

Maintaining children's safety and security on the premises.

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- All children are supervised by adults at all times and will be within sight of an adult.
- All staff are aware of the system 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.
- Whenever children are on the premises at least two adults are present.
- Safety checks on the premises, both indoors and outdoors are made *before* each session.
- A register of children, staff and visitors is completed as people arrive so that a complete record of all those present is available in any emergency.
- Our systems prevent unauthorised access to our premises.
- Visitors will report to manager, confirm identity and sign in.
- Our systems prevent children leaving the premises unnoticed.
- There is no smoking on the premises, both indoors and outdoors.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking the accident and incident records.
- A correctly stocked first aid box is available at all times.
- Risk assessments are carried out to ensure children are not made vulnerable within any part of our premises nor by any activity.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Electric power points are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of the children.
- Children do not have unsupervised access to the kitchen, cooker or any cupboards storing hazardous materials including matches.
- Fire drills are held at least once a term.
- Fire extinguishers are checked annually and staff know how to use them.
- Equipment offered to the children is developmentally appropriate.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- Activities such as cooking, woodwork and energetic play *receive* close and constant supervision.
- 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.
- A password system is in place for the collection of a child by anyone other than the designated adult.

This policy was adopted at a meeting of Brailsford Pre-School Management committee on _____ (date). Signed: _____ Chair of Brailsford Pre-School Management Committee
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