



Safety Policy

Aim

In Early Years the safety of the children is our priority. We guarantee that staff will be vigilant, and keep a close eye on the children in their care. They will follow the established safety procedures at all times.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Implementation of the policy in Early Years

The Headteacher, EYFS leader, Senior management and governors ensure that:

- they know, and implement, LA safety requirements relating to the premises, the staff and the children.
- they establish a regular servicing contract for fire and safety equipment and appliances to conform with the required safety standards.
- identified faults are made safe and verified by certification.
- all staff have regular updated safety training from relevant agencies.
- new members of staff, including students and volunteers, receive copies of the Health & Safety Policy, and that this is discussed during their induction meeting.
- they are responsible for making safety checks and reporting issues to their Line Managers.
- safety issues are discussed regularly at staff meetings.
- parents and carers are kept informed of any safety issues by notices or leaflets that have been displayed in a prominent place.
- they provide an Accident Book that informs staff, parents and carers of any incidents that have occurred.
- they monitor and assess the Accident Book on a regular basis and take reasonable steps to prevent any similar accidents occurring in the future.
- they provide a Visitors' Book which any visitors should sign on both entry and departure. The time should also be recorded.
- visitors are provided with badge.
- permanent play features are safe and kept in good repair.
- they make every effort to teach children awareness of safety issues through planned and spontaneous discussion, as well as routines, planned activities and topics.

Insurance

- We purchase suitable levels of insurance.
- Insurance certificates are held in the school office.

Security

- The security of the children is our first concern. In Early Years we prevent unwanted visitors entering by keeping gates locked.
- The staff take fire requirements into account when they are locking doors.

- We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises. Gates and boundaries are kept in good repair and are checked regularly.
- We ensure that parents and carers are made aware of arrival and collection procedures, including early collection procedures and the procedures that are followed if they are delayed and their child is not collected.
- We require parents to inform staff in advance, either by telephone or in writing, if another adult will be collecting their child.
- We do not permit children under the age of 16 to collect any child from Foundation Early Years.
- If a child is late being collected, we phone the parents and other adults named on the contact form. If we are unable to contact any of these, after a period of reasonable time we would contact Social Services.
- If a child goes missing, search of buildings and surrounding areas, contact parents, and finally the police.
- We ensure that children are handed over personally to the adults collecting them.
- We monitor and review security procedures.
- Levels of supervision
- We always observe the adult:child ratio.
- We guarantee that children will always be within the hearing or sight of an adult.
- Registers are taken every day to ensure that all children are on the premises.
- We always escort and supervise children in outside areas.
- We always supervise children who are eating and drinking.
- We are always aware of children who are using a toilet/bathroom.
- We do not leave any child who is on an outing or trip unattended at the venue or in a vehicle.
- We offer children assistance when they are getting into or out of a vehicle.
- Fire safety
- In school we have taken advice from the local FSO. This includes advice on the location and suitability of our fire-fighting appliances.
- If any changes occur to our premises, or its use, we will inform the FSO and take further advice.
- All members of staff are responsible for fire safety and any evacuation of the building.
- Fire safety procedures are reviewed, and we have regular fire drills.
- Fire control equipment, including fire blankets, fire alarms and smoke detectors, are checked and serviced.
- The school office keep a Fire Log Book to record our fire drills, any problems that have been encountered, how these have been resolved, and any emergencies or fires that have occurred.
- In the event of an emergency or fire the class teacher will take responsibility for any visitors to Early Years.
- The procedures for alerting the emergency services, as well as emergency procedures, are on display in a prominent position so that staff and visitors are able to see them.
- Fire exits and routes are clearly marked and are checked for ease of opening.
- Fire exits and routes are free from obstructions.
- Fire drills are carried out at least once a half term.

- Staff are aware of their roles and responsibilities in the event of an emergency or fire.
- In the event of a fire registers will be brought from the office by the office staff. Nursery staff will take their registers with them.

Risk assessment

- Risk assessment is the responsibility of the class teacher and the Premises committee of the Governors.
- Every reasonable effort is made to carry out a risk assessment on every potential hazard.
- All risk assessment documentation is kept in the office and Early Years and is available to all members of staff.
- Risk assessment documentation is monitored and reviewed.
- In Early Years we have carried out risk assessments on the following potential hazards: All other risk assessments are generic to the school and are kept in the school office.
 - Play equipment
 - Cookery
 - Food and liquids
 - Medicines
 - Outings, trips and transport
 - General safety in and around the setting
 - Outside areas
 - Daily Risk Assessment
- Risk assessment takes account of the individual needs of staff, parents and carers, children and visitors. It also considers the rooms/areas being used, the activity taking place and the adult:child ratio.
- The risk assessment documentation includes information under the following relevant headings:
 - The risk or hazard
 - Who might be harmed and how?
 - What are you already doing?
 - What is the risk rating H M L
 - What further action if necessary and by whom and when.
 - Action completed
 - Risk rating now.

Outings and off-site visits

- Before any outing or trip a member of staff makes a visit to the venue to assess any risks or dangers that may occur there, or on the journey.
- We take the location of the venue and length of journey into account when considering its suitability for the children in terms of their cultural requirements, physical disabilities, age, size, maturity.
- We seek parental permission in writing before any trip. No child will be taken out from the premises without parental permission.
- A risk assessment form is completed before any trip.

- All transport that is used, is approved by Staffordshire county council.
- We check that seat belts have been fitted and that there is a seat available for every child and adult.
- We ensure that the legal speed limit is observed.
- Staff take a school mobile phone (see school mobile phone policy) on any visit in case of an emergency, to keep in contact with the school office. They also take, as necessary, First Aid equipment/medication, such as inhalers/spare clothing/plastic bags/water.
- Safe play
- We check new and old equipment, toys and resources regularly to make sure they are safe and meet all regulations.
- We check the suitability and state of repair of surfaces on which the children play on a regular basis.
- We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

Links to other policies

- Suitable Person
- Organisation
- Care, Learning and Play
- Physical Environment
- Equipment
- Health
- Food and Drink
- Equal Opportunities
- Special Needs
- Behaviour
- Working in Partnership with Parents and Carers
- Child Protection
- Disability Equality Scheme
- Documentation
- Daily Security routines
- School mobile phone policy

Children Act Regulations relating to our policy

It is a legal requirement to keep a statement of procedures that should be followed in the event of a fire.