



St Peter's Pre-School Policies and Procedures
2016

23. Safety

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, St Peter's Pre-School will ensure safety in the following ways.

Environment:

- Risk assessments will be carried out on the premises and updated regularly.
- Safety checks on premises, both outdoors and indoors, will be made before every session.
- The main entrance and side door will have a hook lock attached during session times, and the entrances to the church will be secured.
- Outdoor space will be securely fenced.
- The playground gates will be locked as soon as all children are in preschool and parents/carers have left the premises. The key to the locks will be kept on the 'emergency/fire whistle' and hung on the door to the playground. The key will be taken outside, along with the register by a member of staff during outdoor play.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely 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.
- Electric points/wires and leads will be adequately guarded.
- 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.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of the children.
- Large equipment will be erected with care and checked regularly.
- 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.

Adult Safety:

- Adults in the group, both staff and visitors, will be aware of and respect the pre-school's safety policies.
- Adults in the group will have access to advice on safe lifting.



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Supervision:

- All children will be supervised by adults at all times and will always be within the 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 three. On each outing the Supervisor will take the pre-school register, a mobile phone and the first aid box.
- 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.

Management:

- An accident record will be available at each session for the reporting of any accidents/incidents.
- All adults, including parents and other carers, will be aware of the system(s) in operation for the children's arrival and departure and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills will be held at least twice a term.
- A register of both adults and children will be completed as people arrive and depart so that a complete record of all those present is available in an emergency.
- Visitors will sign the visitors' book on arrival
- The pre-school has a no smoking policy in operation throughout the pre-school environment.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked annually and staff will know how to use them.

Special Considerations:

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

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- Systems will be in place to ensure that no child can leave the premises unattended.

This policy was adopted at a meeting of the Pre-school/by the supervisor or deputy on..... (Date)

Signed on behalf of the Pre-school: (Chairperson)