emergency response protocols aligned with EYFS requirements. Regular training and drills are conducted to ensure that all members of the nursery community, including children, are familiar with these procedures.
* *First Aid Provision:* Ensuring the availability of appropriately equipped first aid kits and designating trained personnel, as required by EYFS, to provide immediate assistance in case of injuries or illnesses. Regular reviews of first aid supplies and training sessions are conducted.
* *Hygiene and Infection Control:* Implementing stringent hygiene practices in line with EYFS guidelines to prevent the spread of infections. This includes age-appropriate handwashing routines, proper sanitation of facilities, and guidelines for managing illnesses to maintain a hygienic environment for young children.
* *Staff Training and Development:* Providing ongoing training and professional development opportunities for all staff members in accordance with EYFS requirements. Training includes topics such as risk management, emergency response, and infection control, tailored to the unique needs of early years education.
* *Monitoring and Reporting:* Establishing a system for ongoing monitoring of health and safety measures, as stipulated by EYFS. Staff members are encouraged to promptly report any concerns or issues related to health and safety to the designated responsible personnel.
* *Equipment and Facility Maintenance:* Regularly inspecting and maintaining nursery facilities, equipment, and outdoor play areas to ensure they meet safety standards outlined in EYFS. Any identified issues are addressed promptly to prevent potential hazards for young children.
	+ When a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person in charge. Parents and visitors are requested to report any concerns they may have to the manager.
	+ Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action Ensure there are suitable hygienic changing facilities.
* *Parental Involvement:* Engaging parents in the health and safety processes by providing them with relevant information and involving them in discussions related to emergency procedures, hygiene practices, and overall safety measures in alignment with EYFS principles.
* *Continuous Improvement:* Emphasizing a culture of continuous improvement by regularly reviewing and updating health and safety policies and procedures in response to changing circumstances, feedback, or EYFS updates to ensure ongoing effectiveness in early years education.
* Health and Safety: Child Sickness and Illness Procedures

At The Little Bumblebee Nursery, the health and well-being of every child entrusted to our care are paramount. This policy serves as a comprehensive guide for parents, staff, and caregivers on managing child sickness and illness within our setting. By adhering to these guidelines, we aim to create a healthy and safe environment that fosters the well-being of all children attending our nursery. For a detailed policy, please refer to the Child Sickness and Illness Policy.

*Early Identification of Symptoms:*

* Staff should vigilantly recognize signs of illness in children, including common symptoms like infection, fever, vomiting, and diarrhea.
* Communication between parents and the nursery is crucial. Parents must inform the nursery by 8 am if their child is unwell.
* The nursery has the right to refuse admission to an unwell child.

*Immediate Action for Illness:*

* If a child becomes ill during the nursery day, parents are contacted, and the child is comforted, assessed, and first aid administered if needed.
* Medication policy includes restrictions on prescribed medicines and guidelines for administering paracetamol-based medicines.

*Exclusion Policy:*

* Children are kept away for a minimum period after illnesses like fever, diarrhea, or vomiting. Parents may be called to administer Calpol for temperature reduction.

*Communication and Decision-Making:*

* Staff informs management of unwell children and may contact parents if no improvement is observed.
* Emergency situations may require calling an ambulance, and parents are informed.

*Maintaining Confidentiality:*

* Health-related information is treated with utmost confidentiality, shared only with those who have a legitimate need to know.

*Promoting Hygiene Practices:*

* Emphasis on good hygiene practices to prevent illness transmission, including regular handwashing and sanitization.

*Gradual Reintegration:*

* Children are reintegrated gradually after illness, considering both recovery and infection prevention.

*Adherence to Health and Safety Regulations:*

* The policy aligns with health and safety regulations, excluding contagious conditions to protect other children.

*Financial Considerations:*

* No refund for unfulfilled periods due to illness or holidays. Fees are based on booked days, not attendance.

*Emergency Medical Response:*

* Emergency situations like febrile convulsions or anaphylactic shock require immediate action, including calling an ambulance.

*Transporting Children to Hospital:*

* Severe sickness requires calling an ambulance; staff accompany the child to the hospital.

*Reporting to Ofsted:*

* Providers must inform Ofsted of serious accidents, illnesses, or injuries, including hospital admission or fractures.
* Health and Safety: First Aid

At The Little Bumblebee Nursery, the safety and well-being of every child entrusted to our care are of paramount importance. We recognize the significance of providing immediate and effective first aid in the event of illness, injury, or emergency situations. This First Aid Policy outlines our commitment to maintaining a safe environment and ensuring prompt and appropriate responses to health-related incidents. Please refer to the First Aid policy for further information.

**Roles and Responsibilities for Staff, Students, and Volunteers:**

*Certificate Requirement:* At least one person with a current paediatric first aid (PFA) certificate must always be present on the premises when children are present, including outings.

*Certification Criteria:* Ensure PFA certificates align with the criteria set out in the EYFS framework and are renewed every three years.

*Staff Qualifications:* Staff with level 2 and/or level 3 qualifications since June 30, 2016, must obtain a PFA qualification within three months of starting work.

*Renewal for Staff in Ratio Requirement:* Staff must renew their PFA certificate every three years to continue being included in the ratio requirement.

*Consideration of Premises and Staffing Levels:* Consider the number of children, staff, and layout to ensure a paediatric first aider can respond quickly to emergencies.

*Display of Certificates:* Providers should display PFA certificates or make a list of staff with current certificates available to parents.

*Prompt Response:* Ensure prompt and effective first aid response to illness, injury, or emergencies.

*Communication:* Maintain open and effective communication with parents, staff, and relevant authorities regarding health-related incidents.

*Record Keeping:* Keep accurate records of all first aid incidents, actions taken, and communication with parents or guardians.

**Compliance and Disciplinary Measures**

*Compliance Expectations:* All nursery staff, students, and volunteers must comply with the First Aid Policy, including participation in relevant training.

*Training and Qualifications:* Obtain and maintain necessary first aid qualifications; failure to comply may result in disciplinary measures.

*Monitoring and Review:* Regular monitoring and reviews ensure ongoing compliance, with staff subject to periodic assessments.

*Disciplinary Measures:* Non-compliance may lead to disciplinary action, including verbal/written warnings, suspension, or termination.

*Appeals Process:* Individuals have the right to appeal disciplinary decisions, with a clearly outlined appeals process.

*Confidentiality:* All disciplinary matters handled with utmost confidentiality to protect individuals' privacy and reputation.

**Processes and Procedures**

*Presence of Paediatric First Aider:* Mandatory presence on the premises and during outings; procedures for carrying first aid equipment during outings.

*First Aid Response:* Designated paediatric first aider takes control in emergencies; staff follows outlined procedures.

*Emergency Contact:* Ensure emergency contact information for children is available and up to date.

*First Aid Kit and Equipment:* First aid kits must be available and regularly checked for stock and expiry dates.

*Record Keeping:* Detailed incident reports for all first aid situations; prompt communication with parents.

*Staff Qualifications Display:* Display PFA certificates or maintain a list of staff with current certificates, available to parents.

*Communication and Training Updates:* Provide regular updates on first aid procedures and ensure new staff receive training during induction.

*Review and Evaluation:* Periodic reviews of the First Aid Policy, feedback mechanism for staff, and regular checks on qualifications and certifications.

* Health and Safety: Allergy and Allergic Reaction

At the little bumblebee day nursery, we are aware that children can have allergies that may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimized or, where possible, prevented and staff are fully aware of how to recognise and support a child who may be having an allergic reaction.

Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling of the airways to the lungs, wheezing, and anaphylaxis.

* Information should be passed on by parents from the registration form regarding allergic reactions and allergies and must be shared with all staff in the nursery. Where an allergy is identified at registration this will be added to the child's personal record
* Be aware that some craft materials such as playdough may contain allergens that could trigger an allergic reaction and must be considered as part of the risk assessment for children with severe allergies.
* We are a nut-free nursery and take care not to provide food containing nuts or nut products. We also ask that when parents provide a packed lunch for their child that it does not include items containing nuts or nut products. We are especially vigilant when we have a child with a known nut allergy.
* The manager and parent will work together to ensure a child with specific food allergies receives no food at nursery that may harm them.
* If a child has an allergic reaction to food, a bee or wasp sting, plant, etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed and it must be recorded in the incident book
* If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles.
* Whilst waiting for the ambulance, we will contact the parent/carer and arrange to meet them at the hospital.
* The most appropriate member of staff must accompany the child and collect registration forms, relevant medication sheets, medication, and the child's comforter.
* Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of reassurance.
* All incidents will be recorded, shared, and signed by parents at the earliest opportunity.
* Staff may also require support following an incident.
* If a staff member has a specific allergy, it is their responsibility to ensure that the nursery manager and colleagues are made aware.

Any instances of a severe allergic reaction should be reported in accordance with RIDDOR and Ofsted requirements as soon as is reasonably practicable but within 14 days. A member of senior management must be advised as soon as possible and copies of all completed paperwork and reports sent to head office,

* Health and Safety: Baby and Child Massage Procedures

It is recognised that massage is beneficial for babies and young children, promoting relaxation of mind and body, as well as other benefits. The best people to massage babies and young children are their parent: and opportunity to learn to do this should be available. While children can benefit from this in day care, concerns about children's personal safety mean that it should only be done under strict conditions.

If babies and young children are massaged in the setting the following conditions are met:

* Members of staff carrying out massage are qualified or have had some training by a qualified person and are aware of contra-indications (a medical condition that may restrict or prevent a treatment being carried out).
* Parental consent is obtained, and contra-indications checked and signed by parents. Any contraindications would mean a child is not to be massaged unless the parents gain agreement from a GP.
* Massage sessions are planned, organised, and supervised so that they fit into the daily routine.
* Massage carried out by a single member of staff is never undertaken away from the group.
* Babies remain clothed in vest and nappy; young children wear vest and shorts.
* Rooms are warm and draught free; noise is at a minimum; rest period is a good time.
* Massage only takes place on hands, arms, shoulders, neck, head, feet and lower legs.
* Children's consent for massage is sought and their preferences are respected.
* Young children can be taught to massage each other's hands, feet and heads.
* Massage is empowering and educative; it should be undertaken in conjunction with educating children about body awareness, 'good and bad touches', recognition of tension; development of their own sensitivity to touch.
* Confirmation is received from the insurance provider to ensure these activities can take place.
* Health and Safety: Closed Circuit Television (CCTV) Procedures

CCTV is used for the purpose of providing additional security for children, staff, parents/carers, visitors, and other agencies concerned with the setting. The use of CCTV is informed by the guiding principles of the Surveillance Camera Code of Practice (Home Office 2013) as follows:

1. Use of a surveillance camera system must always have a specified purpose which is in pursuit of a legitimate aim and necessary to meet a pressing need. The purpose will be to further support the perception of the safety and well-being of children, staff and visitors to the setting, to protect the setting and its assets; to assist in the detection of any crime that may have been committed and ultimately to further ensure that the safeguarding and welfare requirements of the Early Years Foundation Stage are adhered to at all times. CCTV is never used without a specified purpose and likewise is not reviewed by staff members who do not have authority and a specific reason for doing so.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified. The Human Rights Act (1998) gives every individual the right to private life and correspondence. This means that CCTV will only be used in public areas of the setting i.e. reception and group rooms. The owners/directors/trustees will review the continued use of CCTV at least annually and will discuss any issues arising from the use of CCTV during routine supervision with the setting manager.
3. There must be as much transparency in the use of surveillance camera systems as possible, including a published contact point for access to information and complaints There are signs clearly displayed for staff, parents and visitors, informing them that CCTV is in operation and that they may be recorded. The procedure is displayed for staff visitors and parents Complaints relating to the use of CCTV should be discussed with the setting manager in the first instance following 10.2 Complaints procedure for parents and service users.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used. The setting manager is responsible for the day-to-day management of the CCTV system. Images are stored on the system for up to 4 weeks and are then automatically recorded over, Images are not routinely scrutinised unless there is a legitimate reason to do so, lea complaint or allegation is made by a parent, member of staff or visitor to the premises, of an allegation is made by a child.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated with all who need to comply with them The procedure covers all aspects and is reviewed annually. All staff are aware of the procedure and their role and responsibility Parents, and visitors are made aware of the procedure which is displayed clearly for them to view at any time. The following details are kept name of setting manager responsible for day-to-day CCTV use name of setting manager's line manager name of CCTV system used number and positions of cameras in use daily names of staff authorised to view CCTV images (ensuring this is only staff with a legitimate reason to do so) how VVTC procedures are explained to all staff, students, parents, and visitors contact number for CCTV maintenance.
6. No more images and information should be stored than that which is strictly required for the stated purpose of the surveillance camera system, and such images and information should be deleted once their purpose is discharged.
7. Images are recorded over or destroyed alter 4 weeks and are only used as stated above Images must not be destroyed before this time if an official request to view them is made,
8. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place for law enforcement purposes. Only the setting manager. their line manager and deputy have access to retained CCTV images. If an instance arises where the GCTV images need to be reviewed to prove or disprove an allegation or incident. This is the responsibility of the setting manager who will share the images with the police, social care of Ofsted to assist with an official investigation if required. A record is retained, containing the date of the Incident/allegation; camera number of positions; brief description of the incident/allegation - with reference to related safeguarding forms; who the footage was viewed by, date viewed and action taken - and counter signed by a senior member of staff. Images may also be requested by the owners/directors/trustees for the purpose of conducting an investigation into an incident.
9. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to maintain those standards. The setting manager and their line manager will take heed of local and national guidance for the use of CCTV in the setting. The setting manager ensures that all staff involved understand their duty to adhere to section 07 Record keeping procedures, which also detail Now others may request a copy of the data and under what circumstances.
10. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use. The setting manager is responsible for the security measures to safeguard against unauthorised access and use This will include the security of the location where images are stored.
11. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published. The setting manager is responsible for ensuring that policies and standards are always adhered to, seeking further advice from the owners/directors/trustees at any point when the images must be scrutinised for the purpose of investigating an incident.
12. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value. If CCTV images are reviewed following an incident or an allegation, a record is made, Under no circumstances are CCTV images shared with parents or other service users unless there is a legitimate reason for doing so, i.e. to disprove an allegation against a member of staff. The process for using CCTV in these circumstances is as follows:
* an allegation or incident occurs that may have been caught on CCTV.
* setting manager reviews CCTV footage and retains a record.
* setting manager reports their findings to their line manager.
* If there is reason to believe that a crime may have been committed, then an investigation takes place.
* a parent or other person whose image has been recorded and retained and wishes to access the images.
* must apply to the setting manager in writing.
* the Data Protection Act gives the manager the right to refuse a request to view the images, particularly where such access may prejudice the prevention or detection of a crime
* if access to the image is refused then the reasons are documented and the person who made the request is informed in writing within 28 days. The images are not destroyed until the issue is resolved.
* at all times, 06 Safeguarding children, young people and vulnerable adults procedures are followed
1. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.
* Further Guidance

Surveillance Camera Code of Practice (Home Office 2013) [www.gov.uk/government/publications/suryejliance-camera-code-of-practice](http://www.gov.uk/government/publications/suryejliance-camera-code-of-practice)

* NHS - Is my child too ill for school? Link: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
* GOV - Health protection in children and young people settings, including education. Link: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>
* Guidance - Children and young people settings: tools and resources. Link: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

Key Contacts:

**Nursery Manager:**

For any inquiries or concerns related to the child sickness and illness policy, individuals may contact the Nursery Manager directly.

Email: info@little-bumblebee.co.uk

Phone: 020 4501 4097

**Policy management and review**

* The Little Bumblebee will review this policy annually. In cases of relevant legal or procedural changes, we will review this policy accordingly. The policy should be made available on the Nursery website, with paper copies provided by the Nursery upon request.
* The policy should be approved, signed and dated and the date for review noted.
* The policy should be provided to and followed by all staff and volunteers.

This policy statement was adopted on 01/01/2023.

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| Reviewed By: Mojdeh Najafpoor | Date: 02/01/2024 |
| Signed:A handwritten oval shape with a black line  Description automatically generated with medium confidence | Next Review Date: 02/01/2025 |