

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



Staying Safe Policy



Woodlands Preschool believes that the safety of children is paramount. We aim to make children, parents and staff aware of safety issues and to minimise the hazards and risks to enable the children to thrive in a safe environment.

Risk Assessment – see Risk assessment policy

Our risk assessment process includes checking for hazards and risks inside and out for both children and adults attending the setting. Hazards and risks are identified, along with action plans that specify the action required, time scales for completion, the person responsible and the funding required.

A daily risk assessment which is carried out before the morning session begins.

A full risk assessment of the setting and procedures is carried out at the beginning of each half term and reviewed after the next half term break.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed within the setting and a copy is kept in a locked cupboard.

Awareness Raising

Our induction training for staff and volunteers includes a clear explanation of our safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for safety. Staff are asked to read and understand the preschools safety policy and sign a record to say they have done so. As necessary, safety training is included in the annual training plans of staff, and safety issues are discussed regularly at staff meetings.

We have a no smoking policy within the setting and the grounds.

Children are made aware of safety issues through discussions, planned activities and routines.

Children's Safety – see also Ruishton school Safeguarding Policy

All children are supervised by adults at all times.

Whenever children are on the premises at least two adults are present. As set by Ofsted, the ratios are always adhered to.

Security

Systems are in place for the safe arrival and departure of children. The times of arrival and departure are recorded on Attendy.

The arrival and departure times of adults – staff, volunteers and visitors are also recorded.

Our systems prevent unauthorised access to the premises.

Our systems prevent children from leaving the premises unnoticed.

The personal possessions of staff and volunteers are stored securely in the office.

“For I know the plans I have for you... plans to give you hope and a future.” Jeremiah 29:11

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Windows

Windows are checked during the daily risk assessment for cracks and breaks and if opened are of a height that children cannot climb through them. Children are taught to be mindful of the glass windows so they understand the potential hazards.

Doors

External doors are monitored at the beginning and end of the session to ensure children are unable to leave the premises. At all other times of day the internal door is kept locked and access is via a door bell system. Children are supervised during transitions through doorways to minimise the risk of their fingers being trapped.

Floors

All surfaces are checked daily to ensure they are clean, clear, not uneven or damaged.

Kitchen – see Food Hygiene and Food and Drink Policy

Children do not have access to the kitchen.

All surfaces are clean and non-porous.

Cleaning materials and other dangerous materials are stored out of children's reach.

When children take part in cooking activities they:

Are supervised at all times.

Are kept away from hot surfaces and hot water and

Do not have access to electrical equipment unless supervised individually by an adult.

Electrical/Gas Equipment

All electrical equipment conforms to safety requirements and is checked regularly. Certificates of which can be found in the back of the policies folder.

Heaters, electrical sockets, wires and leads are properly guarded and the children are taught to be mindful of them and their potential dangers. There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled and regularly checked to prevent scalds.

Lighting and ventilation is adequate in all areas.

Storage

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Fire Safety – See Ruishton school Fire Safety Policy

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

Clearly displayed in the premises

Explained to new members of staff, volunteers and parents

Practised regularly at least once every six weeks

Records are kept of fire drills – See fire drill section of the Health & Safety/Risk Assessment folder.

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Records are kept of the servicing of fire equipment - See the back of the Health & Safety/Risk Assessment folder.

Outdoor Play

Activities

Before the purchasing equipment/resources they are checked to ensure that they are safe for all ages and stages of the children attending Woodlands.

The layout of play equipment allows adults and children to move safely and freely between activities. The equipment is regularly checked for cleanliness and safety and any dangerous items are either repaired or thrown away.

All materials used for art and craft activities are non toxic.

Sand is clean and suitable for children's play.

Physical play is always supervised.

Children who are sleeping in the Rainbow Room are checked every 10minutes.

Children are taught about health, safety and personal hygiene through activities and the routines that are followed on a daily basis.

November 2018

Review November 2019

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