

## **Severn Beach Preschool Safety – Policy and Practice**

Severn Beach Preschool believes the safety of young children is important to allow children to learn through play effectively.

To achieve the safety of the children the we will ensure:

- The preschool will ensure there is always a member of staff trained in paediatric first aid on the premises. Names of trained staff are displayed on the notice board. There are also a number staff within the school who are trained in paediatric first aid. These are known to the preschool staff.
- Safety checks will be made of all areas used by the group before the start of each session, both indoors and outdoors.
- Written risk assessments will be carried out and reviewed as necessary.
- Covid risk assessments are managed separately and changed to ensure we are adhering to government guidelines and local guidelines.
- The layout of the play areas will allow free and safe movement of both adults and children.
- Equipment will be cleared from floor as necessary during session time.
- Fire exits will not be obstructed.
- Children will be supervised by suitable and appropriate adults.
- Children will not be left unattended and will always be in sight and sound or at least sight or sound of a member of staff.
- Private cars will not be used for outings.
- Outings will be risk assessed to ensure sufficient adult:child ratio and risk assessments of the destination will be made prior to arrival with the children
- Preschool may close to either all or some children if insufficient qualified staff members are unavailable for work. (Ref: Staffing Emergency procedure and covid lockdown procedures)
- Adults will know the systems in operation for the children's arrival and departure.
- Register to be kept in an accessible place throughout session.
- The main entrance gate to the garden will be locked as the last parent leaves in the morning and before outside access is given. It will only be opened by a member of the staff to admit people to the premises at collection time and afternoon arrival time. Children staying for lunch and into the afternoon will be supervised inside during the changeover. The school secretary will direct any visitors who call at school to approach preschool via the garden or will collect a member of staff to meet them at the school door.
- The door between classroom and the toilet area will be kept closed unless a child is using the bathroom. There is a safety device to prevent trapped fingers.
- Staff members will ensure that children are safe and managing in the toilet and that they return from the toilet. There is a sound alarm that is triggered if a child leaves the room.

- Children will not enter store room and the cupboard door is kept closed at all times.
- All dangerous substances and equipment will be stored out of reach of the children.
- Preschool will encourage the wearing of suitable clothing to allow children to participate safely in all activities.
- A fire drill will be held every termlet.
- Fire extinguishers are checked each term, responsibility of Severn Beach School.
- **Smoking is not permitted anywhere on the premises.**
- All accidents/incidents will be recorded accurately at the time.
- The accident/incident book will be monitored and evaluated.
- A correctly stocked first aid box will be maintained. This is kept under the sink.
- Equipment offered to the children will be developmentally appropriate.
- Children will be encouraged to use equipment safely and shown appropriate safety techniques.
- Damaged or unsafe equipment will be discarded.
- The premises will be checked at the end of each session and any problems reported to the appropriate person.
- Staff will lead by example to set children a good example of safe behaviour.
- Staff will ensure they lift equipment safely.
- Staff will have regard for their own personal safety.
- Staff who are acting in a way which is not safe will be challenged.

#### Visitors:

- Visitors will be asked to sign into the visitors book
- Staff member allowing the visitor in will ask the visitor to store their bag and mobile phone in the store cupboard for the duration of their visit.
- What to do in the event of a fire/drill will be explained.
- Visitors will never be given unsupervised access to the children or left alone in the room.
- Our NO mobile phones/cameras/watch cameras policy will be shared.