

### 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 setting will ensure that:

- All children are supervised by adults at all times or in sight and hearing.
- Forms are available at each session for the reporting of any accident/incident and parents/carers will be asked to sign these. Copy for setting- duplicate to parent/carer. Accidents on arrival are recorded.
- Regular safety monitoring will include reviewing the accident and incident record/ each half term.
- 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. Parents will sign in/out their children.
- Children will leave the group only with authorised adults
- Daily and ongoing risk assessments are ongoing throughout the session/day.
- Equipment is checked daily/weekly by staff 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 leads etc are adequately guarded. We have 1 trained fire marshal within the setting – Dawn Bilton
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children. (in locked 1<sup>st</sup> aid cupboard)
- Fire drills are held at least once a month and recorded on record sheets.
- 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.
- We have a non-smoking policy.
- A correctly stocked first aid cupboard & bag is available at all times and checked monthly.
- Fire extinguishers are checked annually, by hall management committee.
- 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, woodwork and energetic play receive close and constant supervision.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Children who are sleeping indoor /outdoor are checked regularly. Parents are informed about length of sleep, where the child has slept, and a laminated list is on the wall in back room/ door to outside.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The premises are checked before locking up at the end of the day/session.

***This policy was adopted at a meeting of the setting held on (date).....***

***Signed on behalf of the setting.....***