



# ***Policies***

## ***Practices & Procedures***

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# 1. Health & Safety Policy

## 4.1 Health and Safety Framework.

Our Centre provides a safe environment for children, staff, and visitors. We achieve this by ensuring all practicable steps are taken to prevent accidents and incidents; but where these occur, by taking all practicable steps to understand why it occurred and to learn from this to prevent it from happening again.

This policy aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our centre operations and aims to ensure all work activities are done safely.

### **Management is responsible for providing and maintaining:**

- a safe working environment
- safe systems of work
- plants and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training, and supervision needed to make sure that all workers are safe from injury and risks to their health.

### **Workers are responsible for:**

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

### **We expect visitors and contractors to:**

- be familiar with the health and safety policies of our centre
- Report any hazards, incidents, or accidents they see to management.

### **General:**

- Management and staff share the responsibility for ensuring we offer a safe and healthy environment for all
- We have a first aid kit in each classroom equipped to the standard set by the Ministry of Education and kept fully equipped
- We have areas where we can isolate sick children
- Core teaching staff has current first aid training

The following framework outlines the range of centre health and safety policies required to comply under the Ministry of Education’s Early Childhood Education centre’s licensing criteria HS1 to HS33. It also includes Premises and Facilities licensing criteria PF3-PF31.

Prevention (What we do to avoid something happening)	Response (What we do when something happens)
<p><b>HS1/HS2 Hygiene</b> Laundering of Linen Policy</p> <p><b>HS3</b> Nappy Changing Policy &amp; Toileting</p> <p><b>HS4</b> Approved Fire Evacuation Scheme</p> <p><b>HS7</b> Evacuation Plan Policy</p> <p><b>HS8</b> Emergency Drill Record &amp; Procedures</p> <p><b>HS9</b> Sleep Monitoring Policy</p> <p><b>HS12</b> Hazard and Risk Identification and Management System and Hazard Register (folder in office)</p> <p><b>HS17</b> Outings and Excursions Policy</p> <p><b>HS18</b> Travel permission Policy</p> <p><b>HS19</b> Healthy Eating/Food Policy</p> <p><b>HS25</b> Accident and Illness Policy</p> <p><b>HS26</b> Infectious Diseases Practices</p> <p>Salmonella Procedure, Immunisation, sun protection</p> <p><b>HS28</b> Medicines Administration / Medicine Register</p> <p><b>HS29</b> Medicine Administration Information (in rooms a&amp; part of induction process)</p>	<p><b>HS25 &amp; HS27:</b> Incident, illness and Accident Record; Incident Investigation form</p>

**4.2 Risk Management Procedure**

**ECE Regulations 2008 HS12**

*Last Reviewed 12/12/2022*

*Next Review DUE*

With the aim to keep our staff, tamariki and visitors safe during the time they are at our centre we have designed City Heights’ risk management procedure.

1. All potential risks will be identified, registered, assessed and dealt with, aiming to minimise, isolate or eliminate them completely. This will be discussed and agreed upon by all team members.
2. All agreed potential hazards and risks are collected in our Risk Management Register, located at the office and available to everyone.
3. Our register is reviewed annually and/or after an incident/ event happen.
4. A member of the team will do daily checks to detect possible hazards in our environment, indoors and outdoors before children use the different areas. If any hazard or risk is found immediate action needs to be taken to eliminate or minimize it always that is possible. If not possible, management will be advised and eliminate or minimize the risk by cordoning off from children or in the case of equipment, removing it whatsoever until can be fully solved. Either action will be reflected in the report.
5. Health and safety checks will be recorded daily with the signature of the person responsible and kept in our Health and Safety folder in each classroom.
6. A monthly review will be undertaken by the team leader of each room and an updated monthly report kept in the centre's H&S folder. This reporting will detail actions taken and will feed the Risk Management Register. This monthly review needs to be done in conjunction with the review of accidents and illnesses records to analyse if any relation among them, long term issue or trend can be detected. Any relevant information and action taken must be shared with the team as soon as possible and feed the Risk register.
7. All visitors must sign at the visitor register that they have read and understood potential risks and hazards they may encounter at our centre. A Visitor Risk Management register will be sitting at the visitor check in/out table for them to read through.

### 4.3 Hygiene

#### ***ECE Regulations 2008 HS1***

*Last Reviewed 17/11/2022*

*Next Review DUE*

All members of staff will ensure all premises, furnishing, fittings, equipment, and all material used by children and adults are kept safe, hygienic, and maintained in a good condition. We pride ourselves to offer a high standard of hygiene at our service which everyone cooperates and benefits from.

Daily cleaning will be completed by the staff during and at the end of the day. A record of tasks is completed daily by the responsible and kept in H&S Folder in each classroom.

Cleaning will be completed following health requirements if an outbreak of an illness occurs.

Professional cleaners are employed to deep clean floors and bathrooms in a daily basis. Other tasks such as floor polishing, high dusting, wall cleaning is done in a weekly basis. Staff are to leave a note for the cleaners in the cleaning services communication book detailing any extra cleaning that is required if direct contact is not possible.

Kitchen staff is responsible for cleaning the kitchen at the required standards. All equipment used to cook is washed in hot soapy water and then put in the steriliser. All surfaces are clean and disinfected after each used and at the end of the day. Records are kept in the kitchen folder.

Plates and cups used by the children are wash in hot soupy water and then put in the steriliser or dishwasher.

Management team will check that the centre is clean and tidy in a daily basis and organise a ad hoc cleaning when necessary. Management will ensure that cleaning products are always available.

Each term a spring clean will be carried out.

#### 4.4 Laundering

##### *ECE Regulations 2008 HS2*

*Last Reviewed 19/06/2023.*  
*Next Review DUE*

At City Heights laundering is done is our premises. We got an enclosed laundry space with a 8 kg capacity washing machine and 7kg capacity dryer. Centre's housekeeper with the assistance of the teacher team will ensure that all used cloths, tablecloths, Kitchen tea towels, cleaning clothes and towels are hygienically washed and dried on the day.

Linen, blankets, aprons, dress up clothes, hats, cushion covers, doll's clothes and soft toys are collected and washed weekly.

Everything is washed in hot water (40°C) in a program of 60 min and with an adequate quantity of laundry detergent.

Daily dirty laundry is kept in laundry baskets placed around the centre. Dirty linen is kept in a special linen laundry basket until washed. Those doing laundry will ensure that no cloths and towels used for wiping children or cleaning tables will be washed with bed linen. Bed linen is always washed separately.

Seniors' area (MOE licence 80056) does not have laundry facilities. Teaching team and housekeeper will bring the laundry collected during the day to the laundry upstairs and wash and dry everything following same procedure. Clean laundry is sent back downstairs early every morning.

#### 4.5 Nappy Changing Policy & Toileting (HS3)

##### *ECE Regulations HS3*

*Last Reviewed 28/01/2023.*

*Next Review*

##### **Nappy Changing**

1. All children are to be treated with dignity and respect while changing nappies.
2. Nappies will be initially checked on arrival after the parent has left, especially those children who travel a longer distance to the centre.
3. All infants and toddlers in disposable nappies during the day will be changed every 3 hours or as required in between time for wet or soiled nappies.
4. All infants and toddlers in cloth nappies during the day will be changed every two hours or as required in between times for wet or soiled nappies.
5. Parents' instructions regarding less frequent changes will be respected.
6. When infants/toddlers are dry at nappy check they will be checked again half an hour later.
7. Records of checks and/or nappy changes will be kept on Toileting charts and will always be available to parents.
8. Dirty nappies are discarded in a lidded nappy bin for effective and hygienic disposal.
9. Change tables are always sprayed with disinfectant and wiped down after each use.
10. Children are taught to wash and dry their hands after going to the bathroom.
11. Sanitizer is readily accessible for teachers to use after nappy change.

##### **Toileting**

1. Children will have free access to the toilets at all times of the day.
2. The bathroom doors are to be always kept open.
3. Children using the bathroom are to be treated with dignity and respect.
4. There are small toilets with seat inserts and steps on which to stand or reach the seat from, and toilet paper within easy reach.
5. Children becoming toilet trained are reminded by staff regularly to go to the toilet and assisted where necessary.
6. Staff will assist children needing help with toileting.
7. Children are taught to wash and dry their hands at the basins after using the toilet.
8. Should a child have an accident they will be cleaned and assisted to change into the spare set of clothes in their bag, or into clothes supplied by the centre. Their wet or soiled clothes are put in a plastic bag in their bag.
9. Children are praised for good toileting behaviour and there are no negative comments if they are not successful.

## 4.6 Sleeping Policy (HS9)

### ***ECE Regulations 2008 HS9***

*Last Reviewed 10/01/2023.*

*Next Review DUE*

At City Heights we recognize each child is unique and come to our centre with their own sleeping routines and patterns. We strive to follow their individual practises and routines in a healthy and familiar environment.

1. When sleeping or resting, children will be in an area designated as a sleeping and/or resting area.
2. All children are provided with a sleeping space and their own bed and linen. Their bed linen is washed weekly.
3. Our sleeping areas are peaceful and healthy environments; however, they are not silent or dark spaces necessarily, especially for children over 3.
4. Babies will be put to sleep following whanau directions to maintain individual routines and consistency, for example, rocked, patted and/or left to self-settle.
5. Toddlers will be taken to their sleep area in small groups and encouraged to independently settle, however, teachers support is always available when needed. Teachers will remain in the room until children are asleep. If a child is not asleep after 30 min of adult support, they will be invited to go back to the classroom.
6. Seniors are encouraged to complete the sleep routine independently with teachers support. One teacher remains in the room while children are sleeping. If a child is not asleep after 15 min of adult support, they will be invited to go back to the working area.
7. When children are fully asleep, a staff member will be responsible for monitoring children in the sleep area. Each child under 3 will be monitored every 5 minutes, children over 3 will be monitored every 10 minutes to the monitoring standard in this policy.
8. When monitoring children, they will be checked to ensure every child is breathing comfortably, is warm and completely settled. We will ensure no children are disturbing others. Checks and the person undertaken them are always recorded on the Sleeping chart.
9. Sleep times are recorded on the Sleeping chart and accessible to parents.
10. Staff will ensure that children have no access to fluid or to food while in bed or sleeping or resting.
11. Staff will ensure that children do not stand, walk, or jump on other children's beds.
12. Beds will be arranged following tikanga Māori.
13. Sleep room temperatures are kept at the level recommended by MOE, 18° C minimum.



14. Parents are encouraged to bring along any special item for the child to settle.
15. If a child falls asleep out of the sleeping time or space, they will always be transferred to a bed as soon as possible and kept suitably warm.

#### 4.7 Accident, Illness and Infectious disease policy

##### *ECE Regulations 2008 HS25*

*Last Review*      11/08/2022

*Next Review*      DUE

At City Heights we are committed to provide a safe environment for our tamariki, kaiako, whānau and wider community, to always protect and nurture their wellbeing. Injuries and illness are recorded and continuously reviewed to ensure the health and safety of tamariki, and adults remains top priority.

##### 1. Accidents.

In the case of an accident occurring within the centre we will proceed as follows:

- If a staff member deems the accident as **minor**, they will administer first aid treatment, record the accident, and advise the parent on collecting the child. The parent will be asked to sign the accident report and given a copy of it.
- If a child receives a bump or graze on the face or head that is deemed not serious but visible, the parent will be contacted and informed prior to collecting their child. If a bump, a wrapped ice pack will be held on the child's head for at least 20 min. If a burn, the injured area will be put under water for at least 20 minutes.
- If deemed **serious**, first aid treatment to be provided, parents, or emergency contacts will be immediately contacted and arrange for the child to be picked up and taken to a medical centre. A detailed accident report to be written.
- If deemed **very serious** an ambulance will be called prior to contacting the parents. If the child needs to be taken to hospital and parents haven't arrived yet, a staff member will accompany the child until the parents are present. Serious injuries will be notified to the appropriate agency by the centre manager. An investigation will be conducted and a detailed accident report to be written.
- If the accident occurs to an adult same procedure applies.

##### 2. Illness

Most children are likely to experience illness at some stage during their time at City Heights, but we believe that if children are unwell, they must be away from the centre where they can rest and recuperate.

- When a child or staff member becomes ill<sup>1</sup>, they will be sent home as soon as possible. They will be recommended to stay home until well again. If parents are unavailable the child's emergency contact will be notified.
- If a child is unable to go home immediately, they will be monitored, and an appropriate treatment will be administered, for example, cold cloth, the removal of clothing, drinks of water and comforting if necessary while away from others (office area).
- Team leader or centre manager will follow up with parents/ caregivers if any illness has been diagnosed by a medical professional.
- If an infectious illness is confirmed every family in the room or centre will be informed via email.
- If more than a child present same symptoms Public Health Service will be notified.

### 3. Infectious illness

1. The Ministry of Education's chart on 'Infectious Diseases and guidance from HS26 Response to infectious illnesses will be followed. Infectious diseases include conjunctivitis, measles, rubella, chicken pox, glandular fever, scarlet fever, mumps, whooping cough, and gastrointestinal diseases (e.g., norovirus, rotavirus, salmonella).
2. We will always recommend to our parents and staff members seeking clearance from a doctor.
3. Children with vomiting and/or diarrhoea should remain away from the centre for 48 hours after the last bout of vomiting or diarrhoea. Same to be applied to staff members. A doctor's certificate is required for staff returning to work after two consecutive sick days.
4. As Salmonella is difficult to distinguish from other stomach upsets that result in loose motions, staff will record any child who has a loose motion and speak with parents, so that they can watch out for the appearance of the following symptoms:
  - abdominal pain
  - frequent diarrhoea
  - chills or fever
  - headache
  - Vomiting

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<sup>1</sup> Illness that requires child to be sent home includes coloured discharged from nose (no allergy related), identifiable rash or spots, constant cough, diarrhoea, vomiting, temperature over 38c, difficulty breathing, conjunctivitis and any of the infectious disease In App 2 pf the Licensing Criteria for Early Childhood and Care Centre 2008.

5. If more than a child present same symptoms Public Health Service will be notified.

#### 4. Procedure for hygiene and infection control when washing sick and soiled children.

Each building has a *spill bucket* equipped with all that is needed to clean up after a child's accident involving body products.

##### Vomiting or diarrhoeal incidents

- These incidents should always be treated as potentially infectious.
- Staff must wear disposable gloves and a plastic disposable apron (as a minimum). It is recommended to use a mask N95 when cleaning vomit which is suspected as being caused by a gastro enteric illness. A mask N95 should be worn if the vomit is cleaned up within an hour of the incident occurring.
- The immediate area should be cleared of children and adults and blocked off.
- If vomiting has occurred spray the area immediately with an air neutralising aerosol spray. This neutralises the odour and may assist by causing aerosols containing viruses to drop to the floor where they can be disinfected. If possible, open windows and doors to direct the airflow to the outside of the room.
- If possible, remove soiled furniture to a safe and isolated place for thorough cleaning.
- Vomit and/or diarrhoea should be removed by using paper towels to soak up excess liquid then using disposable green cloth (see the following section for disposal of contaminated material)
- Following the removal of matter wash the immediate area with hot water and detergent using disposable cloths.
- Apply disinfectant to the area. Clean and disinfect non-disposable equipment after use.
- Restrict access to the contaminated area for at least 30 minutes to allow it to air dry.
- If carpet has been contaminated by vomit or faecal matter do not dry vacuum once the material has been removed. Carpets should be steam cleaned using a steam cleaner which reaches a minimum of 60 degrees. If is not possible, clean the area with hot water with detergent, and thoroughly air the area until dry before allowing people back into the area. A mask should be worn when cleaning contaminated carpet.

##### Disposal of Contaminated Materials, PPE & Body Fluids

- Paper towels or absorbent granules used to soak up excess liquid and any solid matter must be placed directly into a plastic bag that is then sealed or tied. This bag must then be placed into a second bag and sealed to reduce the risk of it leaking and then placed in the general rubbish bin located out of the building.

- Place all contaminated cleaning cloths, gloves, aprons and any masks into a plastic bag, seal or tie and then place in the general rubbish bin.

#### 4.8 Covid-19 Response policy

*Last Reviewed 10/10/2022.*

*Next Review DUE*

This policy offers a clearer indication on how to proceed when children or staff are unwell and or presenting cold /flu symptoms during the Covid-19 Pandemic.

In order to adhere to best practice in respond of Covid-19 guidelines prevailing the health and wellbeing of our tamariki and staff and maintaining a safe and healthy environment we will maintain same strategy put in place since 2021.

1. Good hygiene.
2. Cleaning and disinfection.
3. Stay home and get tested if sick.
4. Good ventilation.
5. Room temperature at 18°.
6. Daily RAT test if any household member test positive.
7. Visitor to maintain physical distance from other adults and children as much as possible.

While controlled, Covid-19 is in our communities. Our strategy focuses on minimising its impact and transmission. At City Heights children and/or staff members will be sent home if they present with two COVID symptoms. These include:

- Sneezing and/or a runny nose
- A new or worsening cough
- A fever
- Shortness of breath
- Sore throat

OR

With one of these symptoms and are showing signs of acting unwell. These could include:

- They are lethargic.
- Not eating/drinking
- Restless/unsettled.
- Needing extra attention

To return to the centre families and/or staff members will be requested a negative covid test.

A person with Covid will not be able to drop their children to our service in any circumstance. In addition to this we ask parents who are sick themselves to either

arrange other drop off/pick up options or alternatively call and we will organise one of us dropping your child to your car outside.

#### 4.9 Medicine Administration (HS28)

##### ***ECE Regulations 2008 HS28***

*Last reviewed* 01/10/2022.

*Next review* DUE

1. The Centre enrolment contract includes a clause that provides a general consent (signed by parents) for staff to administer medicine category (i), and category (iii) to children. Category (ii) medicines will require daily parental authorisation.
2. On request of a parent for the staff to administer medicine category (ii), the staff member will ensure that the correct details are recorded in the medicine form and that the parent signs. The Centre will maintain those consents with name of the child, type of medicine/name, dosage, frequency, and parent signature in our H&S folder in each classroom.
3. On receipt of the medicine container, the teacher will check and verify the type of medicine, dosage and frequency matches with the consent form, and if a prescription medicine, the NAME on the label and 'use by date'.
4. Prescription medicine will not be accepted for a child, if their name is not on the container or if the finish date specified in the consent exceeds the 'use by date' on the container.
5. Only teachers or management are authorised to administer medicines and make entries in the medicine register. A second staff member will have to be present when medicine is being administered to ensure that the details are accurately and promptly recorded in the medicine form.
6. No child shall be given medicine unless there is a form with all above details and authorisation by the parent.
7. No child shall be given medicine unless the staff member or person specified has first checked the record to ensure that they administer the correct type and dosage of medicine to the right child.

8. The teacher will ensure that medicines are returned to the parent or caregiver each day. Antibiotics will be taken home each day by parents and returned to the centre the next day until the course is completed. They will be storage in the fridge while in the centre.
9. When an Inhalers or allergy medicine is to be used by a child, parents will complete and sign the Long-term Medication form. Medicine will be stored in an obvious place in the child's main classroom, always out of reach of children. The child's name will be clearly visible on the container.

#### 4.10 Immunisation

*Last Reviewed 01/10/2022.*

*Next Review DUE*

For the well-being of children, we prefer children to be medically immunised as recommended by the Health Department. The Department of Education requires us to keep a copy of the Immunisation record, which is to be regularly updated, as necessary. The immunisation information is entered on the computer management system which prints out an Immunisation Register, which is regularly reviewed, and reminders being given to parents of children for whom there is no immunization recorded.

#### 4.11 Sun Protection

*Last Reviewed 20/10/2022.*

*Next Review DUE*

1. Excessive exposure to the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Babies and young children are particularly vulnerable to UV damage. City Heights follows Sun Smart, From Cancer Society NZ, policy, and guidelines to ensure that children and staff are protected from damaging levels of UV radiation from the sun.
2. Sun protection will be used whenever UV levels are 3 or higher, mostly from September to April, especially between 10am and 4pm. UV levels can be high on cool or cloudy days, so temperature is not a good indicator for deciding to use sun protection. To check the UV levels at City Heights we use the free UVMate app.
3. All babies under 12 months will be kept out of direct sun when UV levels are 3 or higher. They should be protected by shade, clothing, and broad-brimmed hats. Sunscreen may be used on small areas of a baby's skin, but we will not rely on sunscreen as the primary method of protection. Use of sunscreen on babies under 6

months is not recommended, as they have sensitive skin and should be kept in the shade where possible.

4. Children with a health condition or taking medicines that make them sensitive to the sun should use sun protection all year round.
5. Shade
  - 1) As part of the service's planning, the leadership team will consider how to increase shade where it is lacking. When remodelling, planning new buildings or playgrounds and play spaces, providing shade will be considered from the start.
  - 2) The availability of shade is considered when planning outdoor activities at the centre and outdoor excursions.
  - 3) Children are encouraged to use available areas of shade when outside.
  - 4) Children who do not have appropriate hats or outdoor clothing are required to play in the shade or indoors (see hat exemption point 3).
6. Clothing
  - 1) When outside, children wear loose-fitting clothing that covers as much skin as possible. Families are encouraged to dress children in tops with elbow-length sleeves, and if possible, collars and knee length or longer style shorts or skirts.
  - 2) Some cover up clothing is provided at the centre if required.
  - 3) Rash tops are encouraged for water play, if possible.
7. Hats
  - 1) Children are required to wear hats that protect their face, neck and ears. Baseball caps and visors do not offer enough protection and are therefore not allowed.
  - 2) The service provides spare sunhats for children to use if necessary.
  - 3) Students and staff may be exempt from wearing a sunhat due to cultural or religious beliefs. In this case, other methods of sun protection, such as seeking shade, and wearing sunscreen and sunglasses, should be emphasised.
8. Sunscreen
  - 1) A water-resistant, broad-spectrum sunscreen with an SPF of 30 and above that meets the Australian and NZ standard (AS 2604), is available for staff and children's use.
  - 2) Children are encouraged to apply their own sunscreen (under supervision).
  - 3) Sunscreen is applied at least 20 minutes before going outdoors and re-applied every two hours or more frequently if sweating (in accordance with manufacturer's instructions).
  - 4) Routine breaks are provided during outdoor activities for children to reapply sunscreen and get water.
  - 5) If children are playing in water, sunscreen that is used is water resistant.
  - 6) Sunscreen is stored in a cool place and expired products are not used.

- 7) This policy will form part of any risk assessment for activities/trips outside the centre.
9. Sunglasses.

If parents want their children to also wear sunglasses, these should be close fitting and cover as much of the eye area as possible. Sunglasses should meet the AS/NZ Standard 1067:2016 (this is usually marked on the arm of the sunglasses).

Sun safe habit is promoted and explained in formal curriculum e.g. damage done by the sun's radiation is explained and examples of sun safe habits at school, at home and at beaches and on boats are demonstrated. Staff should provide role models for safe practice.

On extremely hot sunny days the children remain indoors between 11am and 2.30pm.

#### 4.12 First Aid

1. All full-time staff are trained in first aid and updated regularly. City Heights will book and pay for teachers' courses. Bookings are done on Saturday with Meditrain Otago (Green Island).
2. The First Aid Kit is checked every term to make sure it contains all necessary.

#### 4.13 Emergency Plan Policy (HS7)

##### *ECE Regulations 2008 (HS7)*

*Last Reviewed* 07/8/2022.

*Next review* DUE

This policy/plan is aimed at evacuation procedures in the event of civil emergencies such as fire, earthquake, flooding, storms, volcanoes, chemical gas emissions etc. It covers the process of closing the centre, vacating it and moving children/staff to an alternate place and their subsequent care.

1. **Decision to evacuate** is taken under four circumstances:
  - 2.1 if ordered or advised by officials.
  - 2.2 If the building becomes structurally or environmentally unsafe (earthquake, fire, flood).
  - 2.3 If the area or environment becomes unsafe (gas or chemical leak or local fire).
  - 2.4 If a potential threat is likely to make continued occupation of the property unsafe (Civil Defence warning).
2. Centre manager or most senior staff member present will make the decision to evacuate and implement evacuation plan, taking into consideration the immediate and longer-term safety of children and staff. Where possible this decision will be made before the centre or environment becomes unsafe or options for moving to another location become unsafe.



3. The most senior member will become the Emergency Warden (EW) for the purposes of the evacuation procedure and will ensure that this plan is followed/carried out.
4. All procedures are subject to there being enough time to carry them out and that priority has been given to application of first aid.

**5. Evacuation Procedure:**

1. Check to see of the alternate location and movement to it is still safe and usable.
  - Civil Defence mustering point is the **park beside Arthur Street School**.
  - Our Assembly points in case of fire are the open area by the front gate in the case of fire originated downstairs, with an alternative being by the tyre mound in the playground when the fire is originated upstairs.
2. Collect up all rolls and parents contact details.
3. Where possible advice all parents of the new location by phone.
4. Take first aid supplies, some food, and some drink.
5. If leaving the centre, leave a notice on the front door or fence indicating where staff and children have gone and a cell-phone number of persons in charge.
6. Advise police, civil defence, and neighbours.
7. If time and if appropriate, turn off electricity and water at mains supply.
8. Ensure all children stay together when walking to chosen evacuation destination.
9. Ensure adults take care of a specific known number of children in the group during evacuation.
10. On arrival check all children and adults against the roll.
11. Register if appropriate with officials or advise police on arrival.
12. Advise parents if not already done of location.
13. Staff are required to stay with and care for the children until the last one has been collected by their families.
14. Staff will ensure children are safe, comforted, and basic needs met.
15. Children will be released to parents (or person permitted to collect them) and marked off on the roll.
16. Most senior person duties and responsibilities will end when the last child has been released.

**4.14 Lockdown policy**

*Last Reviewed*      02/02/2023  
*Next review*              DUE

This policy/plan aims to ensure the safety of all children, staff members, families, and other visitors to the service in the event of a threat. At City Heights we aim to minimise the risk of harm or the exposure to danger to anyone on the premises.

We will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous are on the centre grounds or if we know or are alerted that they were in the vicinity and pose a threat.
- In instances where estranged parties are attempting to abduct children and/or staff members.
- In instances where staff, students, or volunteers from within the setting become a threat to the well-being of others.
- In emergency situations within the area of centre where there is potential risk from spillages or poisonous fumes.

#### **Procedure.**

1. The staff member who witnesses the event or issue must raise an alarm with the most senior individual in charge.
2. 111 must be called immediately.
3. The most senior individual will determine the need for a Lock down and raise the appropriate alarm.

#### **Alarm procedure.**

The person in charge will make the following announcement via Messenger: This is a lock down. Everyone to stay in their room, remain hidden keep calm and quiet.

#### **Movement of children and staff**

1. All individuals will remain in their rooms.
2. If children are outside, teachers must get them inside as fast as possible even if they are not from their room.
3. Teachers will make the effort to seal and lock classroom doors and windows, close curtains or shut blinds.
4. Children should remain under a desk or down low and out of sight during the lock down period.

#### **Staff responsibilities**

1. Teachers or other staff without children to supervise are to go to the front of the service to liaise with Emergency Services if it is safe to do so.
2. Teacher must take rolls with them and make sure all signed in children are present. Teacher must advise to the other classroom teacher in the case of having children from the other classes roll. Communication between classes is to be done via cell phone.

3. Teachers and/or staff are to close and lock all doors and windows, turn the lights off and ensure all children are kept below window level.
4. All staff, children and anyone else present will remain in the locked room until the “all clear signal” is given by the individual in charge.

#### **Clear signal**

1. The most senior individual in charge will shout “all clear now, the lock down has now ended” to end the lock down period.
2. All children will be moved to the assembly point, rolls to be called and parents to be contacted.

#### **4.15 Outings and Excursion Policy (HS 17)**

*Last Reviewed* 21/07/2022.  
*Next Review*

1. When planning an excursion or any activity where children are taken outside the centre, we will ensure that formal consideration of the risks regarding the safety of the children is carried out. Transport, destination, planned activities, numbers and ages of children going, and time of day will be assessed prior to the trip, to determine an appropriate supervision ratio of adults to children.
2. Parents/ caregivers will be presented with an excursion consent form at the moment of enrolment. This form will be listing ratios for given outings, consenting to, or withholding consent for such excursions.
3. Teacher responsible of the outing will fill a risk assessment form and ask for CM approval.
4. Outings will not be approved if legal requirements, ratios and first aid certificate, are not met for the children remaining at the centre.
5. Teacher responsible will carry a backpack with a first aid kit, a mobile phone, drinking water and a snack. Hats and sunblock will be carried in spring and summer.
6. Children will wear reflecting vests and will carry an identification tag with centre details and their names.
7. While on a trip the staff members will do head counts and monitor the children frequently.
8. Children are to be given opportunity to learn good traffic and road crossing skills. Pedestrian crossings are to be used whenever possible.
9. When children wish to spend time in another area of the City Heights complex (252, 254 York Place and 54 Arthur Street) that is not part of the licence on which they are enrolled, the excursion policy for outings outside the property will not apply. Teachers are not required to complete a risk assessment, maintain higher ratios, and

take phones and first aid kits with them when accompanying children from one part of the premises to another.

#### **4.16 Healthy Eating / Food Record and Drink Policy (HS19)**

##### ***ECE Regulations 2008 Food & Drink***

*Last Reviewed 17/03/2023.*

*Next Review DUE*

City Heights aims to promote children's health and wellbeing through sound nutritional practices. This is achieved by providing safe, healthy, nutritious food which meets the Ministry of Education's Health and Safety Guidelines and classification system as well as the NZ Heart Foundation and its programme Healthy Heart Award.

1. Adequate supplies of suitable and varied food are served to the children in a daily basis at morning tea, lunch, afternoon tea and late snack.
2. Our menu is designed to meet the nutritional and developmental needs of each child. Our meals are served at appropriate times in a daily basis.
3. Food is always prepared in accordance with the Ministry of Health guidelines setting, such as avoiding food that poses a high risk of choking or altering foods for different ages groups.
4. Safe hygiene practices are adhered to when preparing and serving food. Our Cook has current food safety certificate as prescribed by legislation.
5. Records of all food provided to the children are kept and filed away for viewing at any time.
6. Drinking water is available at all times. Milk is offered at morning and afternoon tea to all children over, according to age and allergies specifications. For children under 12 months only parent's approved infant milk food is given.
7. The menu covers a four-week cycle and reflects the seasons. In the babies' room the menu is supplemented with a variety of puree.
8. Children under 6 months or other children unable to drink independently are held semi upright while being fed and only fed parent-approved infant milk or breast milk that parents provided. If parents' consent to feed them solid, we will seek a written consent.
9. Children wash their hands before and after eating. Infants wash their hands with the help of a kaiako using warm clean clothes at the time they sit at the table.
10. Children are encouraged to develop table manners and independence skills in serving food and cleaning up after meals (including wiping their own faces).
11. Children always eat while seated. The space is calmed and free of distractions.

12. Children are always supervised when they are eating. All team is required on the floor at meals times. Some teachers are assigned to only oversee their eating. This adult must hold a First Aid and be able to respond to an emergency.
13. Nutrition based activities are included weekly in the curriculum.
14. Healthy foods are always encouraged for celebrations.
15. Parents are supported with breastfeeding their children.

#### **4.17 Bottles & Breastfeeding Policy**

*Last Reviewed 08/08/2022.*

*Next Review DUE*

Breastfeeding helps lay the foundations of a healthy life for baby and makes a positive contribution to the health and wellbeing of mothers and whānau/families. At City Heights we will ensure that the health benefits of breastfeeding are promoted and supported for our children and their families as well as the children of our staff members.

1. City Heights encourages breastfeeding for as long as the mother wishes to breastfeed their infant. A private space is provided if mothers prefer.
2. Parent are asked to bring all their baby's formula (or breast milk) clearly labelled with child's name and proportions.
3. Bottles must be clearly labelled with child name.
4. Bottles will be returned each day so parents can sterilise them at the end of the day.

#### **4.18 Nut-free policy**

*Last Reviewed 08/08/2022.*

*Next Review DUE*

To promote a safe environment for our tamariki, at City Heights we have a "Nut-free" policy. The objective is to minimize the risk of exposure to life threatening foods.

It is important to note that the safety of children with severe reactions requires the cooperation of all of us. Please read carefully so that you fully understand the guidelines that will be in place.

1. All snacks provided by City Heights are completely free of peanuts/nuts.
2. Children must refrain from bringing into school ANY products that contain peanuts/nuts. This includes all snacks and lunch items. Please read label carefully.

3. We do not allow food sharing at school unless it is a special occasion (holiday parties and other special events and parents/caregivers are in attendance). We do check ingredient lists during these events to eliminate any possible reactions.
4. Any baked items brought in for celebrations must be nut-free or should be store bought with the ingredient label intact to make it is safe for our tamariki to eat.

#### 4.19 Smoking and Vaping free Policy.

##### ***ECE Regulations 2008***

*Last Reviewed*      10/08/2022.  
*Next review*                      DUE

1. City Heights buildings and grounds are smoke free, 24 hours a day, 7 days a week.
2. We will at all costs prevent the exposure of children to smoke, prevent them from being influenced by seeing others and send a positive message about smoke free lifestyle as the norm.
3. Signs saying 'no smoking or vaping on buildings or grounds' are displayed at every entrance of our school.

#### 4.16 Animal policy

*Last Created*              14/02/2023.  
*Next review*                      DUE

The purpose of this policy is to ensure all animals are cared for appropriately and hygienically at our centre, demonstrating care and empathy, and children are kept safe from any harm. This policy applies to all staff members and visitor.

1. All, management and teaching team at City Heights must agree before animals are brought into the centre.
2. Teachers will demonstrate to children that animals require appropriate care and attention, facilitating a code of care and empathy.
3. All teachers will identify potential risks having animals in centre for children's safety and update risk register and daily checks reports.

##### Procedures

1. When deciding to bring an animal to the centre we will develop a detailed procedure identifying how and where we will house and care for the animal, how water and food will be provided, the appropriate medical care and how and where children will interact with and care for the animal, how potential safety risks have been discussed and eliminate or minimised, how interactions will be supervised and how hygiene practices will be adhered to.

2. Animals must be suitably housed in an enclosure or area that is not invading to the children's play space. Their enclosure must have appropriate ventilation, temperature, sunlight, and shelter.
3. Personal pets may be brought to the centre after consultation and in agreement with the whole teaching team as part of the classroom programme. Teachers will liaise with the animal owner to ensure the pet has a predictable temperament that will be suitable round children and teams will determine potential risks.