

Safety policy

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school and out of school clubs will ensure safety in the following areas:

Environment

- Safety checks on the premises, both outdoors and indoors will be made before every day/session.
- The main entrance has a child safety lock, used when children are in attendance.
- Low level glass comprises of safety glass.
- When accessing public space used for outdoor learning, it will be checked for litter and other dangers.
- Outdoor space is securely fenced.
- 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.
- 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 and servicing of any fire safety equipment. 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.
- Internal and external barriers will be used when necessary.

Supervision

- All persons working with the children will have suitability checks. See our safeguarding children policy.
- All staff and volunteers will have received a Health and Safety briefing before working at the setting.
- All staff and volunteers will be made aware of the Procedure in Case of Concern.
- 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.

- During outside play the **ratio adult to child** will be risk assessed.
- Children will not have unsupervised access to kitchens, cookers or any cupboard storing hazardous materials including matches.
- On outings the adult:child ratio will be **risk assessed according to the type of environment and activity and the development level of the children attending.**
- 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.
- Children who are sleeping will be checked regularly.

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. 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 accident/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(s) 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 twice a term.
- 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 any emergency.
- There will be no smoking **on the premises.**
- 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 considerations

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 other purposes.**
- **Stored equipment for other purposes will be checked for potential hazards.**
- Systems will be in place to ensure that no child can leave the premises unattended.

This policy was adopted at a meeting of the pre-school and out of school clubs held on (date)

Signed of behalf of the pre-school and out of school clubs (chair)