



Policy and Procedures

Name of document:

Health and Safety Policy for TRAIN KIDS Preschool

Second draft: Date: 30 November 2017

1 Approved Authority:

- Parents of kids enrolled in the preschool
- Community of the school
- Teaching staff and support staff
- The Management of the Centre

2 Rationale

1. To ensure the health and safety of all the people concerned at TRAIN KIDS Preschool
2. To ensure that the staff concerned at the school know exactly what is expected of them concerning their health and safety as well as that of the children and parents
3. Once educated children can potentially become influential sources of health information and models of healthy behaviour for their families and the broader community

3 Forms forming part of the Health and Safety Policy

1. Road to Health card of each learner
2. Indemnity forms
3. Health and Environment registration
4. Social Development Registration
5. All certificates related to Health and Safety such as :
 - a. Fire hazard Certificate
 - b. Pest control
 - c. Security Company
 - d. Escape routes in case of emergencies
 - e. Entrance control
 - f. Electricity/gas Compliance

4 Risk assessment

1. Checking of fire hazards monthly by the principal
2. This will be done during school hours and checklists for this are available
3. Security checks will be done daily by the principal to ensure that the fence is intact, alarm system is in working order and no forced entry is visible (broken windows, doors, fence) A checklist will be used for this

4. Hygiene checks will be done daily to ensure good hygiene, cleanliness and to stop any possible spreading of germs or diseases

5 Protection of Children and Children`s Rights Legislation

1. Children`s Act (Act No.38 of 2005)
2. Constitution of South Africa (Act No. 108 of 1996)
3. Rights of Children
4. The National Health Act (Act No. 63 of 2003)
5. White Paper 6 : Special Needs and Inclusive Education
6. The National Policy on HIV Aids for Learners and Educators

6 Entrance and exit

1. Gates : The security guard will ensure that the gates are left open for 60 minutes in the morning to drop off the kids. The gate will be guarded
2. The main gates will be open from 6:00 to 8:00 and will then be closed. Access can then be obtained through the buzzer at the gate.
3. The buzzer at the gate will not be in operation between 12:00 and 14:00 to allow the little ones a peaceful rest. If the need arises, please contact the school via phone
4. Parents will have access to the main door of the building
5. Only authorised persons may collect the child at the school , written permission must be obtained from the principal if anyone else needs to collect the child
6. Walls: security guard will check perimeter walls and electric fencing in working condition
7. Window: .responsibility of teachers to ensure that all windows are closed in their designated area
8. Office – Visitor`s book to sign in
9. Role of staff: remotes for gates, open and close windows, security checks
10. Role of parents: road safety when entering and leaving premises, speed limit <20 kmh

7 Driveway, parking, driving

1. A speed limit of <20 kmh will be followed by parents and staff and all other visitors
2. Entrance and exit gate will be secured
3. Secure parking area for staff is allocated
4. Secure parking for parents for dropping off and collection of children

8 Indemnity

1. See point 3 ***Forms to be submitted when registering a child***
2. At school – Indemnity Form will be completed by all parents on registration
3. New indemnity forms will be issued each time an outing or excursion is planned
4. Indemnity form for parents to give permission for photographs to be used on electronic media, newspapers, Face book as well as for marketing
5. Illnesses: Indemnity must be issued by parents concerning the disclosure of illnesses, chronic diseases, medication to be administered and allergies or specific conditions of the child
6. All assistants and /or employees of the school, shall not be held liable for any injuries sustained and/or damage suffered by our child arising from any cause whatsoever, whilst our child is in the care of the school, whether or not such injury and/or damage are caused by any act or omission of the school, the assistants and/or the employees.

7. Signed consent must be given for a child to be subjected to any medical treatment in an emergency situation

9 Security Systems

1. Contract Fox Alarms
2. Liaison person – Principal

10 Register of admission

1. The school principal is responsible to keep the register of admission up to date
2. The register will be kept in the school safe where the principal will have access to records

11 Rights and obligations of parents

1. In relation to attending school, the parents must ensure that children attend school regularly
2. Parents must pay school fees – before 3rd of the month
3. Parents must drop off and collect children on time
4. They must attend and support school functions, parents meetings and fundraisers regularly
5. When a T- shirt and windbreaker are designed for the children of the school to wear especially during outings, parents must purchase this as a safety concern and for unity during functions
6. In relation to bringing toys and food to school parents must ensure that –
 - a. Babies` toys are labelled as well as the food
 - b. Toddlers and young children do not bring any food or toys to school with the exception of a birthday party or celebration which must be arranged with the teacher in advance
7. Parents must sign and return tear of slips and/or reports when letters are send home
8. All items of all children, clothes, shoes, toys etc. must be marked in full

12 Absenteeism and late coming

1. The principal must be informed before 9:00 if the child will not be attending the school that day
2. A doctors note must be provided on return of child after an illness
3. In the case of contagious diseases – a child with a contagious disease will not be allowed to attend the school and can only return with a note from the doctor or clinic indicating that the child is free from the contagious disease
4. In the case of a child becoming ill at the school, the parents will be notified and expected to pick up the children within 60 minutes and/or the ill child will be isolated from the rest of the children.
5. Children may not be absent without a reason or without informing the school.
6. In a case where the child has been absent for longer than two weeks without informing the school, the child will be removed from the register and the deposit paid will be forfeited
7. All other children are to be collected by 18:00. Should the Parents collect the child(ren) after this time, they shall be liable for payment of a late collection fee of R 50.00 (fifty rand) per every 5 minutes in cash and this cannot be added to the monthly school fees.

13 Food and Drinks

Kitchen hygiene

1. Cleaner - Checklist to be completed on a daily basis(Job description toys)

2. A sign to indicate “wet floor” will be used when floors are wet

Food preparation and delivery

1. The person appointed in the position of preparing food will be responsible for it and in case of her absentee one her assistant or another assistant capable of doing it, will do it.
2. Protective clothing will be worn and hair will be covered. Gloves will be used when preparing food. Shoes will be covered.
3. The person preparing the food will deliver it to the classes. No teacher will be permitted to go to the kitchen to collect food or drinks
4. Menu to be changed every second week by the principal
5. Food and ingredients will be purchased weekly by the administrative staff, preferably on a Monday
6. Cooked food will be stored in a covered container in the fridge for not longer than two days.
7. Raw fruit and vegetables will be stored in the fridge
8. Food, that requires no refrigeration, will be stored in a closed cupboard

Food and drink for kids

Time

- i. Breakfast not later than 9:00
 - ii. Morning snack not later than 10:30
 - iii. Lunch not later than 13:00
 - iv. Afternoon snack not later than 15:00
1. Meals and snacks will be enjoyed in the classroom area, play area. Occasionally it can be enjoyed outdoors as a special treat
 - 2. Role of adult**

The adult must ensure that the children are eating their food in an orderly manner and pay attention to table manners. Children may not be allowed to wander around while eating

Babies will be fed while seated in a feeding chair.

Toddlers and you children may occasionally eat while seated on the carpet, provided they have a place mat on the floor for the food
 - 3. Allergies**

Parents must ensure that the school is aware of diagnosed allergies of their children and it is placed on file. The school will reasonably cater for alternatives or it can be provided by the parents
 - 4. Menu**

The menu must allow for balanced meals and snacks, using seasonal fruit and vegetables where possible.
 - 5. Food preferences and likes/dislikes**

The school follows the policy of all children will eat everything even if it is only one mouthful. The school will not provide alternatives in this case and parents will also not be allowed to provide other food when a child dislikes something.

The school strongly believes that children must be exposed to all different tastes and textures however no force feeding will be allowed
 - 6. Cultural differences**

In the case of halaal and kosher food, the school will not accommodate this and the parents can provide their own food according to their cultures.
 - 7. Refreshments from home**

Toddlers and young children do not bring any food to school with the exception of a birthday party or celebration which must be arranged with the teacher in advance
 - 8. Celebrations**

Birthdays will be celebrated at the school and parents must ensure that food and refreshments are discussed with the teacher in advance

Refreshments for staff and visitors and meetings

1. Tea and coffee will be provided for the staff and for visitors
2. Staff must bring their own lunch and refreshments.
3. Lunch will be scheduled and a place will be provided where they can enjoy their lunch. Staff may not leave the premises during their lunch breaks unless specifically arranged with the principal

14 Pest Control

Pest control measures in:

1. Kitchen – Pest control bait stations will be placed in the kitchen, refuse area, classrooms.
2. Toilet areas –Electronic Paper Towel dispensers, Electronic Hygiene Soap Dispensers, Deep Clean for toilets for all bathrooms. Hand Sanitizer Dispensers will be installed at the front door entrance and exit and in the babies` room

15 Electrical Equipment

Certificate of Compliance will be available

1. Lights and light bulbs will be checked by the staff daily
2. Plugs/electrical sockets will be covered by tamper proof protectors
3. Geyser – Checked by kitchen staff to make sure it is in a working condition
4. Wiring - See CoC
5. Meter cupboards – See CoC

16 Storage

- a. Outdoors – Storeroom door with a lock that will be locked daily. All outdoor toys and equipment will be stored in storeroom after cleaning daily and disinfected weekly.
- b. Indoors- All indoor toys and equipment will be stored in the classrooms in containers or cupboards after cleaning daily and will be disinfected weekly.

17 Outdoor Play area

Check perimeter walls daily and electric fencing for vandalism and break-in`s

Check:

1. Equipment, corrosion, loose bolts, wires, nails, sharp edges, broken toys
2. Sandpit sanitised weekly and covered daily
3. Water play – toys washed daily and sanitised weekly. Water must be removed after free play outdoors
4. No hard surfaces under climbing equipment
5. Flaking of paint on equipment and apparatus

6. No thorns or seeds anywhere in the outdoor play area
7. Pesticides, drain cleaner and poisons must be stored and locked away from the children
8. Cleaning material must be stored and locked away from the children

18 Smoking

As per Tobacco Products Control Act. , No smoking rule anywhere on the grounds. A school is a public area.

**GOVERNMENT NOTICE
DEPARTMENT OF HEALTH**

No. R. 264

30 March 2012

TOBACCO PRODUCTS CONTROL ACT, 1993 (ACT NO. 83 OF 1993)

REGULATIONS RELATING TO SMOKING IN PUBLIC PLACES AND CERTAIN OUTDOOR PUBLIC PLACES

Prohibitions

2.

- (1) No person may smoke any tobacco product in any public place.
- (2) No person may smoke any tobacco product in the following outdoor public places:
 - (a) stadiums, arenas, sports facilities, playgrounds, zoos;
 - (b) premises of schools, or child care facilities;
 - (c) health facilities;
 - (d) outdoor eating or drinking areas;
 - (e) venues when outdoor events take place;
 - (f) covered walkways and covered parking areas;
 - (g) service areas and service lines

19 Hygiene

1. Indoors- All indoor toys and equipment will be stored in the classrooms in containers or cupboards after cleaning daily and will be disinfected weekly by the teachers of each class and baby area
2. Cleaning equipment will be disinfected daily, brooms, mops, cloths, dish cloths, buckets,
3. Cleaning material and cleaning consumables must be stored and locked away from the children
4. Bedding- cleaned weekly or when necessary
5. Towels and facecloths- Cleaned weekly
6. Mattresses- To be turned once a week and wiped down with disinfectant cleaning products
7. Nappy changing – When required and for certain circumstances e.g. severe nappy rash. After a nap, before going home.
8. Soiled nappies - Place in plastic bag and thrown away in a sealable bin and then in a designated outside bin
9. Toilet areas – Electronic Paper Towel dispensers, Electronic Hygiene Soap Dispensers, Deep Clean for urinals and toilets for all bathrooms. Hand Sanitizer Dispensers will be installed at the front door entrance and exit and in the babies` room
10. Dustbins - Sealable and designated bins for nappies and other waste
11. Windows – Closed daily and cleaned monthly by an assigned cleaning company
12. In case of vomiting or other accidents to be cleaned up immediately by teacher and the soiled items to be washed or put away for cleaning later
13. Eating habits of children - The adult must ensure that the children are eating their food in an orderly manner and pay attention to table manners. Children may not be allowed to wander around while eating
14. Babies will be fed while seated in a feeding chair.

15. Toddlers and young children may occasionally eat while seated on the carpet, provided they have a place mat on the floor for the food
16. Tissues – One box provided by each parent at the beginning of each term for toddlers and young children and two boxes per term for the babies
17. Disposables gloves – Gloves will be available in all play areas and classrooms (Small First Aid kit) as well as in the Main First Aid Kit

20 Activities

1. Toilet rolls – School will provide and replaced as required
2. All equipment purchased must be age appropriate
3. Check indoor and outdoor equipment for weakness, corrosion, loose bolts, wires, nails, sharp edges, breakages
4. All free play activities to be supervised continuously both indoors and outdoors.
5. A free -play observation checklist and register must be available for all staff in all the play areas and outdoors

21 Sleeping and nap time

Role of adult – Continuous observation and presence while children are napping in the class will take place

1. Babies in cots and toddlers and young children on mattresses with covers. Parents supply blankets
2. Babies will sleep or nap according to their routine and toddlers and young children according to their daily programme
3. Teachers will observe and children who do not nap, may read a book from book area on their mattresses
4. Children must not lie down facing each other. Head and toe format will be applied

22 Animals

1. No animals or pets are allowed at the school unless pre-arranged and part of the weekly theme.
2. Visits by people from a zoo or conservation company with animals may be allowed

23 Fire Safety

1. When the alarm/whistle goes off with a certain signal indicating fire, all classes must evacuate as indicated on the floor plan. Children and teacher will meet at the gate in case of evacuation. Teachers must ensure that all children have left the premises and that her register and cell phone is with her
2. A whistle will be blown in case of an emergency – long continuous blow- fire, two shorter blows-bomb scare, number of short blows- emergency outside and children and staff to lie on floor in the building
3. Adults must ensure that all children have left the premises and that the teachers have taken their registers and cell phones along.
4. A floor plan of the building with both levels will be displayed at clearly visible areas inside the building and will indicate in red the escape routes. See attached
5. All electronic records of children and staff must be backed up weekly and back up files can be taken in case of an evacuation

6. All fire extinguishers must be checked and be in working order. All staff must be informed on the operating of the extinguishers
7. Everything must be left in the class when evacuating and only the register and cell phones must be taken along
8. Role of Fire Brigade. The fire brigade will be contacted if necessary and they will also be invited to the school to demonstrate their role in fire fighting to the children

24 First Aid and Medication

1. Medication can be administered at school under condition that it is prescribed in writing by a doctor or clinic
 - i. Medication will be kept in a locked cabinet in the principal's office
 - ii. Parents need to collect the medication when collecting the child
 - iii. Antibiotics will not be administered
 - iv. All medication and the dosages must daily be entered by the parent in a register and be signed
 - v. Teachers will sign this register when administering medication
2. At least one staff member will be trained in First Aid and this training will be revised annually
3. First Aid kit is kept in the office on a shelf high enough so that toddlers or young children cannot reach and the principal will control this in the office. A control book is available for staff members to record all incidents and accidents where medication or first aid was required
4. A mini first aid kit is available in all classes, out of reach of all children. The staff member must ensure that this is controlled and always fully stocked.
5. In case of an accident/injury to a child the staff member must immediately establish the seriousness of the injury without moving the child.
 - i. Press the emergency button in the Jelly Tots class
 - ii. The staff member with first aid training must be called and assist if necessary
 - iii. Check the breathing of the child and the heart beat, vital signs
 - iv. The child must be made comfortable

Depending of the seriousness the following will be done:

- I. Press the emergency button in the Jelly Tots class immediately to contact ambulance
 - II. Contact the parents
 - III. Drive the child to hospital immediately if necessary, parents to sign consent for this
 - IV. In case of a minor injury, move the child to the sick room and apply first aid; cuts, bruises, sprain, burn
 - V. In all cases a staff member must complete an incident/accident form in detail and the parents must in all cases be informed
6. A file with the accident/Incident forms is kept in the office where all staff members can have access too. Staff will also keep a number of copies in their classes in a file in case of an injury in class
 7. All staff members must check the inside play area as well as the outdoors play area daily to ascertain that there are no potential hazards. A book must be completed by the staff members indicating that there are no potential hazards or a hazard must be noted.
 8. In the case of major illnesses and disclosed illnesses the principal of the school must be informed as soon as possible and be supplied with a letter from a doctor or hospital. Certain illnesses must be reported such as measles, meningitis and TB.

9. A list of all the emergency contact numbers must be kept in the office as close as possible to the telephone.
A list of telephone numbers of all parents must also be kept as close as possible to the telephone in the office
10. The principal is responsible to draw up a time table for outdoor play duty areas for all staff members. This should rotate from week to week. All staff members must be in possession of this time table

25 Sickness

1. The principal must be informed before 9:00 if the child will not be attending the school that day
2. A doctors note must be provided on return of child after an illness
3. In the case of contagious diseases – a child with a contagious disease will not be allowed to attend the school , in order to limit exposure of virus or bacteria of other children and adults and can only return with a note from the doctor or clinic indicating that the child is free from the contagious disease
4. In the case of a child becoming ill at the school, the parents will be notified and expected to pick up the children within 60 minutes and/or the ill child will be isolated from the rest of the children to prevent the spread of a disease
5. Children may not be absent without a reason or without informing the school.
6. Symptoms and signs of common children’s diseases such as mumps, chicken pox must be known to all staff members in order to make a reasonable diagnosis

26 Safety of Adults

1. Staff members must at all times be assisted when lifting and carrying heavy items. No person must be expected to do this without assistance
2. The school must ensure the safety of staff members when coming to aggressive parents or other persons visiting the school and staff members should strive never to be in a position where they are alone with such persons
3. Pregnant teachers should never carry or move heavy objects around. They will also be accommodated when it comes to standing outside on their feet for too long. No carrying of young children will be allowed
4. All staff illnesses and accidents must be recorded in a register
5. Staff members will get leave as stipulated in the Conditions of service
6. All absentees of staff must be recorded in register
7. All staff need to apply for leave when a situation arises, apart from annual leave
8. Warning signs at school for wet floors will be used to indicate a possible dangerous area
9. No staff member should leave the premises after dark by her/himself. Late duty for children whose parents did not arrive in time must not be conducted by only one staff member
10. The school will ensure that all staff members go for the annual flu shot
11. Annual leave will be conducted as per the basic conditions of service for all personnel and all weekends apart from the five weekends per year for functions and fundraisers are seen as free time
12. The management of the school will ensure that the staff will be de-stressed and anti- anxiety programmes will be conducted from time to time or when necessary at school. Staff will be urged to do exercise regularly, get sufficient sleep and eat healthily

27 HIV AIDS Policy

See Policy HIV AIDS

28 Records

Records will be kept of the following:

1. Enrolment forms of enrolled children
2. Communication from parents
3. Delivery to and collection from school
4. Emergency contacts as well as parents contact numbers
5. Allergies, illnesses, conditions, dietary requirements of children
6. Visitors book
7. Staff attendance
8. Children attendance
9. Accidents/incidents
10. Illnesses
11. Administering medicines
12. Indemnity forms
13. Child detail
14. Staff detail
15. Record of visitors
16. Fire safety procedures
17. Vehicle records of staff and drivers

Other: Risk assessments – fire, health, security

Signatures:.....

Date:.....