***Safety***

*The safety of young children is of paramount importance. In order to assure the safety of both children and adults, the pre-school will ensure that:*

* *All children are supervised by adults at all times.*
* *A book is available at each session for the reporting of any accident/incident.*
* *Regular safety monitoring will include checking of the accident and incident record.*
* *All adults are aware of the system(s) in operation for children's arrival and departures.*
* *Children will leave the group only with authorised adults as stated on the admissions form.*
* *Safety checks on premises, both outdoors and indoors, are made before every session.*
* *Low level glass will be covered, or replaced by safety glass.*
* *Equipment is checked regularly and any dangerous items repaired/discarded.*
* *The layout and space ratios allow children and adults to move safely and freely between activities.*
* *Fire doors are never obstructed.*
* *Fires/heaters/electric points/wires and leads are adequately guarded.*
* *All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.*
* *Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.*
* *Fire drills are held at least twice a term.*
* *Adults do not walk about with hot drinks or place hot drinks within reach of the children.*
* *A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency.*
* *Visitors will only be allowed access to the premises after staff have verified their identity.*
* *All visitors will sign in and out and be accompanied by a staff member whilst on the premises*
* *There is no smoking policy in the pre-school building.*
* *A correctly stocked first aid box is available at all times.*
* *Fire extinguishers are checked regularly and staff know how to use them.*
* *Whenever children are on the premises at least two adults are present.*
* *Large equipment is erected with care and checked carefully****.***
* *Activities such as cooking, woodwork and energetic play received close and constant supervision.*
* *On outings, the adult:child ratio will be no less than one to two.*
* *If a small group goes out, there will be sufficient adults to maintain appropriate ratios of staff and children remaining on the premises.*
* *Children who are sleeping are checked regularly.*
* *Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.*
* *Internal safety gates/barriers are used as necessary.*
* *Risk assessments for hall, garden, indoors, playground are in place and reviewed annually.*
* *The premises are checked before locking up at the end of the session.*
* *Any maintenance required will be carried out outside pre-school hours or with prior arrangement with pre-school staff.*

*This policy was reviewed by Westgate Pre-school Ltd October 2018*

*Signed on behalf of Westgate Pre-school Ltd …………………………………………..………*

*……………………………………………………*

*Review Date October 2019*