

SWILLINGTON PLAYGROUP

SAFETY POLICY

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, Swillington Pre-School will ensure that:

- A book is available at each session for the reporting of any accident/incident.
- Fire drills are held at least once a term.
- A correctly stocked first aid box is available at all times.
- Smoke alarms are installed and batteries checked regularly.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are kept out of reach of children.

All children are supervised by adults at all times and will normally be within sight of an adult. A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency. Visitors, volunteers and student's at the setting will be vetted for suitability and supervised by a member of staff at all times. All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods. Children will leave the group only with authorised adults.

The layout and space ratios allow children and adults to move safely and freely between activities

Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.

Adults do not walk about with hot drinks or place hot drinks within reach of children.

On outings, the adult:child ratio will be at least one to two.

Signature:

Position held:

Date: