

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 group will ensure that:-

- all children will be supervised by adults at all times. A book will be available at each session for the reporting of any accidents/incidents.
- regular safety monitoring will include checking of the accident and incident book
- all adults will be aware of the system(s) in operation for the arrival and departure of children, and an adult will be at the door during these periods
- children will only leave the group with authorised adults
- a safety check on premises, both indoor and outdoor will be made every session/day
- if the main entrance has to be locked, a key will be close by at adult level
- low-level glass will be covered, or replaced by safety glass
- outdoor space will be securely fenced
- adults will be aware of the effect of any plants, particularly in an outdoor area, on the children
- equipment/toys will conform to all relevant safety regulations and will be sound and well made
- equipment will be checked regularly and any dangerous items repaired/discarded
- rules of behaviour will be set for children, staff and helpers in relation to use of equipment
- the layout and space ratios will allow children and adults to move safely and freely between activities
- fire doors will not be obstructed
- rooms will be well lit and windows will be able to be shaded by blinds/curtains which are non-flammable
- fires, heaters, electric points and leads will be adequately guarded
- heating and ventilating systems will enable comfortable and legally required temperatures to be maintained. Minimum temperature 65 degrees Fahrenheit
- stairways (if applicable) will be well lit, with handrails and stairgates top and bottom
- all dangerous materials, including medicines and clearing materials, will be stored out of reach of children
- children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials, including matches
- adults will not walk with hot drinks, or place hot drinks within reach of children
- fire drills will be held at least twice a term
- a register of both adults and children will be completed as people arrive, so that a complete record 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
- smoke detectors will be fitted and checked periodically
- whenever children are on the premises at least two adults will be present
- large equipment will be erected with care, and checked regularly
- activities such as cooking, woodwork, and energetic play, will receive close and constant supervision
- the adult:child ratio on outings 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
- Risk assessments will be completed before outings and written permission from the parent/carer will be obtained.
- children who are sleeping will be 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 and barriers will be used as necessary
- the premises will be checked before locking up at the end of the day/session
- appropriate safety arrangements will be made for children with disabilities or learning difficulties
- safety arrangements will be reviewed with each new admission
- parents/carers will be informed of safety procedures and the insurance position
- a staff member will be appointed as safety officer/coordinator and be responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety

The Health and Safety Coordinator is Mrs B Rees