

Safety – Policy and Practice

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

- All children are supervised by adults at all times and will always be within sight of an adult.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident record.
- All adults are aware of the system(s) in operation for the children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on premises, both outdoors and indoors, are made before every day/session.
- If the main entrance has to be locked, there is a key close by at adult's level.
- Low-level glass will be covered or replaced by safety glass.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fire/heaters, electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children
- Children do not have unsupervised access to kitchens, cookers, or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are held at least once a term.

- 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.
- There is no smoking in any of the rooms used by the children.
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually and staff know how to use them.
- Whenever children are on the premises at least two adults are present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- On outings, the adult: child ratio will be at least one to two.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Children who are sleeping are checked regularly.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of a day/session.
- The pre-school's policy on sun protection should be observed when children are playing outside.