



**Three Little Ships**  
International Preschool

## **Health and Safety Policy**

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## Introduction

Three Little Ships (TLS) is an international preschool that is part of the Haagsche Schoolvereniging (HSV). It has one group of 16 children aged 3 to 5 years old. The majority of the children are 3 and 4 years old. Some of the preschool children have additional needs and they may remain in preschool education until they are 5 years old. The children with additional needs who are 4 years old (or older) are officially registered as attending the HSV Lighthouse school but join in the preschool programme.

The Health and Safety of children attending the preschool is of utmost importance to all the staff working at the school. We are committed to creating and maintaining a learning and play environment where children are protected from major risks - that could have serious consequences - and where they are taught to deal with minor risks.

The Head of School for the location is responsible for the Health and Safety Policy. However, the policy only works effectively if all team members feel included and work within the policy. Themes, or partial themes, related to Health and Safety are added to the agenda for team meetings, in order to keep the conversations regarding policy continuous. Team members will be involved in carrying out Quick Checks from the Risico Monitor. In this way we remain focused on the way that we work, so that we create the safest and healthiest work, learning and play environment and so that we can monitor whether the changes we make are effective or not. When changes are made structurally to the way in which we work, we check whether the policy needs to be revised.

Staff are continually alert to any (new) risks to Health and Safety. If urgent, these are dealt with immediately. If the risk is deemed not urgent, then the matter is discussed at the end of the day in the team or with the Head of School, in a TLS weekly team meeting or in a whole school site meeting with the Head of School.

At all times Three Little Ships follows the advice of the RIVM.

This policy is valid from October 2020 and will be reviewed at least annually.

This policy is shared with everyone who works in the preschool and is also available to the parents of children in the preschool.

# 1. Mission, vision and goal

## Mission

The mission statement of the HSV is: *Global citizenship, lifelong learning*. Within this, the purpose of TLS is to offer international expatriate children, both with and without additional needs, an optimal inclusive English learning environment where the children can develop and learn together. Our inclusive learning environment is a healthy and safe environment for young children aged 2,5 - 5 years old. This safe environment is created by:

1. Protecting children from major risks.
2. Teaching children to deal with minor risks.
3. Challenging and stimulating children in their development.

## Vision

The HSV has four core values: *Respect, Connectivity, Responsibility and Safety*. TLS is a preschool where staff play an important role in the education, development and care of children within these core values.

Teaching children to respect others, form social relationships, take responsibility for their environment and themselves and act safely are all part of the HSV pedagogy.

The preschool teaches children to deal with different types of situations and challenges them to take on new learning. A healthy and safe learning and play environment underpins this.

## Goal

The law for Innovation and Quality in Childcare settings (IKK) has shifted the emphasis for Health and Safety Policy from the Management to all staff. It is important that all team members feel responsible for the Three Little Ships Health and Safety Policy.

The most important considerations in the creation and maintenance of this document are that the Three Little Ships preschool team:

1. Become aware of all possible risks.
2. Carry out good policy in regard to major risks.
3. Have ongoing professional conversations with other team members and external experts.

These three aspects contribute to our goal which is to create a healthy and safe environment where children can play freely and can develop optimally.

## 2. Health and Safety in Three Little Ships

The safety of the children in TLS is an essential part of our preschool provision. A pedagogical program is provided in which children can experiment and challenge themselves, while doing this in an age-appropriate safe environment.

### Safety agreements

There are a number of general safety agreements that have been made by the team that are adhered to:

1. Children are never left unsupervised in the classroom or playground. Whenever the children leave the classroom to move around the school building, a member of the team goes with them. When toileting, staff members use their discretion if the child can go independently.
2. There are always qualified first aiders in the classroom or within easy reach in the location
3. The doors have protective strips around the hinges.
4. The classroom door has a top lock (no key required) that can be used if the staff deem it necessary. The gate in the outside fence is locked during the school day.
5. When children arrive at the preschool, they put their own object/picture/name in an area for self-registration. The preschool Coordinator also keeps an attendance register that is taken with the group in the event of a calamity. In this way, the team knows which children are present.
6. Before children are taken off-site, a written risk assessment is carried out by team members. See Social Major Risks B3 for more information.
7. A formal annual inspection of large equipment, such as wall bars and swings in the gym, and the climbing equipment in the playground is carried out by an external company and a certificate is provided to show that the equipment is safe to use. Unsafe equipment is repaired or, where necessary, replaced.
8. Toys are inspected visually when put out for the children, when tidied up and when cleaned. Broken toys are discarded. Bikes are inspected monthly.

### Major safety risks

In this chapter we describe the most important major risks in our location that could lead to serious accidents, incidents or health problems. We have divided the major risks in the preschool setting into three main areas:

- a) Physical safety
- b) Social safety
- c) Health safety

In this chapter, we have listed the most important risks in each category and outlined the actions that we take to limit these.

#### A. Major physical safety risks

We have identified the following major risks to the physical safety of children:

##### 1. Falling from a height

- a) Soft flooring has been placed under the climbing equipment in the playground.
- b) Gym equipment is inspected visually by staff when it is put out for the children to use.
- c) A member of staff stays close to climbing equipment when the children are outside.
- d) For the children with mobility challenges, we have a physiotherapist on site to give advice about how to manage risks of falling. Staff practise specific interventions under the supervision of a qualified professional before carrying them out independently.

## 2. Choking

- a) Children are closely supervised while they are eating. Food is cut into small pieces for snack and parents provide lunch which can be cut into smaller portions if necessary. If a child should choke, first aid procedures are followed immediately. Children are taught not to talk with their mouth full; to sit at the table and not walk around the classroom.
- b) Children who are orally sensory-seeking are given a replacement sensory tool to put in their mouth that is safe.
- c) Children are supervised when using small items, such as those in the sensory table (rice, macaroni, seeds) and are taught to use them appropriately.

## 3. Poisoning

- a) Glues, paints and other materials are all suitable for use by young children
- b) The fruit snack that is provided daily is washed before being given to the children.
- c) Cleaning products are kept in a locked cupboard in the classroom.
- d) Cleaning products are not used in the presence of the children, except for table-top cleaning or when spills or accidents take place. Water and an all-purpose cleaner are used according to the instructions on the label.
- e) No medication is administered in the preschool. An exception may be made for medications which are necessary for a child's health and wellbeing and are prescribed by a doctor (e.g. Ritalin, anti-epileptica). Medications are stored out of reach of children. Those that need to be kept cold are in the refrigerator in the staffroom. Medications are checked regularly to ensure that they are still in date.

## 4. Burning

- a) Hot radiator pipes are covered with insulating material to minimise the risk of burns.
- b) Warm drinks are only taken to the classroom or playground by staff in closed thermos beakers.
- c) Microwaves and ovens are kept in separate rooms that are not used by the children.

## 5. Over-heating

- a) Windows are opened daily for ventilation.
- b) Radiators have thermostatic taps to prevent the classroom from becoming too warm.
- c) Roller-blind sunscreens are fitted to help reduce the sunlight and heat on hot days.
- d) In the summer, the children are required to wear hats and bring their own sunscreen lotion or spray from home. Children are taught to apply this themselves but are checked by a member of staff.
- e) In the summer, water is available for children to drink while outside.
- f) Water activities are provided in the summer on hot days under careful supervision. Extra shade may also be provided.
- g) In extremely hot temperatures, the GGD's Hot Weather Plan (Hitteplan) is followed.
- h) If a child appears to be overheated, first aid procedures are followed.

## B. Major social safety risks

We have identified the following risks to social safety, see chapter 4 for more detail:

### 1. Inappropriate behaviour

- a) Staff to child
  - i. A four eye policy is in place.
  - ii. Concerns are addressed immediately by the preschool Coordinator.
  - iii. Serious concerns are taken to the Head of School and/or Leader for Learning or School Counsellor.
- b) Child to child

- i. An individual behaviour plan for a child who has difficulty managing behaviour is agreed on and implemented by team members.
- ii. Strategies are used to show children what appropriate behaviour is in the classroom. This is done through PICTOS (visuals), Positive Behaviour Support, social stories and common language used by all staff members.
- iii. Children with additional needs who are sensory-seeking by touching, pulling, pushing, pinching and biting are discussed with the Sensory Integration (SI) therapist and individual protocols and sensory diets are put in place.

## 2. Child abuse

- a) Staff are checked through a declaration of behaviour (VOG) before joining the team.
- b) HSV child protection policy is in place.
- c) Concerns are discussed with the school counsellor
- d) If any member of staff suspects that a child in the preschool may be the victim of abuse, they immediately inform the Director and the school's Leader for Learning. Evidence will be recorded and kept in a confidential file in case it is needed in any follow-up investigations.

## 3. Losing a child

- a) As children arrive, they collect the picture or item with their name on it and put this in the designated place in the classroom. (Self- registration)
- b) A morning and afternoon register are taken so staff are aware of how many children are present.
- c) In the school rules given to parents before their child starts at TLS, it states parents must inform the school if their child will not attend. If a child does not arrive and the parents have not informed the school, the TLS preschool Coordinator will contact the parents regarding the absence.
- d) At the end of the school day, children will only be handed over to their parents when leaving the school. Parents may designate a carer to collect their child. This must be done in writing and photo ID must be provided to the school. All staff will be informed if there are (court) orders which prevent a child being taken out of school by any particular named person.

## 4. Off-site trips

- a) Before an off-site visit takes place, a risk assessment form is completed and signed by the Director. The risk assessment form includes a pre-visit to the location made by a member of the TLS team.
- b) The risk assessment includes the emergency telephone numbers of the parents of the children going on the off-site trip. It also takes account of safety and emergency facilities during the trip and at the location. A copy of the risk assessment form is carried by the preschool Coordinator.
- c) The ratio of children to staff on off site visits is increased to at least 1:4 Where children with additional needs require individual supervision, then additional adults are included on the trip.
- d) When children leave the school site, they are accompanied by TLS staff members and additional volunteers, such as parents. Volunteers who are not parents are screened beforehand and hold an up-to-date declaration of behaviour (VOG) and are added to the Register of Childcare Workers (Personenregister Kinderopvang). Volunteers and parents are not left to supervise children without a trained member of staff being present.
- e) A small first aid kit is always carried by a member of staff on a preschool trip.
- f) Children are counted regularly during offsite trips to make sure that they are all accounted for. This includes: as they leave the building, when they arrive at the location, when they leave the location and when they arrive back at school.
- g) On off-site trips, children wear fluorescent jackets over their sweaters or coats so that they can be easily seen by a member of staff. Children do not have visible name tags on



trips so that strangers cannot call them by name. Children do wear a tag with the name of the school and the mobile number of the preschool Coordinator, so that they can be identified by professionals in an emergency.

### **C. Major health risks**

All staff take general precautions to maintain the health of the children and for the prevention of the spread of infection. The following guidelines are adhered to by all staff:

- a) When incidents with bodily fluids occur, gloves are worn and the area is cleaned with a solution of all purpose cleaner.
- b) Equipment is cleaned according to a schedule due to allergies, see appendix 1.
- c) The water in water activities in the classroom is changed at least daily. In the summer, a small splashpool may be provided outside. Drinking water is used to fill the pool and is changed during the day if it is visibly dirty. The water is drained every afternoon and the pool is allowed to dry overnight.
- d) Staff use gloves when cleaning wounds or changing pull-ups. Nails of the staff are kept short and clean.
- e) The school is cleaned every day by professional cleaners and kept reasonably dust-free. The vacuum cleaner is only used when children are not present. The staff sweep the classroom during the day if the floor becomes dirty or sand is brought in from outside.
- f) Tables are cleaned by preschool staff before and after play activities, always before and after eating and at the end of the school day.
- g) The classroom has two bins: one for general rubbish (green) and one for recycling paper (blue). The green bin for rubbish has a bin-liner in it and the lid is kept closed. The toilet area has a bin for paper towels. Bins are emptied once a day or more frequently if they are full.
- h) There is a washing machine on location, in a locked room. Cloths and towels are changed daily and washed at 60°. Rugs, soft toys etc. are washed once a month, or as necessary. Dress-up clothes are washed regularly.
- i) Toys are cleaned on a regular basis. If a toy becomes unhygienic by a child (for example, is put into the mouth) it is removed and cleaned immediately.
- j) Children are considered to be sick when they have a fever ( $\geq 38,5$  degrees), a contagious illness or when they have one or more of the following symptoms: continuous vomiting, diarrhoea or side effects from vaccinations (weepy, listless, generally not well). Parents are respectfully requested to keep their child at home for 24 hours after having a fever, or after having vomited, to avoid the risk of spreading the illness to other children in the class. We follow the suggested guidelines from the RIVM website or Kiddi, the RIVM app.
- k) When a virus occurs in the Netherlands TLS follows the guidelines from the RIVM. In this circumstance extra emphasis on proper hygiene techniques are communicated to children, parents and staff members and how to maintain this at school and home.
- l) Parents are requested to inform the school if their child contracts a contagious disease, such as chicken pox, scarlet fever, fifth disease etc. If necessary, the Head of School will contact the GGD for advice. Some diseases are notifiable and the GGD protocols are followed by the Director. Parents are informed in writing, by letter, email or communication app, when a child with a contagious disease has attended or is attending the preschool.

In addition to general health precautions, we have identified the following major health risks:

#### **1. Food infection, food poisoning, food allergies**

- a) Food provided by the school, such as fruit and vegetables. Edible items that are kept in the refrigerator are labelled with the opening date and stored properly.
- b) Warm food is provided by parents in an unbreakable flask for their own child and it is the parents' responsibility to ensure it is safely prepared.
- c) Food brought by children is not shared with others.

- d) Cutlery and dishes are provided by the school and are washed in the staffroom dishwasher.
- e) When a child with a peanut allergy (or similar) attends the preschool, then the preschool becomes a peanut-free area. The food that children bring to school is checked against this policy.
- f) When parents provide food for special occasions, they are asked to provide a list of ingredients for the food that they provide.

## 2. Gastroenteritis

- a) The classroom has a sink with a hand-washing facility and paper towels for easy hand-washing routines.
- b) The toilet area has a hand-washing facility and paper towels.
- c) Children wash their hands at the following times:
  - a. when their hands are visibly dirty
  - b. before eating
  - c. before cooking activities
  - d. after using the toilet
  - e. after playing in the sand
- d) Staff members wash their hands more often than the children. They wash hands specifically at the following times:
  - a. before preparing food
  - b. before helping children with eating
  - c. after helping children with toileting or changing a nappy
  - d. after cleaning up bodily fluids
  - e. after contact with dirty surfaces or rubbish
  - f. after cleaning tables or floors
- e) Toys are not allowed in the toilet areas.
- f) The toilet facilities are thoroughly cleaned twice a day by a professional cleaning team and spills are cleaned in between by staff as necessary.

## 3. Respiratory infections

- a) Children wash their hands after blowing their nose.
- b) Paper tissues are used for blowing noses and when sneezing, and the children are taught to use them with two hands using the “blow, pinch, throw” method i.e., they hold the doubled tissue over their nose, blow into it, pinch the nose between the two hands to wipe and throw it immediately into a bin. Children are taught to wash their hands after blowing their nose.
- c) Children are taught to cough or sneeze into the crook of their elbow or onto their sleeve, to help avoid the spread of germs on hands.
- d) The preschool is ventilated daily by opening windows.
- e) The school is fitted with a CO2 extraction system.

## 4. Existing medical conditions

- a) A medical information form is included in the parents’ Welcome packet. Parents are responsible for filling in the information about possible allergies or conditions that require special attention.
- b) A record of immunizations is held in each child’s confidential file for emergency information purposes only.
- c) Prescribed medication for long-term conditions is the only medication that is administered in school. Parents provide the medication in the original packaging on which the name of the child is clear. Medications are checked regularly to ensure that they are still in date. It is the parents’ responsibility to replace out-of-date medication.
- d) Medication is kept in a child-safe box out of reach of the children. Medications that need to be kept cold are stored in the refrigerator in the staffroom.

- e) Protocols and procedures for individual children with medical needs are discussed amongst staff members and an information packet of that individual child is hung in the classroom in a known place for team members in case of emergency. The medication is administered by the child's mentor or designated person only.

## Minor safety risks

Our mission is to provide children with an environment that is as safe and healthy as possible. We want to prevent accidents or sickness as a result of, for example: unsafe or dirty resources. However, it is not in children's best interests to over protect them because:

- taking risks has a positive effect on the development of motor skills;
- taking risks improves self-confidence, independence and perseverance;
- taking risks improves social skills.

We are proactive in identifying, managing and reducing major risks to protect children but minor incidents such as scrapes or bumps and bruises can happen at any time.

We allow situations with minor risks to occur in order to teach the children how to deal with these in an appropriate way. In play situations where there are risks, children need to adhere to the classroom or playground 'rules' to keep them safe. We explain the rules to the children when they first join the preschool and remind them daily, or as often as necessary. Picto's are used for children with little or no English or for those with additional needs.

There are 'rules' for safety, such as how to play safely in the classroom and outside. There are rules for health, such as the hand-washing routine after the toilet, for when you need to sneeze, how to use the rubbish bins properly and so on. Some examples of the most common rules can be found in Appendix 3.

Movement and exercise is considered by TLS staff to be essential to a child's development. It is only by doing, that children learn new motor skills. Gym lessons are organised twice-weekly within school and children are encouraged to assess the risk of climbing, sliding, swinging, jumping etc and then challenging themselves to take the next step.

Children also play outside daily. Some international children are not familiar with being outside in damp or snowy weather. Children are taught to dress appropriately and go outside. In this way, they learn that being outside in cold or damp weather does not make them sick.

In the preschool, we encourage the children to challenge themselves, try new things and experiment with new activities. We help our children to develop a growth mindset so that they have confidence to try new things; "I can't do it ... yet". Helping children to evaluate risks in their play helps develop their self-confidence and independence skills. When children feel fearful of trying something new, staff members will facilitate and model for children so they can make a better independent risk assessment for themselves next time.

In all activities, informal discussion takes place about the learning opportunity that the activity gives and how to do the activities safely. Children are asked open-ended questions, such as "what might happen if ...?"; "how can we do this safely?"; "how can we fix this?" to help them learn thinking processes about Health and Safety.

### 3. Risk inventory

The TLS international preschool is inspected annually by an external appropriately qualified organisation and a Risk Inventory and Evaluation (RI&E: Arbo Artikel 5) is carried out.

In November 2021 the risk inventory for the school year 2021-2022 was carried out by Peter Van Doorenmalen from Doorenmalen Services. In this inventory, he considered the major risks in the preschool. These are described in Appendix 3. In Appendix 4 is a copy of the most recent R I en E. In Appendix 5 is the Plan van Aanpak.

The TLS preschool runs a program that most children attend for one year only, following the pattern of the school year (August - July). New children begin with half days. It is important to review the risks in the preschool after the new cohort of children has started at the school and are attending full-time because then the complete program runs, including meal times, playtimes outside and gym lessons.

TLS has used the Risk Monitor since July 2019. This tool helps to provide insight into the risks that children / employees can experience with regard to Health and Safety. The Risk Monitor consists of a number of modules. TLS focuses on one or two modules every quarter. A part of the Monitor is carried out by Peter van Doorenmalen from Van Doorenmalen Services, the other part by the team members.

The TLS team will review the major risks in the light of any changes to the building and in the light of the new cohort of children, both those that are typically developing and those with additional needs.

Team members will work with colleagues who are proficient in Dutch. TLS has also bought in extra consultancy in regard to Quality Control and Health and Safety for the school year 2023-2024; this is a 'Quality Officer and Pedagogical Coach' from the inclusive Childcare organisation Kombino ([www.kombino.nl](http://www.kombino.nl)) in Zoetermeer.

The results of team discussion, Risk Monitor, advice from Kombino and Van Doorenmalen will be reflected in adjustments in this Policy document for Health and Safety.

## 4. Child protection

Inappropriate behaviour by adults or children can have an enormous impact on the well being of the child. In the preschool and in the other HSV schools in this location and elsewhere, particular attention is paid to this subject. We have taken the following steps to prevent inappropriate behaviour and there are HSV procedures for what to do if it does occur.

### Permanent faces criterion and Staff-student-ratio

There are four permanent staff members working in TLS. There is a ratio of one staff member per eight children. Since children with additional needs attend the preschool, an extra member of staff is employed full-time to support these children and the team. This means that three staff members are present each day. In case of absence of one of the permanent staff members due to illness and/or (special) leave, she is replaced as much as possible by one of the other permanent staff members. If this is not possible, a known substitute from the Haagsche Schoolvereniging will fill in.

At lunchtime, a volunteer lunchtime supervisor attends the class for an hour to enable the permanent staff members to have their break on a rotational basis.

For off-site trips, a ratio of one adult to four children is applied.

### Staff qualifications and screening

All staff members have Early Childhood Certificates (Pedagogisch Medewerker 3 or DUO-recognised equivalent). All staff have up-to-date criminal record checks Verjaring Omtrent Gedrag (VOGs) and are added to the Register of Childcare Workers (Personenregister Kinderopvang). Staff coming from abroad may be asked to provide a criminal record check certificate from the country they have come from.

Occasionally a child is admitted to the TLS preschool with complex medical needs or disabilities. This child may receive additional support in the classroom from an adult. This adult may not have an Early Childhood Certificate recognised by DUO but always has an up-to-date criminal record check certificate (VOG) and is added to the Register of Childcare Workers (Personenregister Kinderopvang).

The lunchtime supervisors have an up-to-date criminal record check certificate (VOG) and are added to the Register of Childcare Workers (Personenregister Kinderopvang). A qualified member of staff always remains with the children and the lunchtime supervisor is not left alone with the children. The lunchtime supervisor may supervise children in the toilet area but does not carry out intimate care procedures, such as nappy changing.

Parents may accompany the preschool class on school trips. Parents do not have criminal record checks. Volunteers who are not parents and who accompany the preschool class on an off-site trip do have criminal record check certificates (VOG). Parents and volunteers are not left to supervise children without a member of staff being present. Parents do not carry out intimate care with any child except their own child.

### Four eyes policy

There are three members of staff in TLS preschool, daily. In addition, there may also be volunteers and lunchtime supervisors in the classroom. The preschool is situated within a mainstream international school with classes of children aged 4 and 5 on the same corridor. This means that there are always additional staff close at hand. In a calamity, staff from the mainstream classes and from the school office can be called upon to assist the TLS preschool staff.

The classroom and toilet areas have glass windows. The preschool is situated between the gym (used by the mainstream classes and the physiotherapist) and the Foundation class (four year olds); this means that additional adults regularly walk past the classroom and toilet areas. This situation reduces the risk of inappropriate behaviour or (sexual, psychological, physical) abuse by a staff member, lunchtime supervisor or volunteer.

During the preschool day, visitors have to come into the school building via the front door, which has an intercom system operated by the office staff. This limits the risk of unwanted visitors entering the school building.

### **Staff absence cover**

Due to TLS preschool having a ratio of three members of staff to a maximum of 16 children, it is not essential, according to the law, to provide supply cover if one member of staff is absent.

When a member of staff is sick, the Head of School for the location liaises with the preschool Coordinator about the number of children that are expected to be present and their needs. Following this discussion, a decision is made by the Head of School as to whether substitute cover needs to be arranged. The manager responsible for substitute staff aims to keep a list of staff that can be contacted at short notice to provide absence cover. These substitute members of staff hold an Early Childhood qualification (Pedagogisch Medewerker or equivalent recognised by DUO), have been interviewed by the manager, hold a current criminal record check certificate (VOG) and are linked to Three Little Ships in the Childcare Register.

It is not easy to find qualified Early Childhood professionals whose certification has been ratified by DUO (for European Citizens only) and have a sufficient level of spoken English. In the event that no qualified person is available then an unqualified person may be put in place temporarily but only as the third person in the class, alongside two qualified staff members.

The Head of School, office staff and HSV international department staff on the ground floor are also available to support the TLS team for short-term absences, for example if a member of staff becomes unwell during the day.

### **Bullying**

Everyone at HSV is committed to ensuring all children reach their full potential, socially and academically. In order for this to happen, we see it as our full responsibility to provide an environment where the children and staff feel safe and valued.

It is particularly important as HSV is a place where people of different cultures, nationalities and religious backgrounds learn together. We focus on positive social relationships to counteract undesirable behaviour, such as bullying.

The TLS has an adults' Code of Conduct, outlining how we expect all adults to behave towards each other.

In the TLS, we focus on helping children build positive relationships with each other. Any behaviour that is inappropriate is addressed immediately by explaining to the child why the behaviour was inappropriate and helping the child replace it with an alternative appropriate behaviour. We teach the children to respect differences (e.g. through our inclusive setting), show an interest in each other's family and cultural backgrounds and play positively with each other.

We use the Positive Behaviour Support strategies (PBS) to help children learn simple rules that form the basis of positive social interactions. Think of rules such as 'We keep our hands to ourselves' and 'We listen to each other'. We also use The zones of regulation (The Colour Monster).

The HSV has a social safety protocol, including an anti-bullying policy, which is used throughout the International Department; this is available on request.

### **Child protection concerns**

TLS preschool is part of the Haagsche Schoolvereniging (HSV). The Director, the Head of School and the Leader for Learning are the named persons in the building responsible for child protection for the HSV in the van Heutszstraat location, including the preschool TLS. In some circumstances, this responsibility may be delegated to another (senior) member of staff. All concerns regarding Child Protection questions should be directed to these named persons.

If any parent has a concern about the health or well-being of their own child or that of another child in the preschool, the concerns should be brought to the attention of the Leader for Learning. Training and support in recognising and dealing with abuse in line with the Dutch reporting of Domestic Violence and Child Abuse is provided by the School Social Work Service (SMW).

## 5. First aid

### First aid qualified staff

All staff members are trained in Child First Aid within the TLS team, one of whom is present in the preschool classroom every day. Refresher courses are organised by HSV annually. There are always trained First Responders (BHV) in the school building, although they may be in another classroom or in the school office. There are up to 8 other persons trained in Child First Aid in the building, in the other school departments. In the school year 2023-2024, all staff working in Three Little Ships will receive first aid training.

### Evacuation and fire

The TLS preschool is situated within the HSV international school. The Head of School is responsible for the emergency plans for the whole school location.

At least twice a year, an evacuation practice is held for the whole school. The first evacuation practice is announced beforehand to the staff and children. The second is unannounced to both staff and children. After the practice evacuation, an evaluation is made and possible improvements are discussed with the team.

There are fire hoses and fire extinguishers in the building. The nearest fire-fighting equipment to the TLS preschool is situated in the hallway next to the toilet area.

The fire alarm system is maintained by an external company and tested regularly.

### Accident registration

A minimum of one member of staff qualified in first aid is present in TLS at all times when the children are present. When an accident takes place, the first priority is the child's wellbeing. For small injuries, such as cuts, scrapes and bruises, first aid will be administered by the TLS team, including treating scrapes and grazes. The child will be comforted and the parents will be notified at the end of the day.

If a child has a more serious injury, a school first aider is called to assess the child and administer first aid. The parents will be informed and advised to take medical advice from their family doctor, if necessary. Bumps on the head are reported to parents immediately and they are given the option of collecting their child and taking them to the family doctor.

In the event that the first aider is unsure of the severity of the injury then the emergency services will be called for advice.

An accident report is filled in by the staff member/ lunchtime supervisor who observed the accident and signed by them, the first aider and the head of school. The report is uploaded to the child's confidential file. Any accidents are discussed informally, and at team meetings and procedures will be modified, if necessary. All preventive actions or agreements made about safe use of facilities are recorded.

The preschool has a separate policy for dealing with accidents involving bites by a child. If a child is bitten by another child, first aid is administered and an accident report is always completed; the parents of both children involved are informed.

If the skin of a child or an adult is broken by a bite from a child then, following first aid, medical advice is always sought from the family doctor. The inoculation records of the child who did the biting may be released to the emergency services by the TLS team, if requested by them to do so.



## 7. Communication

### Team Members

It is important that all team members feel responsible for the development and the daily implementation of the Health and Safety Policy of TLS.

All team members are actively involved in discussions about Health and Safety issues, not only in formal meetings but also in informal discussions throughout the day. In this way team members feel confident about discussing concerns that may arise.

New members of staff and substitute staff are given an introduction to the Health and Safety Policy and classroom rules are explained to them. New staff members may be given additional training, if required.

### Parents

New parents are invited to visit the preschool with their child before the child starts in the school for a trial morning.

Parents are informed through the weekly newsletter, Parent App or through a letter from the Head of School about any Health and Safety concerns. A letter is sent home to parents informing them of any infectious diseases (e.g. chicken pox, German measles etc), health issues (e.g. head lice, threadworms) or safety issues (e.g. building work, school trips) in the preschool. Notices may also be posted on the classroom noticeboard outside the classroom. Changes to staffing or the mentor lists are also posted on the noticeboard. Parents also have informal contact at the start and end of the preschool day when they can ask questions and be given individual information. Parents can also make an appointment at any time with the preschool Coordinator. Health and Safety issues are added to the agenda of the Parent Committee.

### Complaints

If parents have (serious) concerns or a complaint about Health and Safety matters, they should first talk to the preschool Coordinator or the Head of School. The official preschool complaints procedure is on the preschool's website.

This document will also be posted on the preschool's website: [www.threelittleships.nl](http://www.threelittleships.nl)

# Important documents

For access to any of these documents, please contact the school.

- Minor Health and Safety risks teaching instructions
- Cleaning schedule
- R I en E Report
- R I en E Plan van Aanpak
- Adults Code of Conduct
- HSV Child Protection Policy
- TLS Complaints procedure