



# Policies

## SAFETY POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool".

The Management Committee has overall responsibility for this policy and the Preschool Managers will be accountable to the committee for its day-to-day implementation.

All employees have the responsibility to co-operate with the Preschool Managers to achieve a healthy and safe environment and to take reasonable care of themselves and others.

Whenever a member of staff notices a health and safety problem, which they are not able to put right they must inform the Preschool Manager who in turn must inform the committee.

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults alike the preschool will ensure that:

- All Children are supervised by adults at all times and will always be within sight or sound of an adult.
- A book, or Tapestry entry, is available at each session for the reporting of any accident/incident whether staff or child.
- Regular safety monitoring will include checking of the accident/incident record.
- All adults are aware of the system(s) in operation for 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.
- Low – level glass is covered or replaced with 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
- Fires/heaters/electric points/wires and lead are adequately guarded and maintained annually.
- All dangerous materials, including cleaning materials are stored out of reach of children.

## POLICY DOCUMENT

- The premises are checked before locking up at the end of the day.
- Children do not have access to the kitchen, cookers and any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- 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 the building.
- A correctly stocked first aid box is available at all times and a trained first aider is available in every session.
- 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 and energetic play receive close and constant supervision.
- On outings, where the children leave the grounds of the preschool, the adult: child ratio is in line with our Outing Policy.
- If a small group of children go out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on premises.
- Equipment offered to children is developmentally appropriate recognising that material suitable for an older child may pose a risk to younger/less mature children.
- In the event of a fire priority is to make sure that children and staff are safely evacuated from the building (see Emergency Evacuation Procedure and Fire Drill Procedure). Fire Drills are carried out on a regular basis and are recorded. Fire extinguishers are checked annually.
- All doors will either be locked or alarmed. The main hall door has a secondary lock accessible from both sides of the door, so when staff leave the room they can lock the door behind them. The lock is out of the children's reach.

***This policy was adopted at a meeting of the Preschool held on:***

***Signed on behalf of the Preschool*** \_\_\_\_\_