

BEHAVIOUR OF NANNIES WITH RESPECT TO SAFETY

Safety regulations

A number of rules have been drawn up to guarantee safety within the group space and the childcare centre. Read them through carefully, keep to them, and remind your colleagues of them when necessary. This will help to eliminate risks for children and Nannies as far as possible.

In the group space:

- Read the information in the Parent Portal and on the child's card carefully! You will find information here about such subjects as allergies and use of medication. If any changes are made, always update the information in the Parent Portal and child's card immediately.
- The attendance list in the Parent Portal has to be filled in every day, so that if there is an evacuation we know exactly who is on the premises.
- Never lift children up by their arms. You might dislocate their shoulder.
- When floors are being cleaned, make sure children are kept off slippery floors.
- Cleaning in the group space should be done as little as possible when children are around. This is because the inhalation of fumes can cause respiratory problems. Ask if they can stay with the neighbouring group for a while, or do the cleaning when most of the children are asleep.
- Coats and bags should be kept out of the reach of children. Wet coats should never be hung up in the bedroom because this causes dampness. You can place your belongings in a kitchen cupboard or in the desk. If you keep any medication and/or cigarettes in your bag, you must make sure it is put somewhere safe.
- Always store cleaning fluids and the bottle of alcohol high up, out of the reach of children.
- Remove any small objects and beads from the group space and the bedroom as far as possible.
- Tidy up toys regularly (in the group space and the bedroom) so people do not trip over them.
- If a child is sitting or lying in the playpen, even sitting on a bouncy chair, the playpen must always be closed. Even if you only go away for a second! Children older than 10 months must not be placed in the playpen.
- If you open a window, do not open it too far (put it on the latch), and make sure the children are not able to reach the window ledge by climbing up on furniture or toys.
- Check toys in the group space and outside regularly (at least once every 2 months) to make sure they are not broken, have splinters, etc.).
- Make sure you can always see all the children of the group, so you know what the children are doing and where they are.

Outside the group space:

- Children are not allowed in the storage rooms, the washroom, or the supply room: make sure you always lock these rooms when you leave them.
- Before you open the door of the group space or the bedroom, always look through the window to make sure a child is not standing or sitting on the other side of the door. All the doors are fitted with finger strips, but when you are closing doors make sure children's fingers do not get trapped.
- There are no paddling pools (children can drown in just 5 cm of water); a sprinkler is a good alternative in warm weather, plus it can be used for more children at the same time. Children must have at least swimming trunks or a nappy on at all times.
- In the summer it is important to remember the harmful effect that too much sun can have on children. That is why we have the protocol "children in the sun". Children should always be properly covered in suntan lotion, and we use screens to create shade.

- Before you take the children outside, make sure the playground is clean and tidy first. Any cigarette ends etc. lying around could be harmful for the children.
- Carts must not be placed in the corridor because they would be an obstacle in the event of an evacuation. Emergency exits must be kept clear at all times.

Sleeping:

- The curtains of hanging cradles should always be left slightly open to ensure the baby has a supply of fresh air and so you can keep an eye on the baby. Babies who can turn over on their own or who can pull themselves up must not be placed in a suspended cot because there is a danger they might fall out.
- Children should not be put to sleep in a bouncer, but in a cot or bed whenever possible.
- Do not cover a child with too much bedding, especially if it is warm.
- Make sure children cannot slip under the covers, between the mattress and the bed frame, or between the bars and the bed frame.
- If children are sleeping on an evacuation cot, make sure it is always pushed well against the wall and the brake is on.
- Beds are always fastened with two slide bolts to prevent children getting stuck. The hoods must not be left open more than 10 cm for the same reason.
- Make sure you check that you have closed the side gates on a cot properly when the children are in bed. Never turn away from a child in a bed when the side gate on a cot is not closed (not even for a second)!!!
- Music boxes with a string are not allowed in the beds because of the risk of suffocation.
- No toys are allowed in the beds except a child's own dummy or cuddly toy. Children can hurt themselves with other toys.
- Make sure you always have a child's clothes on hand before you dress a child so that you never have to leave them alone on the dresser. Children who can dress and undress themselves on their own should do this whenever possible.
- Remove any jewellery before placing a child in a bed (necklaces, earrings, armbands, etc) or hair accessories (hairgrips, elastic bands, etc) to prevent suffocation.
- It is also possible for a child to bite through their dummy and for it to get stuck in their throat. Be prepared for this eventuality.

Food and drink:

- Make sure you mash up food properly for small babies who have just started to eat solids so that they do not choke on a small lump of food.
- Substitute workers who work on an incidental basis are only allowed to prepare bottles after approval has been given by the Group Team Leader (GTL), Location Manager (VM) or assistant.
- If a child is not drinking properly, always contact the parents (this is because a child can dehydrate if it does not drink any fluids).
- If a child is placed in a highchair, the safety straps must always be fixed in properly. Never leave a child unattended in a chair, not even if it is sitting on a bench at the table. Always help children to get in and out of highchairs.
- The side gate on a cot to the kitchen must be closed AT ALL TIMES.
- Glass and ceramic crockery must not be used in the group space, but plastic crockery instead, because of the risk of splinters.
- Tea, coffee, and other hot drinks must be kept out of the reach of children.

A number of protocols are used within CompaNanny in relation to child safety. We also have a sickness policy for children. Read this carefully so you know what to do if a child has an accident or becomes ill.

First aid

Each year CompaNanny offers a children's first aid (refresher) course to all Nannies. We think it is very important that everyone knows what to do when there is something wrong with a child. Nannies should never panic because this generally frightens children, and could lead to a chaotic situation. Stay calm so that you can think clearly. Call for help from a colleague, call the office, and always put the child's interests first.

Each group space has a First Aid kit. You should restock any items that have been used up. Ask your GTL where you can get first aid products and any of the non-prescription medication we use.

Permission for medication and non-standard sleeping position

Parents who want their child to receive prescription or non-prescription medication during the day have to fill out the use of medicines consent form for this. We **never** give paracetamol because we believe fever occurs in a child for a reason; the body is obviously reacting to an infection. CompaNanny does however give such medication as homoeopathic drops to children. Before you administer this type of medication **always** check the sell-by date first.

In order to reduce the risk of cot death, it is recommended that children are placed on their back to sleep. For this reason, CompaNanny asks parents to complete a sleeping position registration form concerning the sleeping habits of their child if they want their child to sleep in a different sleeping position; sleeping on their front, side, or wrapped up. This especially applies for children who are not able to turn over on their own. As soon as a child is able to choose their own sleeping position, there is no longer any need for parents to fill in this form.

Dangerous situations or (near-)accidents

If you identify a dangerous situation in your group space, or a (near) accident occurs, then you have to complete a registration form for this and hand it in to administration.

Safety risk assessment and evaluation (RI&E)

Each year, a safety risk assessment and evaluation is carried out. This results in a detailed description of any areas that need improvement and/or attention. The maintenance of safety lies entirely in the hands of the Nannies. As a CompaNanny, you therefore have to keep this in mind at all times!

CompaNanny and the four eyes principle

When you are alone at a group, for example during the break of your colleague, when there are few children present or at the beginning and end of the day, always ensure that another person can watch you or listen to what happens on the group. To ensure this, there are several options.

One option is to open the door to the adjoining group. Always make sure that this does not interfere with a calm atmosphere on either of the two groups. Another option is to find another colleague (for example someone working at the office or an intern) who can work with you during the day or the period that you are alone at the group. Finally, you can use a baby monitor, by placing this at another group or at the office. This way, another person can always listen to what happens on your group. By taking these measure, CompaNanny ensures that the four eyes principle is applied.

In the interests of safety, make sure you use the following items in the correct way:

[Baby monitor](#) (make sure it is always turned on when a child is in the bedroom)

[Music box](#) (make sure it is always out of the reach of children in the bedroom)

[Cleaning products](#) (should always be kept in a high place, out of the reach of children)

[First aid kit](#) (restock after use, and carry out the check described in the cleaning schedule)