



Minnows' Pre-School Safety Policy

Rationale

At [Minnows Pre-School](#) the safety of the children is our priority. We guarantee that staff will be vigilant, and keep a close eye on the children in their care. They will follow the established safety procedures at all times.

Implementation of the policy.

The Governors and Manager must ensure that:

- they know, and implement, national safety requirements relating to the premises, the staff and the children.
- they establish a regular servicing contract for fire and safety equipment and appliances to conform with the required safety standards.
- identified faults are made safe and verified by certification.
- relevant staff have regular updated safety training from relevant agencies, such as and receive certificates as evidence of this.
- new members of staff, including students and volunteers, receive copies of the Safety Policy or Manual, and that this is discussed during their induction meeting.
- The Governors are responsible for keeping the policy updated and ensuring safety checks are completed.
- the Safety Policy is made available to parents when they register their child.
- safety issues are discussed at staff meetings.
- parents and carers are kept informed of any safety issues by notices or leaflets that have been displayed in a prominent place.

- they provide an Accident Book that informs staff, parents and carers of any incidents that have occurred.
- they monitor and assess the Accident Book and take reasonable steps to prevent any similar accidents occurring in the future.
- they provide a Visitors' Book which any visitors should sign on both entry and departure (in main building entrance). The time should also be recorded and witnessed by a member of staff.
- visitors are provided with a sticker.
- permanent play features (ponds/swings/slides/sand pits) are safe and kept in good repair.
- they make every effort to teach children awareness of safety issues through planned and spontaneous discussion, as well as routines, planned activities and topics.

Insurance

- We purchase suitable levels of insurance.
- We have insurance certificates available so that all parents, carers and visitors can see them.

Security

- The security of the children is our first concern. At [Minnows' Pre-School](#) we prevent unwanted visitors entering by using door security codes.
- The staff take fire requirements into account when they are locking doors.
- We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises. Gates and boundaries are kept in good repair and are checked regularly.
- We ensure that parents and carers are made aware of arrival and collection procedures, including early collection procedures and the procedures that are followed if they are delayed and their child is not collected.
- We require parents to inform staff in advance, either by telephone or in writing, and using a password, if another adult will be collecting their child.
- We do not permit children under the age of 16 to collect any child from the Pre-School.
- We ensure that children are handed over personally to the adults collecting them.
- We monitor and review security procedures regularly.

Levels of supervision

- We always observe the adult:child ratio.
- We guarantee that children will always be within the hearing or sight of an adult.

- Registers are taken daily and headcounts are regular to ensure that all children remain on the premises.
- We always escort and supervise children in outside areas.
- We always supervise children who are eating and drinking.
- We are always aware of children who are using a toilet or bathroom.
- We do not leave any child who is on an outing or trip unattended at the venue or in a vehicle.
- We offer children assistance when they are getting into or out of a vehicle.

Fire safety

- In the Pre-School we have taken advice from the local FSO. This includes advice on the location and suitability of our fire-fighting appliances.
- If any changes occur to our premises, or its use, we will inform the FSO and take further advice.
- The Pre-School has a member of staff who is responsible for fire safety and any evacuation of the building.
- Some staff have been trained to use the fire-fighting appliances.
- Fire safety procedures are reviewed annually.
- Fire control equipment, including fire blankets, fire alarms and smoke detectors, are checked and serviced.
- The Head teacher keeps a Fire Log Book to record our fire drills, any problems that have been encountered, how these have been resolved, and any emergencies or fires that have occurred.
- In the event of an emergency or fire the Manager will take responsibility for any visitors to the Pre-School.
- The emergency procedures, are on display in a prominent position so that staff and visitors are able to see them.
- Fire exits and routes are clearly marked and are checked for ease of opening.
- Fire exits and routes are free from obstructions.
- Fire drills are carried out (termly) and within the frequency agreed by the FSO.
- Staff are aware of their roles and responsibilities in the event of an emergency or fire.
- In the event of a fire registers will be taken to the emergency meeting point.
- Short-term emergency accommodation has been arranged.

Risk assessment

- Risk assessment is the responsibility of the Manager.

- Every reasonable effort is made to carry out a risk assessment on every potential hazard.
- All risk assessment documentation is kept in the office and is available to all members of staff.
- Risk assessment documentation is monitored and reviewed .
- Risk assessment takes account of the individual needs of staff, parents and carers, children and visitors. It also considers the areas being used, the activity taking place and the adult:child ratio.

Outings and off-site visits

- Before any outing or trip a member of staff makes a visit to the venue to assess any risks or dangers that may occur there, or on the journey.
- We take the location of the venue and length of journey into account when considering its suitability for the children in terms of their cultural requirements, physical disabilities, age, size, maturity.
- We seek annual parental permission for trips in writing and ensure parents are informed of trip dates in advance. No child will be taken out from the premises without parental permission.
- A risk assessment form is completed before any trip.
- If transport is used, information about the vehicle and the named driver will be collated before the trip, including police checks on the contracted drivers and any escorts. The driver is chosen from a list of named and approved drivers.
- We check that seat belts/child seats/booster seats have been fitted and that there is a seat available for every child and adult.
- Staff take a mobile phone on any trip in case of an emergency. They also take, as necessary, First Aid equipment/medication, such as inhalers/spare clothing/plastic bags/water/emergency contact details of both children and adults.

Safe play

- We check new and old equipment, toys and resources regularly to make sure they are safe and meet all regulations.
- We check the suitability and state of repair of surfaces on which the children play on a regular basis.
- We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.