

BATH OPPORTUNITY PRE-SCHOOL

POLICY DOCUMENTS

Safety

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:

Environment

- Safety checks on premises, both outdoors and indoors, will be made every day before every session.
- The entrance/exit doors have a fob activated locking system to ensure a young child would be unable to open independently.
- Low-level glass is safety glass.
- Outdoor space will be securely fenced.
- Public space used for outdoor play will be checked for litter and other dangers.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely 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.
- 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.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children in a locked cupboard. Medicines are locked in the office and cleaning materials in the laundry room.
- 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.
- Internal safety gates/barriers will be used as necessary.

Supervision

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- On outings, the adult :child ratio will be at least one to two.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises

- Risk assessments will be carried out on premises we intend to visit before we go.
- Whenever children are on the premises at least two adults will be present
- Children who are sleeping will be checked regularly.

Adult safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice on safe lifting / all staff complete manual handling training.
- 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.

Management

- A book will be available at each session for the reporting of any accident/incidents.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults, including parents and carers, will be aware of the system(s) in operation for children's arrivals and departures 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 once a term.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- There will be no smoking in any part of the pre-school building or premises.
- Correctly stocked first aid boxes will be available/accessible at all times.
- Fire extinguishers will be checked regularly by their suppliers 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.
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.
- Access to dangerous areas such as stairways will be physically restricted and closely supervised.
- Systems will be in place to ensure that children are not at risk from swinging doors

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

This policy will be reviewed in 2015 taking into account feedback from the children, their families, staff and outside providers. This policy will be situated in a place where members of the local community can view and comment on the contents.