

Safety - Policy and Practice

The safety of young children is of the utmost importance. In order to ensure the safety of both children and adults, Offwell Under Fives will ensure that:

- All children are supervised at all times during each session by qualified adults who have undergone suitable persons procedures. Anyone who has not undergone a suitable persons check will not be left alone with the children. All committee members are CRB checked.
- In the event of an accident/incident, the details will be recorded in the appropriate book by a member of staff, and signed by the parent/carer. This book will be checked as part of regular safety monitoring by the Leader.
- All adults are aware of the procedures for children's arrivals and departures at Offwell Under Fives. An adult will be at the door during these times.
- Children leave the setting only with authorised adults. Changes to the authorised adult collecting a child should be received in writing or by speaking directly to the preschool leader or assistant: records are kept of these changes.
- Indoor and outdoor safety checks of the premises are made by the staff each day. An area of grass for outdoor play is checked for cleanliness daily.
- Outdoor area is securely fenced. Gates are padlocked once the last car leaves after drop off time in the morning, and then reopened at 12.00 am.
- Toys and equipment are checked regularly and either repaired or discarded as necessary.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded and fire safety certificates issued.
- All dangerous materials, including medicines and cleaning materials, are kept out of reach of children in the kitchen which is out of bounds to the children. Bathroom cupboards containing cleaning products remain locked.

- Children will not have access to kitchens, cookers or any dangerous materials unless they have adult supervision.
- Adults will keep hot drinks out of reach of children.
- Fire drills are held at least once a term. (See Fire/Emergency Escape Procedure attached) Records of fire drills are kept in the locked filing cabinet in the back store.
- A register of both adults and children will be kept at each session for use in case of any emergency.
- There is a “No Smoking” policy throughout the hall used for the pre-school sessions.
- A correctly stocked first aid box is available at all times.
- At least two adults are present whenever children are on the premises and one of these will hold a NVQ Level 3 certificate in Pre-school practice (or equivalent).
- Large equipment is carefully moved and put up and checked regularly. Children are not to be moving around the setting whilst large equipment is being moved.
- Activities such as cooking and energetic play will be closely supervised.
- There will always be appropriate ratios for staff and children on the premises and for outings (see Outings Procedure and Risk Assessment file for details).
- Toys and equipment on offer to children will be appropriate for all ages and stages of development. Care will be taken should some materials be less appropriate for younger children.
- There is a lock on the main door which is used as necessary which is locked when the session is running (the key is left in the lock on the inside for fire safety reasons).
- The premises are checked by the staff at the end of the session.

Fire/Emergency Escape Procedure

IF YOU DISCOVER A FIRE:

1. Immediately raise the alarm – tell the Leader
2. If in charge of children, pass their care to the nearest member of staff
3. Tackle the fire if possible with the appliances provided, but **WITHOUT TAKING PERSONAL RISK**
4. Leave the building, assisting with the evacuation of the children and follow instructions from the Leader.

ON HEARING THE FIRE ALARM

1. Leader: blow whistle, get phone and register.
2. Assistant: On hearing the whistle, gather the children together in a queue at the front door of the hall. If that is the area of fire, gather the children together in a queue in the back room and exit via the fire door by the shed.
3. Lead the children out of the building, counting them out as you go.
4. Take the children to the far end of the car park and take the register to check all children and adults are present.
5. Call the fire brigade.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE BRIGADE.