UHI | PERTH

Responsibility of Care Policy
UHI Perth Nursery

Policy V13.pdf

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
1.2	February 2022	Footer updated to reflect new template model
1.3	March 2024	Updated to UHI Perth branding

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 UHI Perth Nursery staff and all children in the care of the UHI Perth 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 UHI Perth Safeguarding Policy, UHI Perth Health and Safety Policy as well as their professional training and UHI Perth 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.

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Approved by/Date: CMT, February 2022
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Owner: Depute Principal
Lead Author: Head of Student Experience
Lead Editor: Nursery Manager
EQIA Approval Date: 14/02/22

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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.

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 UHI Perth 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.

4.14   Manager/Depute on early shift should be at the nursery at 8.15am at the latest to set up and open nursery for staff and children arriving at 8.30am. All staff should arrive and be ready to start work at 8.30am. In the case that the manager/depute late shift is not covered, the responsible early shift (manager/depute) should cover that shift to prevent any safeguarding issues. Manager/Depute must stay until the last child leaves – TOIL is accrued.

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 Perth Leadership Group are responsible for approving the policy.

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6   Linked Policies/Related Document

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

7   Relevant Legislation

First Aid Regulations 1981
Health and Safety at Work Act 1974

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