Busy Fingers

**Safety**

**Policy statement**

The safety of young children is of paramount importance.

**Procedures**

In order to ensure the safety of both children and adults, Busy Fingers Pre-school will ensure that:

* A book is available at each session for reporting/recording any accident/incident.
* An Existing Injury Log is kept.
* Fire Drills are held at least twice a term.
* A currently stocked first aid box is available at all times.
* Fire extinguishers are checked annually and staff know how to use them.
* Fire doors are never obstructed.
* Safety checks on the premises, both indoors and outside are made daily, environment check lists are located by the main entrance, in the main room and the kitchen. It is the session assistant’s duty to ensure all checks are carried out.
* If the main entrance needs to be locked, there is a key close by, and adults know where it is located.
* Large equipment is erected with care and checked regularly.
* Only safety glass will be used at low level.
* Activities such as cooking, woodwork and energetic play will receive constant supervision. These activities have been risk assessed and are reviewed annually.
* The outdoor space is securely fenced.
* The equipment is regularly checked and any dangerous items repaired/discarded.
* Fire/heaters/electric points/wires and leads are adequately guarded.
* All electrical appliances are checked on a regular basis by a qualified electrician
* The premises are checked before locking up at the end of the day/session.
* Regular safety monitoring will include checking of the accident/incident/existing injury logs at a half-term staff meeting.
* All children are supervised by adults at all times in ratios according to their ages.
* All staff are First Aid trained.
* Any accidents are recorded in the accident book, parents are informed and given a form for their records.
* A register of both adults and children is completed first at the beginning of each session, so a complete record of all those present is available in any emergency. All staff/parents/carers are aware of this system.
* Children are collected via the side Fire Exit doors and passed to parent/carer in the pre-school, exiting via the cloakroom and main school door.
* Children will leave the group only with an authorised adult.
* On outings, the adult: child ratio of 1:2 will be maintained at all times and extra assistance sought. Risk assessments are completed before each outing.
* The layout and space ratios allow children and adults to move safely and freely between activities.
* Equipment that is offered to children is developmentally appropriate, recognising that materials suitable for older children may pose a risk to younger/less mature children.
* All dangerous materials, including medicines and cleaning materials are kept out of reach of children. All items are covered in our risk assessments and reviewed annually.
* Children do not have access to the kitchen
* Adults do not take hot drinks into an area where children are present.
* There is no smoking, both indoors and outdoors on property belonging to Busy Fingers Pre-school.
* If there is an emergency to a member of staff or a child that requires GP or hospital treatment, a claim form is completed. (Obtainable from the insurance department of PLA)
* Ofsted will be notified of any major injuries.

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |