



Registered Charity Number 1036151

Safety and Security

Policy statement

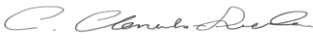
We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

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

This policy was adopted at a meeting of	Tiddlywinks Pre-School Committee
held on	20 th March 2023
Signed on behalf of the management committee	
Name of signatory	Caroline Clements-Searle
Role of signatory	Chair