SAFETY POLICY AND PRACTICE

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

- All children will be supervised at all times. A book will be available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident book.
- All adults will be aware of the system(s) in operation for the arrival and departure of children, and an adult will be at the door during these periods.
- Children will only leave the group with authorised adults.
- A safety check on premises, both indoor and outdoor will be made every session/day.
- If the main entrance has to be locked, a key will be close by at adult level.
- Low-level glass will be covered, or replaced by safety glass.
- Outdoor space will be securely fenced.
- Adults will be aware of the effect of any plants, particularly in an outdoor area, on the children.
- Equipment/toys will conform to all relevant safety regulations and will be sound and well made.
- Equipment will be checked regularly and any dangerous items will be repaired or discarded.
- The layout and space ratios will allow children and adults to move about freely.
- Fire doors will not be obstructed.
- Rooms will be well lit, and windows will be shaded by blinds/curtains which are nonflammable.
- Fires, heaters, electric points and leads will be adequately guarded.
- Heating and ventilating systems will be comfortable and legally required temperature to be maintained. Minimum temperature 65 F.
- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials, including matches.
- Adults will not walk 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, so that a complete record is available in an emergency.