



Safety

Statement of Intent:

Keeping safe is paramount and procedures must be adhered to in order to ensure this.

Aims:

- To ensure the safety of all children and staff on and off the premises

Security Procedures:

- The Nursery has a secure system in place for the main door to minimise the risk of unauthorised entry to the setting.
- If a person is unknown to the setting the most senior member of staff available should take reasonable steps to confirm the identity of the individual before allowing access.
- A keypad entry system allows staff access the Nursery. Those provided with the keypad entry number must ensure this number remains confidential at all times. The main entrance must be used by all other personnel using the Nursery.
- Parents/Carers should sign children in and out of the nursery. Children will only be allowed home with the named person in the signing in book in accordance with 'Collection of Children Policy'.
- All adults on the premises should sign themselves in and out; there are registers for Staff and Volunteers / Students / Visitors.
- Appointments to visit the Nursery should be made in advance where possible.
- All safety precautions must be taken to prevent a child from going missing, or leaving the premises unaccompanied:
 - Garden Gates must be kept closed at all times
 - When free flow finishes all children must be accounted for using the daily register
 - Outside doors must remain closed / locked unless in use or if used as a fire exit
 - Parents / Carers / Visitors must be encouraged to maintain good security practices to prevent a door being left open, an unauthorised person entering the nursery or a child becoming lost.
 - Mobile phones and personal cameras must not be taken into rooms where children are and should be stored in staff lockers.

Children must be supervised at all times, including sleeping children and ratios must meet the minimum requirements.

Outside Area Procedures:

- The outside area and outdoor equipment is checked for potential hazards and standards of cleanliness before use.
- Children are supervised at all times when playing outdoors.
- Playing outside of the setting i.e. the park must be treated as an outing and the outings procedure followed.

Inside Area Procedures:

- Toys and equipment should be age and stage appropriate and should be clean and of a good condition.
- Any toys that are broken should be discarded or if appropriate mended.
- All potentially hazardous objects should be stored as detailed in the risk assessments.
- Children are not allowed in the kitchen, except, if appropriate, in an emergency.

Use of School procedures:

- Staff are responsible for completing a Health and Safety checklist to identify any risks or potential hazards before using the room
- Staff using a room in the school with children must include at least one qualified Paediatric First Aider
- Staff must count children out at the Nursery door and count in again once arrived at the School. The same process must be followed when returning back to the Nursery.

Links to:

- Statutory framework for the early years foundation stage (2017) DfE 'Safety and suitability of premises, environment and equipment'