

Responsibility of Care Policy

Perth College UHI Nursery

May 2021

Also available in large print (16pt)
And electronic format.

Ask Student Services for details.

www.perth.ac.uk

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
0		
1	August 2016	Footer updated to reflect new template model.
1.1	May 2021	Title changed from Nursery Coordinator to Nursery Manager.

Uncontrolled When Printed

Perth College UHI Responsibility of Care Policy

1 Purpose

- 1.1 The purpose of this policy is to detail the Nursery's approach to ensuring the safety, wellbeing and appropriate care of all children in the care of the Nursery.

2 Scope

- 2.1 The procedure relates to all Nursery staff and all children in the care of the Nursery.

3 Definitions

- 3.1 None.

4 Key Principles

- 4.1 The appropriate care, safety and welfare of children in the care of the Nursery is always of primary concern.
- 4.2 Children are never left alone or unattended within the Nursery.
- 4.3 The Nursery operates within the legal and statutory requirements in terms of staff to child ratios, as well as in line with best practice.
- 4.4 All nursery staff work and act within the requirements of this policy, and Perth College UHI Safeguarding Policy, Perth College UHI Health and Safety Policy as well as their professional training and Perth College UHI training, in order to prevent any harm being caused to any child in the care of the Nursery.
- 4.5 In order to support staff members in this, appropriate safeguards against potential health and safety risks are in place.
- 4.6 Registers of children in attendance at the Nursery are kept in all rooms and checked and updated on a regular basis. This includes parental registration forms.
- 4.7 Staff undertake regular head counts of children in order to ensure that all children in their care are accounted for.
- 4.8 Particular attention is paid to head counts when children are going to or returning from the outdoor space.

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Lead Author: Head of Student Experience
Lead Editor: Nursery Manager
Review Timing/Date: 3 years, 2023/24

- 4.9 Head counts are also repeatedly undertaken prior to moving children from the Nursery to an outside location, and back. If a group of children are involved, a member of staff leads the group and another proceeds behind the children.
- 4.10 A risk assessment of the Nursery premises is completed and documented by the Perth College UHI Health and Safety Adviser annually.
- 4.11 Room and outdoor safety checklists are completed twice daily.
- 4.12 Risk assessments are completed in relation to all planned Nursery outings prior to an outing taking place.
- 4.13 Staff and parents can raise any concerns at any time to the Nursery Manager.

5 Responsibilities

- 5.1 The Nursery Manager has overall responsibility for ensuring that this policy is implemented.
- 5.2 All staff are responsible for ensuring that they follow the Key Principles of the policy within their professional practice.
- 5.3 The Nursery Manager is responsible for monitoring the effectiveness of the policy.
- 5.4 The Nursery Manager is responsible for the reviewing and updating of the policy.
- 5.5 The College Management Team are responsible for approving this policy.

6 Linked Policies/Related Documents

- Perth College UHI Health and Safety Policy.
- Perth College UHI Nursery Sun Protection Procedure.
- Perth College UHI Nursery Dignity and Privacy Procedure.
- Perth College UHI Safeguarding Policy.
- Perth College UHI Nursery First Aid Policy.
- Perth College UHI Nursery Management of Medication Policy.
- Perth College UHI Nursery Substances Hazardous to Health Policy.
- Perth College UHI Nursery Evacuation/Contingency Plan Procedure.
- Perth College UHI Nursery Fire Safety Procedure.

7 Relevant Legislation

- First Aid Regulations 1981.
- Health and Safety at Work Act 1974.

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