

# **EYFS Safety Policy**

## **A UNIQUE CHILD:1:3 Keeping Safe**

**(Supports EYFS 3.3. The Learning environment)**

### **Rationale**

In Queen's College Nursery and Pre-Prep 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. They will follow the established safety procedures at all times.

### **Implementation of the policy in Queen's.**

#### **The senior management team must ensure that:**

- they know, and implement, national safety requirements relating to the premises, the staff and the children.
- they establish a regular servicing contract for fire and safety equipment and appliances to conform with the required safety standards.
- identified faults are made safe and verified by certification.
- new members of staff, including students and volunteers, receive copies of the Safety Policy and uphold the statutory requirements set out in the EYFS.
- a suitably-qualified, named member of staff is responsible for keeping the policy updated and making (regular) safety checks.
- safety issues are discussed (regularly) 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.
- they provide an Accident Book that informs staff, parents and carers of any incidents that have occurred.
- they monitor and assess the Accident Book on a (regular) basis and take reasonable steps to prevent any similar accidents occurring in the future.
- Visitors' to the nursery and Pre-Prep sign the 'Arrival and Departure sheet' (witnessed by a member of staff) in the entrance hall.
- Visitors are provided with a badge.
- permanent play features (climbing frames, slides/sand pits) are safe and kept in good repair.
- they 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.
- Insurance certificates are available to see on request.

## **Security**

- The security of the children is our first concern. In Nursery and Pre-Prep we prevent unwanted visitors entering by keeping doors locked in the Nursery and in Pre-Prep wherever possible.
- The staff take fire requirements into account when they are locking doors.
- It is the responsibility of the Facilities Manager to consult with a Crime Prevention Officer.
- We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises. Gates 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 (by notifying the child's teacher/key worker) and the procedures that are followed if they are delayed and their child is not collected (children are cared for in our After School Care until 5.45pm and then in the unlikely event of further care, they are taken to the Junior Boarding house to await collection).
- We require parents to inform staff in advance, either by telephone or in writing, if another adult will be collecting their 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 and parents in nursery sign on collection of their child. All children who attend After School care are registered and parents/cares sign (with time of collection) on collection of their child.
- We monitor and review security procedures (regularly).
- In the unlikely event of a child becoming lost/missing from the setting, immediate action is taken by informing all staff and searching the premises thoroughly. If these actions fail to locate the missing child then further action would be taken to inform all departments within Queen's College, the Police and child's parents.

## **Levels of supervision**

- We always observe the adult: child ratio.
- We guarantee that children will always be within the hearing or sight of an adult.
- Registers are taken (regularly) to ensure that all children are on the premises.
- 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 or bathroom.

- We do not leave any child who is on an outing or trip unattended at the venue or in a vehicle.
- We offer children assistance when they are getting into or out of a vehicle.

## **Fire safety**

- In our school, the Facilities Manager takes advice from the local FSO. This includes advice on the location and suitability of our fire-fighting appliances.
- If any changes occur to our premises, or its use, the Facilities Manager will inform the FSO and take further advice.
- Our school has named, suitably-qualified members of staff who are responsible for fire safety and any evacuation of the building.
- Fire safety procedures are reviewed (regularly).
- Fire control equipment, including fire blankets, fire alarms and smoke detectors, are checked and serviced (regularly).
- Staff keep a Fire Log 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 (registered person) will take responsibility for any visitors to the setting.
- The procedures for alerting the emergency services, as well as emergency procedures, are on display in a prominent position so that staff and visitors are able to see them.
- 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 (regularly) and within the frequency agreed by the FSO.
- Staff are aware of their roles and responsibilities in the event of an emergency or fire.
- In the event of a fire registers are the responsibility of each class member of staff.
- Emergency procedures have been arranged with communal or nearby buildings.

## **Risk assessment**

- Risk assessment is the responsibility of the senior management team and the Facilities Manager.
- Every reasonable effort is made to carry out a risk assessment on every potential hazard.
- All risk assessment documentation is kept in the office and is available to all members of staff.
- Risk assessment documentation is monitored and reviewed (regularly).

- In Queen's The Financial Director/Domestic Bursar/Facilities Manager liaise with appropriate members of staff to carry 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

Stacked furniture

Water hazards

Hot appliances

Cookery

Food and liquids

Medicines

Outings, trips and transport

Off-site education

Storage of dangerous or hazardous substances, chemicals and equipment

Manual handling of large objects

V.D.U. operations

Stress

The car park

General safety in and around the setting

Outside areas

Security

Hazardous plants

- Risk assessment takes account of the individual needs of staff, parents and carers, children and visitors. It also considers the (rooms/areas) being used, the activity taking place and the adult:child ratio.

- The risk assessment documentation includes information under the following relevant headings:

The risk or hazard

The adult(s) taking responsibility for the activity

Who is at risk?

What is the risk?

Procedures

Action taken to eliminate or minimise the risk

Time scales

Who is responsible for taking action?

Monitoring and reviewing the risk

## **Outings and off-site visits**

- Before any outing or trip a member of staff always try to make a visit to the venue to assess any risks or dangers that may occur there, or on the journey.
- We take the location of the venue and length of journey into account when considering its suitability for the children in terms of their (cultural requirements, physical disabilities, age, size, maturity).
- Forest School sessions are led by Advanced Forest School Leaders who are responsible for the risk assessments, health and safety of the children and staff involved.
- We seek parental permission in writing before any trip. No child will be taken out from the premises without parental permission.
- A risk assessment form is completed before any trip.
- If transport is used, information about the vehicle and the named driver will be collated before the trip, including police checks on the contracted drivers and any escorts. Licences, MOT and insurance certificates are checked to make sure they are valid and up to date and cover private business use.
- The driver is chosen from a list of named and approved drivers.
- We check that (seat belts/child seats/booster seats/air bags) have been fitted and that there is a seat available for every child and adult.
- We ensure that the legal speed limit is observed.
- Staff take a mobile phone on any trip in case of an emergency. They also take, as necessary, (First Aid equipment/medication, such as inhalers/spare clothing/plastic bags/water/emergency contact details of both children and adults).

## **Safe play**

- We check new and old equipment, toys and resources regularly to make sure they are safe and meet all regulations.
- We check the suitability and state of repair of surfaces on which the children play on a regular basis.
- We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

# Links, References and Regulations

## Links to other policies

- Suitable Person
- Organisation
- Care, Learning and Play
- Physical Environment
- Equipment
- Health
- Food and Drink
- Equal Opportunities
- Special Needs
- Behaviour
- Working in Partnership with Parents and Carers
- Child Protection
- Documentation

## Children Act Regulations relating to our policy

It is a legal requirement to keep a statement of procedures that should be followed in the event of a fire.

## References

DCSF EYFS Statutory Framework 2008

DCSF guidance Health and Safety of Pupils on Educational Visits (HASPEV)

## Review

The Early Year's Team will review this policy every 2 Years.

Date February 2011

Signed: