#### SAFETY\_POLICY AND PRACTICE

**Designated Person – Lisa Ballard**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the nursery will ensure that:

1. All children are supervised by adults at all times and will always be within sight or sound of an adult.
2. Accident/incident books are available for reporting any accidents/incidents.
3. In the case of an injury or dangerous occurrence that is reportable under the RIDDOR regulations, staff should report the incident to the nursery manager (Lisa Ballard) who would then ensure that the incident was reported to the Incident Contact Centre. Further details and relevant forms are contained in “Riddor Explained”
4. Regular safety monitoring will include checking of the accident and incident record and then logging in a separate file.
5. All adults are aware of the systems in operation for children’s arrivals and departures and an adult will be at the door during these periods.
6. Children will leave the group only with authorised adults.
7. Safety checks on premises, both outdoors and indoors, are made before and throughout every session.
8. Outdoor space is securely fenced.
9. Equipment is checked regularly and any dangerous items repaired/discarded.
10. The layout and space ratios allow children and adults to move safely and freely between activities.
11. Fire doors are never obstructed.
12. Heaters/electric points and leads are adequately guarded.
13. All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
14. Children do not have unsupervised access to kitchens, cookers or any cupboard storing hazardous materials including matches.
15. Adults may only consume hot drinks in the kitchen.
16. Fire drills are held regularly.
17. Arrival and departure times of children and adults are recorded in a register so that a complete record of all those present is available in any emergency.
18. A password systems is used for child collection.
19. There is no smoking permitted in the hall or outside areas.
20. A correctly stocked first aid box is available at all times.
21. Fire extinguishers are in each room and staff know how to use them.
22. Whenever children are on the premises at least two adults are present.
23. Large equipment is erected with care and checked regularly.
24. Activities such as cooking, woodwork and energetic play receive close and constant supervision.
25. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
26. Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger - less mature children.
27. The premises are checked before locking up at the end of the session.

**Procedure ref. Child leaving the group unaccompanied:**

Systems are in place for the protection of the children

Exits are locked in a way making it impossible for a child to leave unobserved. All gates and exterior fences are secured and these are checked daily at the start of the session and prior to the children going outside.

An accurate and up to date register and head count is undertaken at the beginning of the session. Headcounts and alterations to the register are repeated throughout.

Children are counted when going outside, during play and on returning. The children in the nursery are advised where they may play and areas that are “out-of bounds” such as beyond our gates or on the stage.

The following procedures will be followed if a child is found to be missing:

* The nursery manager or deputy will be responsible for co-ordinating the search.
* Quickly and calmly establish which child is missing.
* Without alarming them, ask the remaining children if they have seen the child who is missing.
* Check all adults are present and aware of the problem. Establish who last saw the child.
* Check all rooms in the building (including the stage) and all exterior areas.
* At least 2 staff will remain with the children whilst the rest search. The priority of these staff is to keep safe the remaining children and to reassure them.
* Alarming them as little as possible, contact the child’s parents/carers and advise them of the situation. If parents/carers are not available, the emergency contact numbers should be used.
* Staff will search outside the nursery environment.
* If the above steps do not locate the child the police must be informed. If the police become involved the Social Services department will also be informed. The police telephone number is on the list of telephone numbers in the register.
* Before staff leave the premisis they will write an objective and accurate record of the incident in the Incident book. This should include last sighting of the child and anything unusual in the behaviour of the child or others.

Any contact with the media will be referred to the nursery manager. A brief accurate summary of the event will be circulated to all parents. This will be in the form of a brief note or meeting at the end of the session.

When the child who is missing is returned to the group, all parties involved will be advised and supported.

**Procedure ref. A child not being collected at the end of a session:**

If a child is not collected at the end of a session:

* A member of staff will reassure the child.
* Staff will try to contact the child’s parents/carer by telephone to find out if there has been a problem.
* If the parent’s/carers cannot be contacted the emergency contact numbers will be used.
* Two members of staff will remain with the child at the premises until the delayed parents/carers arrive.
* Failing all else, if we are left with a child for an hour after the end of the session, we are required to contact social services who will make safe arrangements for the child. Time limit – we will wait 1 hour.

*This policy was adopted at a meeting of the nursery school held on*

*(date) ……………………………………*

*Signed on behalf of the nursery school…………………….. ………….*

*Understood and accepted by:*