



## Safety and Security

### Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### Procedure:

- All children are supervised by adults at all times and will be within the sight of an adult.
- A book is available at each session for reporting any accidents or incidents. Regular safety monitoring will include checking of the accident and incident record book.
- Systems are in place for the safe arrival and departure of children. An adult will be at the door during these periods.
- Children leave the pre-school only with the authorised adults.
- Outdoor space is securely enclosed and all gates locked.
- Equipment is checked regularly and any dangerous items repaired or discarded.
- The layout and space ratio allows children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of the reach of children.
- Children do not have access to the kitchen area or any cupboards storing hazardous materials.
- Fire drills are held twice a term.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency.
- There is a no smoking rule throughout the premises.
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually.
- Whenever children are on the premises at least two adults must be present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking and energetic play receive close and constant supervision.
- Following Early Years Alliance (EYA) recommendations, when on excursions the adult/child ratio will be at least one to two.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of each session.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Once a child has been handed over to the adult at the end of the session, Tiddlywinks pre-school is no longer legally responsible for that child.

### Adoption and annual review of the policy

<b>This policy was adopted at a meeting of</b>	Tiddlywinks Pre-School Committee
<b>held on</b>	22nd April 2024
<b>Signed on behalf of the management committee</b>	
<b>Name of signatory</b>	Hilary Allen
<b>Role of signatory</b>	Chair