

## Safety Policy

At The Willow Nursery 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. We will always follow the established safety procedures.

### **We ensure that:**

- We know and implement rules according to the safety policy.
- We establish a regular servicing contract for fire equipment and appliances to conform to the required safety standards. Updated certificates are shown in a prominent place in the hall.
- Identified faults are made safe and verified by certification.
- New members of staff, including students and volunteers, receive copies of the Safety Policy, and that this is discussed during their induction meeting.
- The Joint Heads/Office Manager are responsible for keeping the policy updated and making regular safety checks.
- Safety issues are discussed 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.
- We provide an **Accident Book** that informs staff, parents and carers of any accidents that have occurred.
- We monitor and assess the Accident Book on a regular basis and take reasonable steps to prevent any similar accidents occurring in the future.

If a child is sick and needs to go home, we record this in a duplicate **Sick Book**, recording the date and time that the illness was first noted, and its symptoms, so it can be handed by the parent to a doctor or hospital if need be. If a child has a temperature, they must be clear of it for **24hours** before they can return to school. Any child who has contracted any communicable disease, had diarrhoea or been vomiting must have been clear of that disease for a **minimum of 48 hours** prior to the child being considered for re admission to the nursery.

- We have an **Incident Book** which records details of an incidents happening at school.
- We provide a **Visitor's Book** which any visitors should sign on both entry and departure. The time should also be recorded and witnessed by a member of staff.
- We 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.
- We display insurance certificates in a prominent place in the hall so that all parents, carers and visitors can see them.

## **Security**

- The security of the children is our first concern. In our school we prevent unwanted visitors entering by keeping doors locked and the door to the kitchen and outside hall closed.
- The children are only able to go out to the garden with a member of staff.
- Fire doors are kept unlocked and clear.
- We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises. A staff member will be on the door from 8.15am.
- The front door has an extra bolt across the top so that children can't reach it to open the door.
- Gates, doors 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. If this person has not been introduced to us by the parent before, they must show photographic proof of ID before taking the child.
- We do not permit children under the age of 14 to collect any child from our school.
- We ensure that children are handed over personally to the adults collecting them.
- We monitor and review security procedures regularly.

## **Safety Hazards**

- Cleaning products are stored out of the reach of children.
- We put out a yellow 'wet floor sign' to warn of a wet floor area.
- We provide yellow rubber gloves or vinyl gloves to use with cleaning materials.

## **Levels of Supervision**

- We always observe the adult:child ratio.
- We make sure that children will always be within the hearing or sight of an adult.
- The Register is taken every morning and afternoon, and children are counted at the start of each group session.
- 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.
- We do not leave any child who is on an outing or trip unattended at the venue.

## Fire Safety

- At The Willow we have taken advice from LFCDA. 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 LFCDA and take further advice.
- The joint Heads are responsible for the fire safety and any evacuation of the building.
- Fire safety procedures are reviewed regularly.
- Fire control equipment are checked and serviced regularly.
- Staff keep a **Fire Drill 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 Joint Heads will take responsibility of any visitors to the school.
- The procedures for emergency procedures are on display in a prominent position so that staff and visitors can see them.
- Visitors are informed if there is no Fire Drill planned and are shown the Emergency Exits.
- Fire exits and routes are clearly marked and are checked regularly for ease of opening.
- Fire exits and routes are free from obstructions.
- Fire drills are carried out once every half-term or when a new child joins.
- Staff are aware of their roles and responsibilities in the event of an emergency or fire
- In the event of a fire, the register, First Aid box, school mobile phone and the Emergency File will be collected on evacuation.

## Risk Assessment

- Risk Assessment is the responsibility of Amanda Hunt/Kirsty Ayling our Registrar/Office Manager.
- Risk assessment documentation is monitored and reviewed at the start of each term.
- At The Willow we have carried out risk assessments on the following potential hazards:
  - Admission and collection of children
  - First Aid
  - Slips, trips and falls
  - Play equipment
  - Electricity and gas
  - Doors, glass and windows
  - Floors and stairs
  - Security
  - Hazardous plants
  - Stacked furniture
  - Food and liquids
  - Medicines
  - Outings
  - Storage of dangerous or hazardous substances, chemicals and equipment
  - Manual handling of large objects
  - The pavement and outside entrance
  - Outside areas

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## Outings

- Before any new outing a suitable member of staff makes a visit to the venue to assess any risks or dangers that may occur there, or on the journey.
- That member of staff will check, using the laid down ratios that there will remain sufficient staff to maintain the correct staff/child ratios in the nursery. They will then consider the staff numbers caring for the children on the outing to ensure there will be sufficient to maintain a safe environment for the children in their care and will not proceed unless this is the case.
- Members of staff must be aware of the **Missing Child procedure**.
- An **Outings Check Sheet** should be completed and kept at the nursery with names of children, staff and any volunteers.
- There must be a First Aider on the trip.
- We take the location of the venue and length of journey into account when considering its suitability of the children in terms of their cultural requirements, physical disabilities, age, size and maturity.
- We do not seek permission for every trip as this has been obtained in their Childcare Agreement when they join the nursery.
- A risk assessment form is completed before any trip and obtained from the outing hosts.
- Staff take the school mobile phone on any outing in case of an emergency. They also take, as necessary, First Aid equipment/medication, such as inhalers, EpiPens, spare clothing, plastic bags, water, biscuits and emergency contact details and a personal mobile.

## Safe Play

- We check new and old equipment, toys and resources regularly to make sure they are clean, safe and meet all regulations.
- We check the suitability and state of repair of surfaces on which the children play on a regular basis.

Name of Person Reviewing Policy	Date Review Carried Out	Date to be reviewed (Yearly / when necessary)
Amanda Hunt	January 2024	As necessary