



## Safety Policy

The safety of children is of paramount importance. In order to ensure the safety of both children and adults, the setting will ensure safety in the following areas.

### Environment.

- The main entrance will be secure at all times. The main side gate will be closed and locked during school hours, the gate to the back play area will be closed to prevent pre-school children exiting
- The gate to the Spinney will be locked unless children are accompanied by an adult
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills. Any recommendations by the Fire Safety Officer will be carried out.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- A stair gate will be in place at the kitchen door.

### Supervision

- Children will be supervised by adults at all times.
- Children will leave the setting only as agreed on the registration form.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present.

## St John's Preschool Supervision

- Children will only be released to named parents on the child's registration form.
- Children will only be released to named emergency contacts whose details are recorded on the child's registration form.
- Additional emergency contacts may be added and details will be recorded before the child can be released to that person.
- All named emergency contacts permitted to collect a child will show staff photo ID and inform staff of the password given by the child's parents.
- Parents are required to inform the Preschool on changes to the collection of their child in writing in the communication book and verbally stating which named emergency contact will be collecting.
- In case of emergency, parents are requested to phone the Preschool on 01353 612787 and give verbal permission for staff to release their child to a named emergency contact. This will be recorded in writing by staff.
- If a child is leaving the session early, parents are requested to inform staff before the session starts if possible.
- At the end of session parents will line up outside the Preschool and the children will be called individually to leave, the member of staff on the door will check any ID cards as relevant.

## Adult safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice on safe lifting.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on.

## Management

- A book will be available at each session for the reporting of any accidents/incidents.
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment.
- All adults, including parents and other carers, will be aware of the system in operation for children's arrivals and transfer to the school playground for After School Club and Breakfast Buddies. They will also be aware of the arrival and pick-up system in place for Pre-School children
- Adults will not walk about with hot drinks or place hot drinks within the reach of children.
- Fire drills will be held at least once a term.
- A register of both adults and children will be completed as people arrive so that a complete record of all those present is available in any emergency.
- There is no smoking on the premises.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked regularly and aware of the fire procedures.

### Special considerations

- Some areas and activities pose particular hazards. All staff will be aware of these:
- Children will not be allowed in the kitchen for any purpose.
- Systems will be in place to ensure that children are not at risk from swinging doors. Safety wedges will be placed in main toilet doors for Pre-School sessions to prevent doors from closing fully
- Systems will be in place to ensure that no child can leave the premises unattended without prior agreement.