

# SAFETY AND HEALTH POLICY PLAN

Twinkel Daycare



**Kinderdagverblijf Twinkel Hoofddorp BV**

**Version 05-2025**

*Note: this document is automatically translated from the original dutch version. There could be slight mis-translations. If you have any questions please ask us personally.*

## **Introduction:**

Before you lies the Safety and Health Policy Plan of Daycare Twinkel. This policy plan provides insight into how we operate at our location. The goal is to offer children and staff the safest and healthiest possible working, playing, and living environment, protecting children from serious risks while teaching them how to deal with minor ones. To develop this plan, discussions were held with staff members around various themes, focusing on whether the current way of working results in the safest and healthiest environment. Where necessary, measures have been established to improve practices.

Every two months, we hold a meeting with staff to discuss topics from the Safety and Health policy. These meetings start by evaluating previously discussed points. The Safety and Health policy is accessible on our website and available in the quality folder, located next to the coffee machine by the stairs. This is accessible to all parents, staff, and interns.

Brenda Sluijmer holds final responsibility for the Safety and Health Policy. Vincent Delsen is responsible for implementing the facility-related aspects of this policy. Shemana Sewpersadsingh is responsible for implementing the content-related aspects. However, a policy only becomes truly effective when all staff feel involved and carry it out. Therefore, every team meeting includes a theme or sub-theme related to safety or health. This ensures ongoing dialogue about the policy, allows us to monitor the effectiveness of implemented measures, and enables us to promptly assess whether the policy needs to be adjusted in response to environmental or situational changes, such as renovations or layout modifications.

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## **Mission, Vision, and Goal:**

### **Our Mission:**

We provide childcare in a safe and healthy environment.

We achieve this by:

- Shielding children from major risks
- Teaching children to handle minor risks
- Stimulating children in all areas of development, such as language, social-emotional, and motor development

### **Our Vision:**

Daycare Twinkel stands for childcare driven by passion, where we make a meaningful contribution to children's development, upbringing, and care. Encouraging children and teaching them how to navigate different situations is central to this. A safe and healthy living and playing environment is the foundation for all of this.

### **Our Goal:**

In accordance with the Childcare Quality Innovation Act, we must establish a Safety and Health policy in which all employees feel responsible. Key focus points in shaping the policy are:

1. Awareness of potential risks
2. Proper management of major risks
3. Engaging in dialogue with each other and with external stakeholders

The ultimate goal is to create a safe and healthy environment where children can play freely and develop optimally.

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## **Handling Major Risks:**

This chapter outlines the main significant risks at our location that could lead to serious accidents, incidents, and/or health issues. Risks are categorized into physical safety, social safety, and health. Each category includes key risks and the measures taken or to be taken to minimize them.

### **Examples of Major Risks:**

#### **Physical Safety:**

- Falling from height
- Choking
- Poisoning
- Burns
- Drowning

**Measures:**

- *Falling from height:* No crates or stools left in hallways; safety railings installed on high tables for toddlers; no stacked chairs; no climbing allowed; stair gates always locked with child locks; low tables for toddlers; high shelves with toys placed at child height.
- *Choking:* No hanging cords; blind cords are secured; olives, grapes, and cherry tomatoes are halved or sliced; children are instructed not to put objects in their mouths; small toys (e.g., K'NEX) are used only under supervision; broken toys are discarded immediately.
- *Poisoning:* Cleaning supplies are locked away; safety latches on all cupboards; no toxic substances in toys (e.g., slime or gel balls).
- *Drowning:* Outdoor play area fenced according to regulations; small paddling pools are used under constant supervision; mop buckets are emptied immediately after use.

**Social Safety:**

- Inappropriate behavior
- Child abuse
- Missing children

**Measures:**

- *Inappropriate behavior:* Children are taught to say "Stop, don't do that"; encouraged to seek help from staff when needed.
- *Child abuse:* The "four-eyes principle" is applied; behavior of children is closely observed; all staff are trained in the mandatory child abuse reporting protocol; concerning behavior is discussed with the designated staff and coordinator.
- *Missing children:* Children are counted multiple times a day using Jaamo attendance list on the iPad; this includes transitions between indoors and outdoors; if a child is not present without notice, parents are contacted from 9:30 a.m.

**Health:**

Common infections:

- Diarrhea
- Foodborne illness
- Skin infections (impetigo, chickenpox, herpes)
- Respiratory infections (RS virus, bronchitis)

**Measures:**

- *Airborne transmission:* Proper ventilation, air vents remain open day and night.
- *Hand transmission:* Proper hand hygiene with clear instructions in all changing areas and toilets; hands are washed after each diaper change, toilet use, outdoor play, and child handover.
- *Food and water:* Strict hygiene and safety protocols.

- *Surfaces (e.g., toys):* Each group has a cleaning schedule for daily, weekly, and monthly tasks, tracked by our facility staff member Karin, who ensures all tasks are completed on Tuesdays and Thursdays.
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### **Handling Minor Risks:**

From around two years of age, children can begin to understand the context of safety rules. Agreements can be made with children to help avoid minor risks during play and daily activities. For instance, handwashing after using the toilet, or sneezing and coughing into the elbow.

Learning to manage risks is crucial for children's development. International studies show:

- Experiencing risk helps children develop risk-assessment and decision-making skills.
- Taking risks fosters independence, self-confidence, and persistence.
- Coping with risk improves physical and mental health, as well as social skills.
- Physical activities such as swinging, climbing, rolling, and sliding are vital for motor development, coordination, balance, and body awareness.

### **Twinkel's Philosophy:**

Our mission is to provide a safe and healthy environment, preventing illness and injury due to, for example, unclean or broken toys. But overprotection does not benefit children either.

Therefore:

- We protect against major risks.
- We accept minor risks (e.g., bumps, scrapes) as opportunities for learning and growth.
- Benefits include improved motor skills, self-confidence, resilience, and social skills.

### **Examples of Agreements:**

- No running indoors to prevent slips and collisions.
  - Children are encouraged to wear slippers.
  - Chairs are lifted with the legs facing down.
  - Children wash hands before and after meals, after outdoor play, and after using the toilet.
  - Coughing and sneezing in the elbow is reinforced regularly.
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## **Risk Assessment:**

The last risk assessment at Twinkel was carried out in 2017. Based on these, key risks were identified and are described in Chapter 3. Since January 1, 2018, risks are monitored differently through QuickScans using the new risk monitor and by regularly discussing this policy in team meetings.

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## **Highlighted Theme: Inappropriate Behavior**

Inappropriate behavior by adults or children can greatly impact a child's wellbeing. This theme receives special attention at our location.

### **Preventive Measures:**

- Regular team discussions to maintain an open culture.
- Adherence to the Domestic Violence and Child Abuse Reporting Code.
- Teaching respectful interaction based on norms and values, included in our pedagogical plan.
- Encouraging children to speak up immediately—"STOP, DON'T DO THAT."
- Teaching children to seek help from staff.

### **Additional Safety Measures:**

- All staff have a Certificate of Good Conduct (VOG).
  - The "four-eyes principle" is actively implemented and monitored.
  - Staff know the child abuse protocol and apply it when necessary.
  - Clear procedures are in place for handling child-to-child aggression.
  - Staff know these procedures and follow them.
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## **The Four-Eyes Principle:**

At Twinkel, all daycare activities are organized such that a staff member is always seen or heard by another adult.

### **Implementation:**

- Open and professional work environment with low thresholds for feedback.
- Group discussions led by coordinators include evaluations of all staff and interaction with children.
- All caregivers are qualified, VOG-certified, and continuously screened since March 1, 2018.
- Interns (BBL, not BOL) may contribute under the four-eyes principle.
- Staffing is monitored daily and adjusted as needed.
- We do not use temp workers or substitutes.
- At the start and end of the day, groups merge in a shared group room under fixed supervision.

- Additional windows and half doors allow visibility between groups.
- During pick-up, drop-off, and breaks, teamwork ensures proper oversight.
- The 3-hour rule is strictly followed.
- All sleeping areas are within hearing distance, and staff monitor sleep via baby monitors and room windows.

**Parental Involvement:**

The parent committee is annually informed about the four-eyes principle.

**Staff Ratio Tool:**

We use the government's ratio calculator for determining proper child-to-staff ratios: <http://1ratio.nl/>

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**Emergency Backup Plan:**

Currently, no backup is required because:

- There is always more than one staff member on site.
  - Staff meet required ratios, and a second staff member is available when needed within 15 minutes.
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**First Aid:**

At Twinkel, we do everything possible to prevent injuries. However, incidents can still occur. We have qualified staff and protocols in place to provide First Aid when needed.