**Safety Policy**

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

* All children are supervised by adults at all times and will always be within sight of an adult.
* A book is available at each session for the reporting of any accident/incident. Each accident and incident is recorded and the parent/carer is informed at the end of each session; one copy of the form is given to the parent/carer and one copy is filed in the office.
* 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 departure and an adult will be at the door during these times.
* Children will leave the group only with authorised adults.
* Safety checks on premises, both outdoors and indoors, are made before each session and a tick list is displayed.
* The main entrance remains locked and is only opened by an adult. An intercom is available for any visitors.
* Outdoor space is securely fenced.
* Equipment is checked regularly and any dangerous items repaired or 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 products, are stored out of reach of children.
* 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.
* Fire drills are held at least twice a term.
* 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.
* The building used by Pre-School has a no-smoking policy.
* A correctly stocked first aid box is available at all times.
* Fire extinguishers are visible in the building and checked annually.
* Whenever children are on the premises at least two adults are present.
* Large equipment is erected with care and checked regularly by staff and our Health and Safety Officer.
* Activities such as cooking and energetic play receive close and constant supervision.
* On outings, the adult ratio will be at least one to three.
* If a small group goes out, there will be sufficient adults to maintain appropriate ratios for 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 barriers are used as necessary.
* The premises are checked before leaving at the end of the session.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner