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Safety Policy & Practice

this as they undertake work in our pre-school

The safety of young children is of paramount importance.

In order to ensure the safety of both children and adults, the pre-school will ensure safety in the following areas:

- Safety checks on premises, both outdoors and indoors, will be made before every session. Public space used for outdoor play will be checked for litter or any other dangers.
- The main entrance will remain locked throughout each session, thus ensuring that there is no unauthorised entry into the pre-school during sessions. Pre-school staff are the only persons authorised to allow persons to enter or leave the pre-school during a session. All temporary staff/ students/ voluntary helpers etc. will be made aware of this as they undertake work in our pre-school.
- Only a member of our pre-school staff or paid helper who has been DBS checked is permitted to take a child/children to the toilet. No person without a DBS check will be left alone with any child or group of children. Again, all temporary staff/students /voluntary helpers etc. will be made aware of
- The layout and space ratios will allow children and adults to move safely and freely when wished between activities. There is to be a 1 to 8 staff/child ratio for the 3-5 year old children and a maximum of 4 children aged 2 years old to 1 member of staff in any session.
- There will be adequate systems and equipment for the detection and control of fire. Heaters/electric points, wires and leads will be adequately guarded. Fire doors, evacuation points etc. will never be obstructed and these exits will be easily identifiable.
- A record will be kept of any checks by the Fire Safety Officer (Village Hall to arrange periodically) and also of the fire drills and servicing of fire safety equipment. All recommendations by the Fire Safety Officer will be carried out.
- All dangerous materials, including medicines and cleaning materials, will be stored out of the reach of children.
- Equipment offered to children will be

Written by:	Debbie Trim
This policy was adopted by the pre-school on:	5 th Feb 2014
Signed off by the Deputy Manager of Frenchay Pre-School	Gemma Hughes
Next Review Date	November 2022
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developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger, less mature children.

- Equipment will be checked regularly and dangerous items, broken toys etc. will be repaired or discarded.
- Adults within the group will be advised on safe lifting.
- All adults within the group, both staff and visitors, will be aware of and respect the pre-school's safety policies and practices at all times. Children will also be advised about safety in aspects of the running of the pre-school and also when children are outside of the pre-school environment.
- Internal safety gates/barriers will be used as necessary.
- As regards to supervision, all children will be in sight of a qualified member of pre-school staff at any time. Children will not have unsupervised access to the kitchen, cookers or any cupboards storing any hazardous materials including matches.
- There is to be no smoking in/on the premises at any time.

- On outings, the adult/child ratio will be adhered to and if a small group goes out, there will be sufficient adults to maintain

appropriate ratios for staff and children remaining on the premises. There will always be a qualified member of staff present on these occasions. Also, whenever children are on the premises at least 2 adults will be present.

- A fully stocked first aid kit is located on the hatch in the bar area. Only a qualified member of staff with a valid first aid certificate can administer any first aid to a child. Records are taken and kept of any accidents etc. that happen during a session and these will be discussed with the relevant parent of the injured child only. Parents will then be asked to sign an accident form, which will have details of the accident/incident.
- Staff mobile phones - these are not to be used for personal use whilst the staff member is a part of the ratios. Mobile phones are locked away in a cupboard and only used by staff on their lunch breaks.
- Pre-school mobile phone - all business calls

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are to be made on the pre-school mobile
which is kept up on the kitchen hatch.

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