

FOOD

Medical, Cultural and Dietary needs will be met. Naval Under Fives also promote 'Healthy Eating'.

Fresh water will be available at all times.

Snacks are served on appropriate dishes or plates with drink available. Children are encouraged to drink fresh milk or water for those who wish. Each child under the age of 5 years is entitled to a daily 1/3 pint of milk free. Children under 1 year are entitled to a carton of SMA baby milk.

Snacks consist of healthy foods with Children encouraged to try different tastes. Parents / Carers may be requested to make a voluntary contribution towards the 'Snack Pot' or donate healthy foods.

In a Setting that is opened for over 3 hours a day, your child may stay over the Lunch period, Parents / Carers are requested to provide a **HEALTHY, WELL BALANCED** lunch in a re-sealable box with a small ice block. This will be stored in the Fridge or a cool place until required and returned with any uneaten food if the Parents/Carer requests this, otherwise the opened uneaten food will be disposed of, and sealed unused food returned to Parents / Carers at the end of session. We request that chocolate, crisps and sweets are **not included**, if this happens this food will be left until last, as to encourage your child to eat the healthy items first.

FULL DAY CARE SETTINGS

Children attending Skylark Pre-school, early in the morning, Parents/Carers will be asked to provide cereals, your child's name will be marked on the box and you will be asked to replace the cereals when empty. If your child should require toast, this will be provided by the Setting, If you require your child to have a meal before collection, please provide us with the food and the Staff in the Setting will be happy to accommodate, should there be a need, prior arrangements to be made with Setting's Staff.

Children attending Spoonbill Under 3's, the Parents / Carers are able to provide their own home cooked baby food should you not require our jars of baby food.

All food that is to be heated will be heated to the correct temperature with the use of a food probe. Each Setting will have at least one member of Staff with the relevant Food Hygiene certificates.

New and expectant mothers - Employment and staffing Policy Statement

The law defines the new or expectant mother as someone who is pregnant, has given birth within the previous six months, or is breast feeding.

Naval Under 5's has a responsibility to protect the new or expectant mother under the Management of Health and Safety at Work Regulations 1999. Since it is possible for the first weeks of pregnancy to go undetected, this policy must be made known to all female employees. It will be added to the Staff induction pack to enable all Staff to be aware of the procedures needed to be followed in these circumstances.

From a health and safety point of view, you and your baby will have more protection from hazards at work if you inform NUF in writing that you are pregnant, so that a specific risk assessment can be undertaken. The Preschool management committee may ask for written medical evidence and the employee is required to then provide it. The following certificates can be used for this purpose: Medical Statement; Maternity Certificate (Mat B1). If a Med 3 is furnished with medical advice from the employee's doctor, a specific risk assessment will be undertaken by the Health & Safety Officer immediately and reasonable steps taken to remove any risks identified.

Method;

Upon receipt of written confirmation of pregnancy from the employee and regardless of medical confirmation, the Health and Safety Officer; of the Preschool/Nursery with support from the Manager/Senior Supervisor will undertake an immediate risk assessment and discuss the issue with the employee concerned.

- Particular regard will be given to the Safe lifting procedures. The pregnant or nursing employee will be advised not to lift children, heavy loads, and loads above chest height or furniture.
- Trip hazards which are part of the daily risk assessment will be removed by any staff member upon seeing them as it is a particular risk of working with small children that they may leave toys lying around at any time or any spills must be cleared up immediately and the area marked.
- Adequate opportunity will be provided for the pregnant/nursing employee to be seated while working with children and be aware of the seat size for comfort. The employee concerned will not be required to sit or stand for lengthy periods of time and will be encouraged to adopt the most comfortable and safe posture while carrying out her duties.
- Discretely and with confidentiality in mind - Notice will be given to parents reminding them of the requirement to notify the Manager or Senior Supervisor of the presence of infectious disease within the family e.g. German measles and the Senior Supervisor has a duty of care to inform the pregnant /nursing employee if such information is received.
- The general risk assessments will be conducted at regular intervals by the Health and Safety Officer and the employee concerned.
- A separate risk assessment will be carried out on the pregnant or nursing member of staff as soon as they make the employer aware that they are pregnant. It will be checked regularly (daily or weekly if required) and amendments done when needed.
- The pregnant member of staff must carry the documentation issued to them by their doctor/health visitor /midwife /hospital as soon as it is issued. They must make staff aware where they have stored the documents whilst in the setting so that they are easy to access if a medical situation arises.
- The employee will be given a copy of A Guide for New and Expectant Mothers Who Work: Health and Safety Executive ISBN 0 7176 2614 8.

What are the maternity rights?

The employee's maternity rights fall into four categories:

- time off work for antenatal care with pay;
- maternity leave;
- maternity pay, where earnings allow, this could be with NUF or Job Centre Plus
- protection against unfair treatment or dismissal.

There are two maternity benefits available to employees:

- Statutory Maternity Pay, paid by employers; and
- Maternity Allowance paid by the Department for Work and Pensions.

ABOVE ALL THE MANAGER AND THE HEALTH & SAFETY OFFICER WILL OBSERVE COMPLETE PROFESSIONAL CONFIDENTIALITY