

1.3 HEALTH AND HYGIENE

Bo-Peeps aims to promote and encourage high standards of health, hygiene and infection prevention and control for all staff and children within the nursery. This policy should be read alongside: Administering Medicines, Communicable Diseases, First Aid, Food Hygiene, Safeguarding and Child Protection, Health & Safety Policy
To achieve this, Bo-Peeps will:

1. Ensure at least one paediatric first aid trained member of staff is always present in each area of the nursery.
2. Follow a robust and regularly reviewed cleaning schedule for all equipment, toys, changing areas, floors and surfaces. Cleaning arrangements will be increased where necessary during periods of increased illness or suspected outbreaks.
3. Maintain effective handwashing routines for both staff and children, including the use of songs and visual prompts, while taking into account allergies and individual needs. Handwashing with liquid soap and water will be promoted particularly after toileting/nappy changing, before eating and food preparation, and after contact with bodily fluids.
4. Promote good health and hygiene practices, including oral health, through activities, stories, role modelling and information shared with parents/carers.
5. Only administer medication with prior parental/carer consent, either via Family or, in exceptional circumstances, via verbal consent which is recorded appropriately and ensure prescribed medication is only given when a completed and authorised permission form is in place on Family.
6. Advise that children prescribed antibiotics remain at home for at least 24 hours after the first dose, to ensure no reaction to them, and only return when they are well enough to participate in nursery activities.
7. Monitor for signs and symptoms of infectious illnesses, including chickenpox, measles, mumps, rubella, meningitis, diarrhoea, vomiting, hand, foot and mouth disease and fever, including those reported within the home environment.
8. Follow the current UK Health Security Agency (UKHSA) guidance on public health exclusion periods for infectious diseases. Where Bo-Peeps is uncertain about the management of an infectious disease, or where there is an unusually high number of cases, management will seek advice from the local UKHSA Health Protection Team. Contact details will be checked regularly to ensure they remain current.
9. Request that any child who is unwell or may have a contagious condition is collected promptly (within approximately one hour) and remains at home in line with exclusion guidance. The child must also be well enough to participate comfortably in normal nursery activities before returning.
10. Ensure children and staff with vomiting and/or diarrhoea do not return to the nursery, until at least 48 hours after the last episode, in line with UK Health Security Agency guidance.
11. In cases of serious illness or accident, staff will contact parents/carers and seek appropriate medical assistance, including contacting NHS 111, the child's GP or emergency services as appropriate. If parents/carers cannot be contacted, management will act in the best interests of the child.
12. Complete an individual risk assessment and care plan for children with a cast, injury or restricted mobility following medical treatment. Medical advice, mobility restrictions, pain management, personal care, supervision, sleep/rest and activity restrictions will be considered to ensure that the child's needs can be met safely when returning to the setting. The nursery reserves the right to request further medical advice or agree a phased return where this is in the child's best interests.
13. Ensure children with diagnosed medical conditions or allergies have an individual Healthcare Plan (HCP) in place, which is regularly reviewed and shared with relevant staff.
14. Record any concerns relating to hygiene, injuries or medical needs appropriately, including use of body maps where required for safeguarding purposes.
15. In the event of a pandemic, epidemic or significant infectious disease incident, Bo-Peeps will follow current national and local public health guidance and any specific advice issued by the UKHSA, local Health Protection Team or other relevant authority.

Bo-Peeps will regularly review this policy to ensure that infection-control procedures and exclusion periods reflect current UKHSA guidance and the individual needs of the nursery.

Implemented on: 9th April 2026 added to on 24th August 2026

Date to be reviewed: 9th April 2026

Implemented by: Marie Boseley and staff

1.3.1 ADMINISTERING MEDICINES

Bo-Peeps staff and management adhere to the Health and Hygiene Policy when administering medication. All staff hold **current paediatric first aid certificates**, and management ensure that **additional training is completed where specific medical needs are identified**. This policy should be read alongside the nursery's **Infection Control / Communicable Diseases Policy**. Staff will ensure that:

- **Parental/carer consent is obtained via Famly prior to administering any medication**
- Medication is administered **strictly in accordance with the prescription label or medical advice**. **Parental requests to alter prescribed dosages will not be followed without medical guidance**
- Medication brought into the setting is **clearly labelled and stored safely**, and returned directly to parents/carers at collection
- All medication administered is **accurately recorded on Famly at the time of administration**
- Parents/carers **acknowledge medication records on collection**
- Consent for **over-the-counter medication** is obtained via registration forms or Famly where appropriate
- In emergency situations, verbal consent may be obtained and **must be recorded on Famly as soon as possible**
- **Emergency paracetamol (e.g. Calpol)** may be administered **only with prior written consent** and where it is **in the best interests of the child (e.g. high temperature)**
- Children with ongoing medical needs (e.g. inhalers) have **accessible medication on site at all times**, and **will not be able to attend if essential medication is not provided**
- Staff supporting children with medical needs are **appropriately trained** and aware of individual procedures
- Healthcare Plans are **reviewed regularly**, and medication is checked for expiry dates
- The nursery will **only administer medication provided by the parent/carer**, with the exception of agreed emergency medication held on site
- If a child requires medication that is not available, parents/carers will be **asked to provide it or collect the child**

Teething and Pain Relief

The Nursery recognises that teething can cause discomfort and that children should not be excluded from attending solely because they are teething.

Children who have been given an age-appropriate dose of paracetamol or ibuprofen at home for teething discomfort may attend the Nursery provided they are otherwise well and able to participate in normal activities. Where a child continues to experience discomfort during the nursery day, the Nursery may administer further pain relief medicine that has been supplied by the parent or carer, provided that:

- the medicine is in its original packaging with the manufacturer's instructions or dispensing label intact;
- written parental consent has been obtained before administration;
- staff have confirmed the time and dose already administered at home;
- the appropriate dosing interval has elapsed and the maximum daily dosage will not be exceeded;
- the child remains well enough to attend the setting and is not displaying symptoms of illness that would require exclusion.

All medication administered will be recorded in the medication record and signed by the administering member of staff and, wherever possible, witnessed by a second member of staff. Parents will be informed of any medication given during the day and asked to sign the medication record on collection.

If staff believe that a child's symptoms are not consistent with normal teething, or if the child develops a fever, becomes unusually lethargic, is distressed, or shows any other signs of illness, parents will be contacted, and the Nursery's Exclusion and Illness Policy will be followed. The Nursery will not administer medication to mask symptoms of illness to enable a child to remain at or attend the setting.

Implemented on: 9th April 2026 updated 22nd July 2026
Date to be reviewed: 9th April 2026
Implemented by: Marie Boseley and staff

1.3.2 COMMUNICABLE DISEASES INCLUDING COVID

A communicable disease is an illness that can be transmitted from one person to another. These may also be referred to as infectious or contagious diseases. Bo-Peeps aims to minimise the risk of infection spreading within the nursery while supporting children to attend whenever they are well enough to do so. Information regarding incubation and exclusion periods will be accessible to staff and reviewed regularly. Bo-Peeps follows current guidance issued by the UK Health Security Agency (UKHSA), NHS and other relevant public health authorities. Public health exclusion periods will be reviewed regularly and updated when national guidance changes. Staff will ask parents/carers to:

- Keep children at home or arrange prompt collection if they are unwell or are unable to participate comfortably in normal nursery activities.
- Seek appropriate medical advice where necessary regarding diagnosis, treatment and return to nursery.
- Inform the nursery as soon as possible if their child has been diagnosed with a communicable disease.
- Follow the appropriate exclusion period for the specific infection, as set out in current UKHSA guidance or as advised by the child's healthcare professional or Health Protection Team.
- Inform the nursery if another member of the household has a significant infectious illness where this may affect infection-control arrangements.
- Understand that Bo-Peeps may introduce additional precautionary measures where there is a significant increase in cases within the setting.

Staff

- Staff must only attend work if they are well enough to fulfil their role safely and effectively.
- Staff with communicable diseases, including COVID, must follow the current UKHSA public health guidance applicable to their illness.
- Staff must follow the same relevant public-health exclusion periods as children where applicable.
- All staff receive appropriate training and information regarding infection prevention and control, including cleaning, hand hygiene, use of PPE and relevant risk assessments.
- Handwashing is actively promoted and supervised where appropriate.
- A robust cleaning schedule is maintained, including frequent cleaning of high-touch areas.
- Waste is disposed of safely and hygienically.
- Laundry is managed in accordance with current infection-control guidance.
- Activities are appropriately risk assessed.
- PPE is used where indicated by the risk assessment or current guidance.
- Rooms are ventilated where reasonably practicable.
- Resources and equipment are cleaned regularly and more frequently when required during periods of increased illness.
- Shared equipment, including nursery tablets and other frequently handled equipment, is cleaned routinely.
- Management will contact the UKHSA Health Protection Team where required or where specialist advice is appropriate.

Children

- Only children who are well enough to attend and participate should be in the setting
- Where medication has been administered prior to attendance, management will consider the circumstances and the child's condition. Medication given to relieve teething discomfort or post-immunisation symptoms will not automatically prevent attendance, provided the child is otherwise well enough to attend.
- If a child becomes unwell, staff may request collection and advise a period of 48 hours observation at home following our policies A form will be sent home with the child explaining any symptoms of an illness.
- Children will be supported in age-appropriate ways to understand hygiene practices, including effective handwashing, respiratory hygiene and safe disposal of tissues.
- Handwashing and hygiene routines are embedded throughout the nursery day.

- Parents/carers will be informed of significant infectious illnesses circulating within the nursery where this is appropriate, while maintaining confidentiality. Parents/carers will be informed of symptoms and exclusion periods where required
- Parents/carers to inform Bo-Peeps as soon as reasonably possible if their child has been diagnosed with an infectious disease. This information will be handled confidentially and shared only where necessary to protect the health and safety of children, staff and families.

Hand, Foot and Mouth Disease - The five-day period is a Bo-Peeps setting policy and is not a UKHSA mandatory exclusion period. UKHSA currently states that there is no general public-health exclusion period for hand, foot and mouth disease (HFMD) where the child is otherwise well. However, Bo-Peeps operates a setting-specific five-day exclusion period for confirmed HFMD and for cases where management considers the symptoms strongly indicative of HFMD. Children must also be well enough to return and participate comfortably in normal nursery activities. This additional precaution has been introduced because Bo-Peeps has historically experienced rapid transmission of HFMD between children and rooms. Where Bo-Peeps experiences an unusually high number of HFMD cases, management will seek advice from the local UKHSA Health Protection Team and follow any additional advice provided. The nursery will maintain an illness/outbreak log during periods of increased HFMD cases to monitor the number, dates and location of cases and identify patterns of transmission.

Outbreaks and increased cases - Bo-Peeps recognises that infections can spread quickly in an early years environment due to close contact, shared resources, nappy changing, toileting, eating and young children's developing hygiene skills. Where management identifies an unusually high number of cases, several linked cases, or a rapidly increasing number of cases, management will:

- maintain an appropriate illness/outbreak log;
- monitor the number and dates of cases;
- identify rooms or groups affected;
- review cleaning and infection-control arrangements;
- increase cleaning of frequently touched surfaces and shared equipment;
- reinforce handwashing and respiratory hygiene;
- review ventilation;
- communicate appropriate infection-control information to parents/carers;
- consider whether additional temporary control measures are required;
- seek advice from the UKHSA Health Protection Team where appropriate; and
- follow any additional measures recommended by the Health Protection Team.

Current UKHSA outbreak guidance recommends reinforcing exclusion of those who are unwell, ventilation, cleaning, hand hygiene and communication with parents/carers during outbreaks or incidents.

Vulnerable individuals - Bo-Peeps recognises that some children, staff or family members may be particularly vulnerable to infection. Where the nursery becomes aware that a child or member of staff is particularly vulnerable, for example because of a medical condition or treatment, management will consider whether additional precautions or an individual risk assessment are appropriate. Where necessary, advice will be sought from the child's healthcare professional, Health Visitor, GP or UKHSA Health Protection Team.

Temporary closure - If an infectious disease incident significantly affects staffing levels or the health and safety of children and staff, Bo-Peeps may need to temporarily restrict attendance or close the setting. Any decision to close or substantially alter the nursery's operation will be made by management following consideration of staffing, safeguarding, health and safety and, where appropriate, advice from the relevant authorities.

Fees - Fees for absences due to illness remain payable in accordance with the nursery contract unless Bo-Peeps is unable to provide the contracted childcare service.

Implemented on: 9th April 2026 added to on 24th August 2026

Date to be reviewed: 9th April 2026

Implemented by: Marie Boseley and staff

1.3.3 SUN PROTECTION

Bo-Peeps staff understand that children's skin is particularly sensitive to the sun and can be easily damaged by UV rays. All children, regardless of skin type, require protection. Excessive sun exposure in childhood significantly increases the risk of skin damage, painful sunburn and skin cancer (including melanoma) in later life. The nursery is committed to minimising risk while supporting children to enjoy outdoor play safely.

FIVE THINGS TO REMEMBER

- Children will be protected from direct sunlight, particularly during peak hours (11am–3pm)
- Outdoor play will be adapted according to weather conditions
- A balance will be maintained between sun safety and access to outdoor learning
- Good protection is provided by light clothes, sunglasses and a hat.
- Children should use sunscreen with a high SPF (at least 30).

EDUCATION

Bo-Peeps promotes children's understanding of sun safety through:

- Stories, activities and discussions
- Staff role modelling (e.g. wearing hats, applying sun cream)
- Encouraging regular hydration

Fresh drinking water is always available, and children are regularly encouraged to drink, particularly in warm weather.

SHADE AND OUTDOOR PLAY

- Shaded areas are always available and prioritised during hot weather
- Additional shade is provided where necessary
- Staff continuously monitor children's exposure to sunlight
- Children will not access outdoor play in hot weather without appropriate protection (e.g. hat and sunscreen)

CLOTHING

- Children are encouraged to wear wide-brimmed or protective hats, nursery will provide a hat if needed
- Children may be required to wear a hat during hot weather for outdoor play
- Lightweight, covering clothing (e.g. shoulders) is encouraged
- Parents/carers are asked to provide suitable sun-safe clothing, all items should be clearly labelled

SUNSCREEN

- Sunscreen is applied before outdoor play and reapplied regularly
- Parents/carers are encouraged to apply sunscreen before arrival
- Children must have their own labelled sunscreen (minimum SPF 30) with written consent
- Staff check expiry dates and suitability (e.g. allergies)
- Sunscreen containing nut-based ingredients is not permitted
- In exceptional circumstances, emergency sunscreen may be used with consent and may be chargeable
- Staff follow manufacturer guidance on application timing
- Any specific parental instructions (e.g. 24-hour sunscreen claims) are recorded and acknowledged

VITAMIN D

Sunlight is important for vitamin D production, which supports healthy bones, teeth and muscles. The nursery follows guidance from the National Health Service to ensure a balanced approach between sun protection and healthy exposure. Bo-Peeps also shares NHS guidance recommending that children under 5 years may require vitamin D supplementation.

This policy is available via Family, the nursery policy folder and website. Hard copies are available on request.

Implemented on: 12th February 2026
Date to be reviewed: 12th February 2027
Implemented by: Marie Boseley and staff

1.3.4 NO SMOKING (including Vape and e-cigarettes)

This policy is in place to protect all children, staff, parents/carers, visitors and students from the harmful effects of second-hand smoke and vapour, and to promote a healthy environment within the nursery. Exposure to second-hand smoke is known to increase the risk of respiratory illness, heart disease and cancer.

Bo-Peeps will ensure that:

- No-smoking signage, in line with the Health Act 2006, is clearly displayed
- Smoking, including the use of vapes and e-cigarettes, is not permitted anywhere on the nursery premises, including outdoor areas and the car park
- Smoking in nursery vehicles is strictly prohibited

Smoking in enclosed workplaces is illegal under the Health Act 2006.

All staff, parents/carers, students and visitors are required to refrain from smoking or vaping at all times while on the premises.

- Staff, students and volunteers must not smoke or vape during working hours, including breaks
- Staff must not smoke or vape immediately before starting work where this may impact children (e.g. smell on clothing)
- Uniform must not be worn while smoking or vaping
- Staff must not smoke or vape when accompanying children on outings or in vehicles

Failure to comply with this policy may result in disciplinary action.

Legal Requirement

It is illegal to smoke in a vehicle carrying anyone under 18. This law applies in England and Wales and may result in a fine for both the driver and the smoker.

Bo-Peeps staff have a duty of care to challenge or report concerns where children may be exposed to smoke in vehicles.



Implemented on: 12th February 2026

Date to be reviewed: 12th February 2027

Implemented by: Marie Boseley and staff

1.3.5 DUMMY / PACIFIER

Dummies/pacifiers may be used to comfort babies and support sleep routines. Within the Lively Lambs (baby) Room and Energetic Ewes (Toddler) rooms, children will have individual, hygienic storage for their dummies when not in use.

Within the baby and toddler rooms practitioners will:

- Use dummies *for comfort and sleep only, where appropriate*
- *Avoid prolonged or unnecessary use throughout the day*
- Support children to gradually reduce reliance on dummies as they develop

Prolonged dummy use may impact:

- *Speech and language development*
- *Dental development (e.g. open bite)*

In line with guidance from the National Health Service, dummy use is *discouraged beyond 12 months where possible*.

Will a dummy or thumb sucking harm children's teeth?

"No, but they will encourage an open bite, which is when teeth move to make space for the dummy or thumb. They may also affect speech development. That's why you should avoid using dummies after 12 months of age. Thumb sucking won't cause permanent problems, as long as the habit stops by the time your child gets their second teeth, but it can be a hard habit to break. Discourage your children from talking or making sounds with their thumb or a dummy in their mouth, and don't dip dummies in anything sweet, such as sugar or jam." <http://www.nhs.uk/Livewell/dentalhealth/Pages/Goodhabitskids.aspx>

Implemented on: 12th February 2026

Date to be reviewed: 12th February 2027

Implemented by: Marie Boseley and staff

1.3.6 FOOD AND DRINK MANAGEMENT

Bo-Peeps aims to make mealtimes positive, social and inclusive experiences. Staff will:

- Sit with children and model positive eating behaviours and table manners
- Engage in conversation and support communication (including sign language)
- Ensure mealtimes are calm and well-managed
- Staff will set a good example of table manners, using cutlery & sitting with the children.

Staff may eat the same meals as the children where appropriate, which can be purchased from the kitchen.

Personal meals must not be consumed in front of children, they can be enjoyed during unpaid lunch breaks.

Staff drinks, such as fizzy drinks or squash, should be in non-transparent bottles and out of the children's reach. Hot drinks must be in lidded containers and kept out of children's reach.

FOOD PROVISION AND SAFETY Bo-Peeps will ensure:

- Individual dietary needs and allergies are clearly recorded and strictly followed
- Allergies or dietary requirements are highlighted in red on registers and identified on the place mats.
- Parents/carers notify us of any changes and give signed permission explaining the changes.
- The nursery operates as a nut-free environment, including coconut
- Food is prepared safely to reduce choking risks (e.g. grapes cut lengthways)
- Only staff with up-to-date food hygiene training handle food
- Equipment (e.g. knives) is stored safely and securely in the sealed box provided and returned to the kitchen.
- Menus will be rotated on a four-week rota and reviewed regularly.

EATING APPROACH

- Children are encouraged to try a variety of foods but are not forced to eat
- Meal components are served in separate bowls allowing the children choice
- Alternatives may be offered later if a child has eaten very little
- Children are given appropriate time to eat at their own pace
- Cultural and dietary preferences are respected
- Portion sizes are appropriate to individual needs

DRINKS AND NUTRITION

- Water is available at all times
- Milk and water are provided daily
- Squash is not routinely provided, and requires written parental consent

Menus are:

- Balanced and nutritionally appropriate
- Designed to support "5 a day" fruit and vegetable intake
- Shared with families via Family and within the nursery

PROMOTING HEALTHY EATING

Staff act as role models for healthy eating. Staff are therefore expected to consistently model healthy food choices and behaviours. Children learn through observation, and exposure to unhealthy food choices may:

- Influence preferences
- Undermine healthy eating messages
- Create confusion around expectations

A case or suspected outbreak of food poisoning would require contact with the UK Health Security Agency (formerly Public Health England) Health Protection Team. Details of the individuals affected, symptoms, onset dates and any food that may be linked to the illness will be given and any advice provided regarding infection control, exclusion periods and further investigation followed. Parents/carers, Ofsted and the local Environmental Health Department would be informed where appropriate, records would be maintained, and the nursery would review food preparation, storage and hygiene procedures.

Implemented on: 20th May 2026 Updated 08/06/26

Date to be reviewed: 12th February 2027

Implemented by: Marie Boseley and staff

1.3.7 Home-Cooked Nursery Meals and Healthy Packed Lunch

The Government places a duty on early years providers to promote the health and wellbeing of all children. Healthy eating is a key priority within the *Every Child Matters* agenda and the Early Years Foundation Stage (EYFS) framework. To grow, develop, and remain healthy, children require a nutritionally balanced diet.

As an influential early years setting, the nursery plays a significant role in establishing healthy eating habits and supporting children's physical development, emotional wellbeing, and learning. Evidence shows that good nutrition in early childhood can reduce the risk of both short- and long-term health issues. There is increasing concern that many children consume excessive amounts of fat, sugar, and salt, and insufficient fibre, fruit, and vegetables.

Packed lunches can contribute up to one third of a child's weekly food intake and therefore must be balanced, nutritious, and in line with healthy eating guidance.

Short-term effects of poor nutrition may include:

- Poor growth
- Tooth decay
- Obesity
- Anaemia
- Constipation
- Poor concentration
- Behavioural difficulties impacting learning

Long-term effects of an unhealthy diet may include:

- Increased risk of heart disease
- Stroke
- Cancer
- Type 2 diabetes in adulthood

Bo-Peeps is committed to ensuring that all food provided within the setting makes a positive contribution to children's health, learning, and development, whether this food is a hot, home-cooked meal prepared on site, or packed lunch provided from home.

This approach supports calmer, happier children and promotes consistent, positive messages about nutrition.

The *Early Years Foundation Stage Nutrition Guidance for Group and School-Based Providers and Childminders in England (May 2025)* states:

"It is important to ensure that food provided from home aligns with the healthy options offered by the setting, so that children receive consistent messages about nutrition."

To meet Ofsted welfare requirements, the nursery **cannot allow children to consume foods that are unhealthy, ultra-processed, or high in fat, salt, or sugar**, as these have a detrimental impact on children's health and wellbeing.

Nursery-Provided Home-Cooked Meals

The nursery employs a full-time cook who prepares fresh, home-cooked meals daily. These meals offer the following benefits:

1. Nutritional Balance

- Menus are planned to meet children's nutritional needs, including appropriate levels of protein, carbohydrates, healthy fats, vitamins, and minerals.
- Meals minimise reliance on processed foods, which are often high in salt, sugar, and unhealthy fats.
- Hot meals allow greater inclusion of vegetables, pulses, and whole foods than are typically found in sandwiches.

2. Consistency and Equality

- All children receive the same quality and quantity of food, regardless of home circumstances.
- This reduces comparisons between lunches and prevents feelings of exclusion or inequality.
- Consistent meals allow staff to monitor food intake effectively.

3. Food Safety and Allergy Management

- All meals are prepared on site in line with strict food hygiene and temperature control standards.
- Allergens are carefully managed, recorded, and monitored.
- Staff are fully aware of ingredients, supporting children with dietary, medical, or allergy-related needs.
- All staff have food hygiene certificates and training

4. Promotion of Healthy Eating Habits

- Children are more likely to try new foods when eating the same meals as their peers.
- Group mealtimes encourage positive social behaviours, such as sharing, turn-taking, and conversation.
- Repeated exposure supports the development of long-term healthy food preferences.

5. Appropriate Portions and Sustained Energy

- Portions are age-appropriate and support children's energy requirements.
- Hot meals provide sustained energy for play, concentration, and learning.
- Sandwich-based meals may not provide sufficient nourishment for long nursery days.

6. Cultural and Educational Value

- Menus reflect a range of cultures and traditions, promoting inclusivity.
- Mealtimes provide opportunities for learning about food origins, routines, and independence.
- Children develop essential life skills, including using cutlery and understanding mealtime structure.

7. Environmental and Practical Benefits

- Reduced food packaging and waste.
- Less pressure on families to prepare daily lunches.
- Improved sustainability through planned menus and reduced food waste.

8. Safeguarding and Wellbeing

- Staff can identify changes in appetite that may indicate illness, emotional distress, or developmental concerns.
- Regular nutritious meals support growth, emotional regulation, and overall wellbeing.

Packed Lunch Storage and Food Safety

The nursery will provide appropriate storage facilities for packed lunch bags; however, **cooled or refrigerated storage is not available**. As such, the nursery cannot take legal responsibility for food prepared at home and brought into the setting.

The EYFS Nutrition Guidance (May 2025) states:

“Providers do not have to provide refrigeration for packed lunches of children. Likewise, providers are not required to reheat food brought in by children.”

Packed Lunch Facilities and Requirements

- Children bringing packed lunches will eat in the dining hall alongside peers but at a separate table.
- Lunchboxes may only contain **pre-packaged food items with full allergy labelling**, to ensure the safety of all children.
- Packed lunches must be brought in insulated lunch bags with industrial freezer blocks, in line with UK Food Safety Guidelines.
- The UK Food Standards Agency advises that chilled food removed from refrigeration should be consumed within **4 hours**.
- The nursery will ensure fresh, plain tap water is available throughout lunchtime.
- Children may only eat their **own food**.
- The nursery **cannot heat food** brought in from home.

Choking Risk and Food Safety Guidance

This policy is implemented alongside the **1.3.6 Food and Drink Management Policy**, which states that:

- Individual dietary needs are respected.
- The nursery is a **nut-free setting, including coconut**.
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Parents must prepare food safely to minimise choking risks. Please ensure:

- Stones and pips are removed from fruit.
- Small round foods (e.g. grapes, cherry tomatoes, strawberries) are cut lengthways and into quarters.
- Large fruits and vegetables are cut appropriately and skins removed for babies.
- Sausages are avoided due to high salt content.
- Whole nuts and seeds are not given to children under five.
- Prepacked cheese is in strips rather than chunks.
- Popcorn, marshmallows, jelly cubes, and hard sweets are not provided.

Packed Lunch Nutritional Standards

Packed lunches must meet **minimum school food and nutrition standards** and:

Include all of the following daily:

- **Fruit or vegetables** (two portions for am and pm snack)
- **Starchy food** (pre-packaged and labelled): bread, wraps, chapatti, pasta, rice, noodles, potatoes (*flavoured instant rice, pasta, or noodle products are not permitted*)
- **Protein source** (pre-packaged and labelled): meat, fish, eggs, lentils, kidney beans, chickpeas, hummus
- **Dairy or dairy alternative** (pre-packaged and labelled): cheese, plain unsweetened natural yoghurt

Foods Not Permitted

- Homemade sandwiches or food items (pre-packaged items only)
- High fat and salt foods: crisps, sausage rolls, pasties, fried samosas
- High sugar foods: sweets, chocolate bars, chocolate-coated biscuits
- Peanuts and Nuts of any type

Drinks

- Plain tap water is provided throughout the day.
- No additional drinks should be sent in.

Portion Size Guidance

Children should be provided with “**me-size meals**”. Overfilling lunchboxes can be overwhelming, discourage enjoyment of meals, and contribute to overeating or fussy eating. Guidance is informed by *Start Well 2020* portion size recommendations.

Nut-Free Environment

The Nursery operates a nut-aware / no-nut policy to reduce the risk of severe allergic reactions. Parents/carers must not send foods containing:

- Peanuts
- Tree nuts (such as almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios and macadamia nuts)
- Products that clearly contain these nuts.

Coconut:

Although coconut is classified botanically as a fruit (a drupe) rather than a tree nut, some individuals with tree nut allergies may also be allergic to coconut. For this reason, the Nursery requests that parents do not send foods containing coconut unless specifically authorised by the Nursery following a risk assessment. This approach is taken to protect children with severe allergies and to minimise any uncertainty.

Special Diets and Allergies

- The nursery is a **nut-free environment, including coconut**.
- Food swapping is not permitted.
- Special dietary requirements must be discussed with the nursery in advance.
- Parents are encouraged to ensure packed lunches are as close to these guidelines as possible.
- For reliable allergy guidance, visit: www.allergyinschools.co.uk

Monitoring and Review

- Packed lunches are monitored daily at drop-off.
- If a packed lunch does not meet required standards, a nursery-provided hot meal will be given and charged at the current rate on the next invoice.
- Parents will receive a copy of this policy and be offered support and guidance.
- All food packaging is checked for nut traces.
- An annual packed lunch audit and healthy eating promotion will take place.
- The Local Authority will support review and provide guidance as required to the setting.
- Uneaten food will be returned home where possible to support parental monitoring.

Implemented on: 18th February 2026 updated 22nd July 2026

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Implemented by: Marie Boseley and staff

1.3.8 BABIES WEANING AND FEEDING

Bo-Peeps will not add salt or sugar to any foods prepared on site (however, sugar may be present as part of ingredients in foods such as cakes). Staff will not give children nuts, mustard, seeds, shellfish, or unpasteurised cheeses.

Bo-Peeps staff will use bottle-feeding times to communicate with babies, supporting their emotional security and sense of belonging. Babies will not be given bottles in bouncy chairs or cots to aid sleep, unless this has been requested in writing by parents/carers. In such cases, staff will clearly explain that this is not recommended practice and will encourage alternative approaches based on staff training and professional knowledge.

Bo-Peeps supports breastfeeding within the setting by welcoming mothers and providing a comfortable space if required. Alternatively, the nursery can store and administer expressed breast milk at the request of parents/carers.

INTRODUCING SOLID FOODS

Introducing solid foods (complementary feeding or weaning) should begin at around 6 months of age. Initially, the quantity eaten is less important than helping babies become familiar with eating. Babies will continue to receive most of their nutrition from breast milk or infant formula. Providing a variety of foods alongside milk from around 6 months helps establish healthy eating habits for life. Over time, babies will progress to eating a wider range of foods and textures, eventually eating the same foods as the family in smaller portions.

If a baby was born prematurely, parents/carers should seek advice from a health visitor or GP regarding when to begin weaning.

WHY WAIT UNTIL AROUND 6 MONTHS

It is recommended to wait until around 6 months because:

- Breast milk or infant formula provides sufficient nutrition until this stage
- Exclusive breastfeeding helps protect against illness and infection
- Babies develop the physical ability to manage solid foods safely
- Babies are better able to self-feed
- Babies develop skills for chewing, swallowing, and managing different textures

Bo-Peeps follows guidance from relevant professionals and ensures up-to-date information is available to staff and parents/carers.

WEANING GUIDANCE

Bo-Peeps staff will:

- Recognise that breast or formula milk provides all required nutrition for the first 6 months
- Follow guidance that cow's milk may be used in cooking from 6 months but not given as a drink until 12 months, as it does not contain sufficient iron
- Support the introduction of iron-rich foods and a variety of tastes and textures from 6 months
- Ensure babies are developmentally ready, including being able to sit with support
- Follow each baby's individual pace and not rush the weaning process
- Work in partnership with parents/carers regarding baby-led weaning or puréed approaches
- Avoid giving eggs, gluten-containing cereals, nuts, seeds, fish, citrus fruits, or unpasteurised cheese to babies under 6 months, and honey to children under 12 months
- Encourage children aged 6 months and over to drink from cups rather than bottles

Implemented on: 10th April 2026

Date to be reviewed: 10th April 2027

Implemented by: Marie Boseley and staff

1.3.9 FIRST AID

Bo-Peeps first Aid officer is: MARIE FRED BOSELEY

This policy operates alongside the Promoting Health and Hygiene Procedure. Practitioners level 3 and above and at least one member of staff in each room, plus all management, must hold a current paediatric first aid certificate and receive regular updates to ensure they are confident in responding to emergencies involving children or adults. Parents/carers are required to complete a consent form on registration, allowing staff to administer appropriate first aid treatment when necessary.

Staff must wear disposable gloves when dealing with bodily fluids

MINOR ACCIDENTS

- The injury will be assessed by the key person and, if necessary, escalated to the manager
- Appropriate first aid treatment will be administered
- The child may return to play but will be closely monitored, particularly during outdoor activities
- The incident will be recorded on the Famly app, including:
 - Location of incident
 - Time and date
 - Description of injury
 - Staff member administering first aid
 - Witness (if present)
- Parents/carers will be asked to acknowledge the record on Famly and the incident will be discussed at collection
- The manager will regularly review records on Famly to identify any patterns or concerns

MAJOR ACCIDENTS

- The manager will assess the situation and decide whether:
 - Immediate hospital treatment is required, or
 - The child can wait for parents/carers
- If urgent medical attention is required:
 - Parents/carers will be contacted immediately
 - An ambulance will be called if necessary
 - Arrangements will be made to meet parents/carers at the hospital
 - A staff member, usually the child's key person, will accompany the child
 - Staff will not give consent for medical treatment
- If the child is well enough to remain at nursery:
 - Parents/carers will be contacted
 - The child will be kept comfortable and supervised
 - A staff member will remain with the child until collection
 - Parents/carers will decide on any further medical action
- All major incidents will be recorded on the Famly app
- Ofsted and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be notified where required, including:
 - Serious injuries
 - Hospital admissions
 - Significant incidents or infections

EMERGENCY CALLS (111/999)

Staff must follow the flow chart for contacting emergency services or attending A&E, on page 16

Implemented on: 10th April 2026
Date to be reviewed: 10th April 2027
Implemented by: Marie Boseley and staff

FLOW CHART FOR TAKING A CHILD TO A&E OR MAKING A 111/999 CALL

Child becomes ill or is injured

Practitioner caring for the child immediately informs the room/management

The manager assesses the situation and determines whether **immediate** medical attention is required (111/999/A&E) and ensures **parents/carers** are informed as soon as possible

If contacting 111/999 or attending A&E, the following information must be available:

- Full name
- Date
- Date of birth
- Home address
- GP name (if known)
- Parent/carer contact number

Setting address:

Bo-Peeps Day Nursery
Boseley Business Park
Forest Vale Industrial Estate
Cinderford, Glos, GL14 2 PH

Key person/practitioner contacts parents/carers immediately, as directed by management

Management and the key person support and comfort the child and communicate with parents/carers. All other staff continue to supervise and care for the remaining children

Management deploys staff to direct the ambulance on arrival and ensures a member of staff accompanies the child to hospital if required

1.3.10 SLEEPING AND NAPPING

These procedures are in line with current guidance to reduce the risk of SIDS and meet National Standards and Ofsted requirements. At Bo-Peeps, staff follow a range of reputable and up-to-date sources to ensure best practice, including guidance from health visitors and the NHS. Practitioners place each child's safety and wellbeing as their highest priority and will follow safe sleep guidance, even where this may differ from home routines. This will be discussed and agreed with parents/carers upon admission. To reduce the risk of Sudden Infant Death Syndrome (SIDS), also known as cot death, practitioners follow current national guidance and Ofsted requirements. Sleep routines will not be altered in a way that compromises safe sleep practice. Staff have read NHS advice on Sudden infant death syndrome (SIDS) – NHS. More information on safer sleep guidance is available from The Lullaby Trust.

SLEEP ROUTINES- Lively Lambs (baby room)

The following procedures are followed:

- Room temperature will be maintained between 16–22°C and checked regularly
- Practitioners will adjust clothing or bedding as required to ensure comfort and safety
- Cot bumpers, pillows and quilts will not be used
- Any inappropriate items, such as toys, will be removed from cots before sleep
- Babies will not be given bottles while lying down in cots or bouncy chairs
- Babies will be placed on their backs to sleep, with feet at the foot of the cot (“feet to foot” position) on a firm flat waterproof cot, bed or mattress on the floor.
- Children under six months of age must always have an adult with them in the same room for every sleep.
- Babies aged 1 year and under must only be placed to sleep in a cot.
- If a baby rolls independently, they will not be repositioned but monitored closely
- Covers will be securely tucked in to prevent covering the face
- Each child will have a separate sleep space with their own clean, labelled bedding
- A well fitted baby sleep bag may be used. Check the manufacturer recommendations before using a baby sleep bag.
- Bo-Peeps operates a strict no smoking policy, including during staff breaks
- Children are always within sight and hearing of staff when sleeping.
- Babies will be checked at least every 10 minutes, with checks recorded and initialled
- Babies who are unwell will be supervised at all times, parents/carers will be contacted where necessary
- Where appropriate, babies may sleep in the main playroom under constant supervision

NAP ROUTINE - Energetic Ewes (toddler room)

Children requiring naps will follow similar safe sleep guidance:

- Room temperature will be maintained between 16–22°C and checked regularly
- Any inappropriate items, such as toys, will be removed before sleep
- Children will be placed on their backs to sleep, with feet at the foot of the cot (“feet to foot” position) on a firm flat waterproof cot, bed or mattress on the floor.
- If a child rolls independently, they will not be repositioned but monitored closely
- Covers will be securely tucked in to prevent covering the face
- Each child will have a separate sleep space with their own clean, labelled bedding
- Bo-Peeps operates a strict no smoking policy, including during staff breaks
- Children are always within sight and hearing of staff when sleeping and checked at least every 10 minutes, with checks recorded and initialled
- Children who are unwell will be closely supervised at all times
- Where appropriate, children may sleep in the main playroom under constant supervision

All of the above procedures also apply, where appropriate, to children who sleep in the Pre-School Room.

Implemented on: 10th April 2026
Date to be reviewed: 10th April 2027
Implemented by: Marie Boseley and staff

1.3.11 Nappy changing

Bo-Peeps uses nappy changing as an opportunity to support children's emotional wellbeing, providing reassurance, communication and one-to-one interaction.

Practitioners use designated nappy changing areas and bathrooms, which are maintained to a high standard of cleanliness in line with health, hygiene and safeguarding procedures.

Bo-Peeps supports the use of both disposable and reusable (eco-friendly) nappies, and individual care routines will be respected at all times.

SAFEGUARDING

In line with the Bo-Peeps Safeguarding Policy:

- Changing area doors remain open or observable at all times
- Students and volunteers must not change nappies unsupervised
- All practitioners hold current safeguarding training and an enhanced DBS check
- Mobile phones, cameras and tablets are not permitted in changing areas
- Staff have awareness training in FGM and safeguarding concerns
- Any concerns identified during nappy changing must be reported immediately to the DSL

MEETING THE NEEDS OF THE CHILD

- Parents/carers provide nappies, wipes and creams, which are stored in a clearly labelled and accessible area
- Nappy changing is used as a key person bonding opportunity wherever possible
- Nappies are changed according to individual need, not at fixed times (typically around every 2–3 hours)
- Practitioners will communicate with the child throughout, using language, signs and reassurance
- Nappies will be checked:
 - On arrival
 - Before sleep
 - Before going home
- All changes are recorded on the Famly app, including condition and use of cream
- Parents/carers may request a fresh nappy prior to collection

HEALTH AND HYGIENE

- Practitioners must wash and dry both their hands and the child's hands before and after each change using soap and water
- The child's own nappies, wipes and creams will be used; if supplies run out, parental consent and allergy checks must be confirmed before using nursery supplies
- The nappy area will be cleaned front to back, ensuring hygiene standards are maintained
- Barrier creams will only be applied with prior parental consent
- Soiled clothing will be bagged securely and returned to parents/carers
- Nappies will be disposed of in clinical waste bins
- Changing mats will be cleaned and disinfected after every use
- Children must never be left unattended on a changing mat
- Where appropriate, mats may be used on the floor to enhance safety

Implemented on: 10th April 2026
Date to be reviewed: 10th April 2027
Implemented by: Marie Boseley and staff

1.3.12 Potty and toilet training

As stated in Bo-Peeps' Safeguarding Policy, all staff hold appropriate child protection training and have completed an enhanced DBS check, **which is reviewed in line with current regulatory requirements**. No volunteers, apprentices or students will carry out nappy changing or toileting duties without **direct supervision from a qualified member of staff**.

Children will be supported to access toilet facilities **in a way that promotes privacy, dignity and safety**. Where possible, children will use toilet cubicles **independently, with appropriate levels of supervision**, and staff will ensure that safeguarding requirements are maintained at all times.

Bo-Peeps practitioners will recommend and implement the following:

- Photo devices such as cameras, iPads and mobile phones are not permitted in the toileting area.
- Staff are trained in safeguarding, including awareness of **Female Genital Mutilation (FGM)**.
- Any concerns identified during toileting will be reported to the **Designated Safeguarding Lead (DSL)**.
- Practitioners will work closely with parents/carers to ensure a **consistent approach between home and nursery**. Children may bring in their own potty from home if preferred.
- Potties will be available and accessible, while children are **gently encouraged to transition to using the toilet**.
- Practitioners will use age-appropriate strategies such as books, praise and reward systems to support children during toilet training.
- Potties will be **emptied, cleaned and disinfected after each use in line with hygiene procedures**.
- Changing mats will be cleaned and disinfected between each use
- Staff will ensure safe disposal of nappies in a designated nappy bin.
- Children will be encouraged to **develop independence in personal hygiene**, including wiping themselves, with appropriate adult support.
- Children will be supported to wash and dry their hands thoroughly after each use of the toilet or potty.
- Visual aids will be available to support children in understanding routines such as flushing the toilet and handwashing.
- Soiled clothing will be **bagged securely and returned to parents/carers**. Clothing will only be rinsed **where appropriate and in line with hygiene guidance**.
- Parents/carers must provide sufficient labelled spare clothing.
- During toilet training, children may wear minimal clothing (e.g. pants only) **where appropriate and agreed with parents/carers**, to support learning.

Implemented on: 10th April 2026

Date to be reviewed: 10th April 2027

Implemented by: Marie Boseley and staff

1.3.13 MENOPAUSE

Menopause is the time during an individual's life when menstruation permanently stops, and hormonal changes occur. It is defined as occurring when an individual has not had a menstrual period for 12 consecutive months, where no other biological or medical cause is identified. Symptoms may begin months or years earlier during the perimenopause. According to the NHS, symptoms typically last around four years after an individual's last period, although some people may experience them for longer. The purpose of this policy is to outline how Bo-Peeps will support employees experiencing menopausal symptoms. We aim to create a **supportive, inclusive and open working environment** where individuals feel confident discussing menopause-related matters.

AIMS OF THE POLICY

- Foster an environment where colleagues feel comfortable discussing menopause
- Ensure all staff have a clear understanding of menopause and its potential impact
- Provide education on symptoms and workplace support
- Enable employees to request reasonable adjustments
- Reduce absence related to menopausal symptoms
- Demonstrate Bo-Peeps' commitment to staff wellbeing
-

RESPONSIBILITIES OF ALL EMPLOYEES

All employees are expected to:

- Take reasonable care of their health and wellbeing
- Be open, where possible, in conversations with managers
- Contribute to a respectful and supportive working environment
- Support colleagues appropriately
- Respect any adjustments made for colleagues
-

RESPONSIBILITIES OF MANAGERS

Managers are responsible for:

- Ensuring no employee is treated less favourably due to menopause
- Maintaining strict confidentiality
- Considering and implementing reasonable adjustments where possible
- Keeping accurate records of agreed support measures
- Holding regular review meetings
- Seeking advice from occupational health where appropriate
- Agreeing, where necessary, what information may be shared with others

Managers will adopt an **open and supportive approach**, ensuring employees feel comfortable discussing their needs without judgement or assumptions.

SUPPORT AND ADJUSTMENTS

Bo-Peeps recognises that menopausal symptoms can vary and may include:

- Hot flushes
- Sleep disturbances
- Fatigue
- Headaches
- Low mood or anxiety
- Difficulty concentrating
- Heavy or irregular periods
- Panic attacks

SUPPORT OPTIONS MAY INCLUDE:

Flexible Working

Where possible, flexible working arrangements will be considered, **taking into account staff-to-child ratios and operational requirements.**

Temperature Control

Reasonable adjustments may include:

- Access to cooler working areas
- Adjustments to uniform where appropriate
- Improved ventilation or access to windows
- Provision of cooling aids such as fans

Sickness Absence

Employees experiencing menopause-related illness will be supported in line with the nursery's sickness absence procedures. Staff are encouraged to seek advice from their GP and share relevant recommendations where appropriate.

Access to Support

Employees are encouraged to speak to their manager or another senior member of staff if they feel unable to approach their line manager.

External Support

Employees and managers may find the following organisations helpful:

- Menopause Matters
- Daisy Network
- Menopause Cafe

Implemented on: 10th April 2026

Date to be reviewed: 10th April 2027

Implemented by: Marie Boseley and staff

1.3.14 PREGNANCY AT WORK

Bo-Peeps Day Nursery is committed to protecting the health, safety and wellbeing of employees who are pregnant, have recently given birth or are breastfeeding. We recognise our legal duty to assess workplace risks and make reasonable adjustments to ensure employees can continue to work safely throughout their pregnancy where possible.

We are committed to treating all employees fairly and without discrimination throughout pregnancy, maternity leave and on their return to work. It reflects the needs of an early years setting and aims to protect the health, safety and wellbeing of employees while ensuring high-quality care for children.

PURPOSE

The purpose of this policy is to:

- Protect the health and safety of pregnant employees and their unborn child.
- Ensure risks are identified and managed appropriately.
- Comply with current health and safety and employment legislation.
- Support employees throughout pregnancy, maternity leave and their return to work.

LEGAL FRAMEWORK

This policy is based on:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Employment Rights Act 1996
- Maternity and Parental Leave etc. Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- EYFS statutory framework

NOTIFICATION OF PREGNANCY

Employees should inform the Nursery Manager or Registered Person as soon as reasonably practicable that they are pregnant, follow agreed control measures and report changes in health.

Whilst there is no legal requirement to notify the nursery before the 15th week before the expected week of childbirth, early notification enables the nursery to complete and review individual pregnancy risk assessments, make reasonable adjustments, consult with the employee and keep records. All information will be treated confidentially.

PREGNANCY RISK ASSESSMENT

Once notified, an individual Pregnancy Risk Assessment will be completed.

The assessment will:

- identify workplace hazards
- consider medical advice
- identify any adjustments required
- be reviewed regularly throughout the pregnancy
- be updated if duties change or medical advice changes

Reviews will normally take place:

- at least once every trimester
 - after any pregnancy-related illness
 - following any significant workplace changes
 - following advice from a GP or midwife
 - whenever requested by the employee or manager
-

RISK REDUCTION

Where risks are identified the nursery will:

- remove the risk where reasonably practicable
 - alter working conditions or hours
 - provide suitable alternative duties where available
 - suspend the employee on paid maternity grounds if no safe alternative work is available
-

MANUAL HANDLING

Pregnant employees must not undertake unnecessary manual handling.

Managers will review duties involving:

- lifting children
- assisting children onto changing tables
- moving furniture
- lifting heavy equipment
- carrying large boxes or deliveries
- low seating arrangements
- children's behaviour that may involve kicks, bites or headbutts,
- supporting children with SEND

Employees should seek assistance whenever required.

WORKING WITH CHILDREN

Where appropriate, duties may be adjusted to reduce:

- prolonged floor play
- repeated bending
- lifting older children
- running after children outdoors
- physically demanding activities

Adjustments will depend upon the stage of pregnancy, medical advice and individual circumstances.

INFECTION CONTROL

Pregnant employees should avoid high-risk infection exposure as they may be at increased risk from certain infections including:

- Chickenpox (Varicella)
- Slapped Cheek (Parvovirus B19)
- Cytomegalovirus (CMV)
- Rubella (German Measles)
- Measles

Employees should notify management immediately if they are exposed to any infectious disease during pregnancy.

Advice will be sought from NHS services, Occupational Health or the employee's midwife where appropriate.

FATIGUE AND WELLBEING

The nursery recognises that pregnancy can cause increased fatigue.

Reasonable adjustments may include:

- additional rest breaks
 - access to drinking water
 - opportunities to sit, providing suitable seating
 - avoiding prolonged standing
 - amended working hours where appropriate
-

TOILETING AND PERSONAL CARE

Pregnant employees will be allowed reasonable access to toilet facilities and handwashing facilities at all times.

Where toileting or intimate care duties become physically difficult these will be reviewed through the risk assessment.

LONE WORKING

Pregnant employees will not normally work alone where this places them at increased risk.

Lone working arrangements will be reviewed throughout pregnancy.

FIRE EVACUATION

The emergency evacuation procedure will be reviewed to ensure the employee can evacuate safely without placing themselves or others at risk.

The employee will not be expected to lift or carry children if doing so would place them at increased risk.

MEDICAL APPOINTMENTS

Employees are entitled to paid time off to attend antenatal appointments in accordance with current legislation.

Evidence of appointments may be requested after the first appointment.

RETURN TO WORK

Following maternity leave, a return-to-work discussion and, where appropriate, a breastfeeding risk assessment will be completed.

Reasonable arrangements will be considered to support breastfeeding or expressing milk.

CONFIDENTIALITY

All information relating to pregnancy will be treated confidentially and shared only where necessary to ensure the health and safety of the employee.

MONITORING AND REVIEW

This policy will be reviewed annually or sooner following changes in legislation or guidance.

Implemented on: 29th July 2026

Date to be reviewed: 29th July 2026

Implemented by: Marie Boseley and staff