

Safety - Policy and Practice

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that:

- Children are supervised by suitable qualified persons, minimum of two adults at any one time.
- A book is available each session for the reporting of any accident/incident that occurs during the sessions, looking for pattern and required changes and signed by parents.
- Safety checks on premises, both indoors and outdoors, are made commencing each session and recorded.
- Equipment is checked regularly and any dangerous items replaced/discarded and a record kept.
- All Low-level glass is safety glass.
- Fire doors are kept clear of obstructions.
- Fire drills are held at least twice a term and a record kept of when they took place and who was present.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fires/heaters/electric points/wires and leads are adequately guarded all are PAT tested.
- Fire alarms, equipment and emergency lighting are checked regularly by the adjoining school service providers.
- Fire extinguishers are checked annually, by a recognised fire company.
- All adults are aware of the system in operation for children's arrivals and departures and an adult will be on each door during these periods.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- Non pre-school children **must** be accompanied by a parent/carer whilst on the premises.
- Children will leave the group only with authorised adults.
- Children do not have access to kitchens, cookers or any other cupboards storing hazardous materials including matches. Internal safety gates/barriers are used as necessary.
- In the event of a serious injury emergency procedures and parental permission are in place. If no contact with a parent/carer can take place, the senior staff member must take the necessary action for the best interest of the child, which is paramount, i.e. call an ambulance.
- Hot drinks are only consumed within the designated kitchen area which is out of bounds to children.
- There is no smoking on the premises inside and out - this includes the car park.
- Regularly checked and restocked first aid boxes are available either end of the open plan playroom. Separate first aid bags are kept for ease of access outside and on trips or visits.
- Large equipment is erected with care and checked regularly. Outdoor toys are checked whenever used.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The premises are made secure before locking up at the end of the day; this is the responsibility of the pre-school management.
- If the pre-school uses the school site after 6pm it is the pre-school managers responsibility to make the school site secure if it is know there is no one else on site.