



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 safety in the following areas:

Environment

Safety checks on premises, both outdoors and indoors, will be made before every day/session
If the main entrance has to be locked, there will be a key close by at adults' level

Low-level glass will be covered, or replaced by safety glass

Outdoor space will be securely fenced

Public space used for outdoor play will be checked for litter and other dangers

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

There will be adequate systems and equipment for the detection and control of fire

Fire doors will never be obstructed and fire exits will be easily identifiable

A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out

Fires/heaters/electric points/wires and leads will be adequately guarded

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

Internal safety gates/barriers will be used as necessary

Supervision

All children will be supervised by adults at all times and will always be within sight of an adult

Children will leave the group only with authorised adults

Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches

On outings, the adult: child ratio will be at least one adult to two children

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 staff adults will be present and one will be qualified at level 3 or equivalent.

Children who are sleeping will be checked regularly. Parents will be contacted if the child is asleep for more than 20 minutes.

Children's Jewellery

For reasons of Health and Safety Children are only permitted to wear stud earrings or sleeper's that are smaller than the child's little finger. Necklaces can be worn but must be tucked inside the child's clothes if longer than the neckline of the clothing.

Adult Safety

All adults in the group, both staff and visitors will be aware of and respect the preschool's safety policies

Staffs are given advice on safe lifting. If adults need to reach up for stored equipment, they



will be provided with something safe to stand on. Heavy materials will not be stored above head height

Adults will not be required to be in the building alone or to leave alone after dark

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 record as a basis for risk assessment

All adults, including parents and other carers, will be aware of the systems) in operation for children’s arrivals and departures and an adult will be at the door during these periods

Adults will not walk about with hot drinks or place hot drinks within reach of children
Fire drills will be held termly on different days to cover both am and pm children
A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in an emergency
There is a “No Smoking” policy for the whole building
A correctly stocked First Aid box will be available at all times
Fire extinguishers will be checked annually and staff will know how to use them

Special consideration

Some areas and activities pose particular hazards. All staff will be aware of these:
Children playing with or near water will be continuously supervised
There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised
All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.
In shared premises, stored equipment belonging to other organisations will be checked for potential hazards
Access to dangerous areas such as stairways will be physically restricted and closely supervised
Systems will be in place to ensure that children are not at risk from swinging doors
Systems will be in place to ensure that no child can leave the premises unattended

NAMED PERSON FOR SAFETY: Masooma Bokhari

This policy was agreed at an Under 5s AGM meeting held on...14th May 2018. (Date)

Signed on behalf of the preschool.....(Chair)