

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**7. SAFETY POLICY**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Preschool will ensure safety in the following areas:

**Environment**

1.1. Safety checks on premises, both outdoors and indoors, will be made before every day/session and appropriate action taken immediately.

1.2. If the main entrance has to be locked there will be a key close by adult’s level.

1.3. All low level glass is safety glass.

1.4. Outdoor space is securely fenced.

1.5. Public space used for outdoor play (e.g. school playing field) will be

checked for litter and other dangers.

1.6. Equipment will be checked regularly and any dangerous items repaired/discarded.

1.7. The layout and space ratios will allow children and adults to move safely and freely between activities.

1.8. There will be adequate systems and equipment for the detection and control of fire.

1.9. Fire doors will never be obstructed and fire exits will be easily identifiable.

1.10. Fires/heaters/electric points/wires and leads will be adequately guarded.

1.11. Fire drills are held at least once a term and a record is kept of these.

1.12. Fire extinguishers are checked annually and staff know how to use them

1.13. 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.

1.14. All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.

1.15. Large equipment is erected with care and checked regularly.

1.16. 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.

1.17. Internal safety gates/barriers will be used as necessary.

1.18. The premises are safety checked before locking up at the end of the day/session.

 **Supervision**

1.19. All children will be supervised by adults, according to appropriate staff child ratios at all times and will always be within sight of an adult.

1.20. Children will leave the group only with authorised adults.

1.21. All adults are aware of the systems in operation for the children’s arrivals and departures and an adult will be at the door during these periods.

1.22. Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials, including matches.

1.23. The kitchen door will be kept shut at all times.

1.24. On outings, the adult: child ratio will be at least one to two.

1.25. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

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

1.27. Children who are sleeping will be checked regularly.

1.28. In the extremely unlikely event of a child escaping from the premises, staff must immediately respond by sending an adult out to search for them, always ensuring the minimum staff to child ratio is maintained within Preschool. Parents/carers will be notified if the child is found immediately. If the child is not found immediately, police and Social Services will be notified in addition to the parents. NB The greatest risk of children escaping occurs when parents/carers are arriving and leaving the premises.

**Adult Safety**

1.29. All adults in the group, both staff and visitors, will be aware of and respect the group’s safety policies.

1.30. Adults in the group will have access to advice on safe lifting.

1.31. 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.

1.32. Adults will not be required to be in the building alone, or to leave alone after dark.

**Management**

1.33. Books will be available at each session for the reporting of any accidents or incidents.

1.34. Parents/carers will be asked to sign the book if their child has been involved in an incident during the session.

1.35. Regular safety monitoring will include checking of the accident and incident record.

1.36. A register of both adults and children is completed as people arrive and leave, so that a complete record of all those present is available in an emergency.

1.37. All adult visitors will be required to sign the visitors’ book with time of arrival and departure.

1.38. Hot drinks are not allowed in any area where children are present.

1.39. Plastic bags must not be left in the preschool unless in the office or kitchen and must always be kept out of reach of the children.

1.40. A correctly stocked first aid box will be available at all times.

1.41. Preschool has a strict no smoking policy throughout its premises – indoor and outdoors.

**Special Considerations**

1.41. Some areas and activities pose particular hazards. All staff will be aware of these.

1.42. Children playing with or near water will be continuously supervised.

1.43. There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

1.44. All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen unsupervised.

1.45. Systems will be in place to ensure that no child can leave the premises unattended.

This policy was adopted by the Manager of Caterpillars Pre-school on 24th April, 2016

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Name of signatory: Catherine Clark Role of signatory: Manager