

## 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 will ensure safety in the following areas:

### Environment

- Safety checks on premises, both indoors and outdoors, will be made before each day.
- The main entrance will be locked 10 minutes after session starts and unlocked 10 minutes before the end of a session.
- The outside gate will be locked with a padlock prior to the children exiting for outside play and unlocked after the children have been re-admitted.
- Public space used for outdoor play will be checked for litter and other dangers.
- A "roller blind" safety gate will be used to prevent a child entering the "main corridor" when children are being "made ready" for outside play. This does not interfere with access to Fire Exits.
- Equipment will be checked regularly (after each use) 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,
- The code for the entry pads will only be given to approved individuals.
- Computers used by the children will not have access to the internet.
- E-safety will be closely monitored.

## **Supervision**

It is the responsibility of the manager to ensure that all curriculum activities are safe.

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 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.

Whenever children are on the premises at least two adults will be present.

Children who are sleeping will be kept in the main room and checked regularly.

### **Adult safety**

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 be left alone after dark.

*This policy was adopted at a meeting of Nutkins Pre-School held on.....*

*Signed on behalf of Nutkins Pre-School by .....*