



SAFETY POLICY

Policy:	Safety
Aim:	To ensure safety of all staff, children, volunteers and visitors to Preschool.
Responsible Officer:	Supervisor.
Information Included:	Procedures for ensuring health and safety.
Supporting Documentation:	Accident and Incident Book and Register.
Other related policies	Lost Child, Outings, Behaviour, Fire Safety, Risk Assessment and Selecting play equipment and toys

The safety of young children is of paramount importance, In order to ensure the safety of children, staff, volunteers and visitors Preschool will ensure that:

- All children are supervised by adults who have been checked by the Disclosure and Barring Service (DBS) and will always be within sight of such an adult. We actively encourage parents and carers who regularly help at Preschool to be DBS checked (see Policies on Lost Child and Procedure for Outings).
- An Accident Book is available at each session for reporting of an accident. An incident book is also available (see policy on behaviour, not just for behaviour).
- The information recorded in the Accident and the Incident Books will be used to help with regular safety monitoring.
- All adults are aware of the system in operation for children's arrivals and departures. A member of staff will be at the door during departure, and arrival.

- Children will only leave preschool with the authorised parent/carer or other named adult.
- Safety checks on the premises both outdoors and indoors are made before every session and a written and signed record made of these checks.
- At the start of the session the main entrance door is locked to prevent unauthorised entry or exit.
- The outdoor play area is securely fenced and gates bolted.
- Equipment is checked regularly (at the point of use and formally every term) and any dangerous items are repaired or discarded.
- The layout and space ratios allow children and adults to move safely and freely through activities.
- Fire doors are never obstructed.
- Heaters are safety guarded and the electrical sockets are safety plugged.
- All dangerous materials, including medicines and cleaning materials are stored in the kitchen out of reach of children or in the cleaning cupboard which is locked at all time.
- The door is kept closed into the kitchen. Children do not have access to the kitchen, the cooker or any cupboards storing hazardous materials.
- Adults do not walk about with hot drinks or place them within reach of children.
- Fire drills are held at least twice a term and a record is kept in the fire logbook (see Fire Safety Procedure).
- A register of both adults and children present in the building is kept so that a complete record of all those present is available in an emergency.
- There is a no smoking policy throughout preschool.
- A correctly stocked first-aid box is kept available at all times.
- An annual check is carried out on fire extinguishers to confirm their safety certification.
- Whenever children are on premises at least two adults who have been DBS checked are present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking and energetic play receive close and constant supervision.
- DBS checked adult would help a child with any toileting.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger or less mature children.
- The premises are checked to be empty and safe at the end of the session prior to locking.
- When walking down to school we have 2 staff with the children at all times.