

# **Safety Policy and Practice**

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

- All children are supervised by adults at all times, and will always be within sight of an adult
- We have an injury/ accident report file. All accidents/ injuries are logged and parents are asked to sign the form. A member of SMT is made aware of the accident/ injury and will counter sign the report form. Any injury to the head area will result in a courtesy call to parents.
- All adults are aware of the system in operation for children's arrival and departures, an adult will be at the door during these periods
- Children will leave the group, only with authorised adults.
- A risk assessment is made every day before the session, of both the indoors and outdoors of the premises
- The main entrance is locked, there is a key or code lock at adults level
- Outdoor space is securely fenced
- Equipment is checked regularly and any dangerous items are repaired or discarded
- The layout and space ratios allow children and adults to move freely and safely between activities
- Fire doors are never obstructed
- Fires/ heaters/ electric points/ wires and leads are adequately guarded
- All dangerous materials, including medicines and cleaning products, are stored out of reach of children
- Children do not have access to kitchens, cookers or any cupboards storing hazardous materials including matches
- Adults do not walk about with hot drinks, or place hot drinks within reach of children
- Fire drills are held at least once a term
- 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 or the play area
- A correctly stocked first aid box is available at all times
- Fire extinguishers are checked annually and staff know how to use them
- Whenever children are on the premises at least 2 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
- On outings the adult child ratio will be one to two. A full risk assessment will be carried out before going on any outing
- 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 are checked regularly
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for older children may pose a risk to younger less mature children
- Internal safety gates/ barriers are used as necessary
- The premises are checked before locking up at the end of the day/ session

Revised July 2012