

Safety Policy

Rationale

The Pre-School Centre believes providing a safe, healthy environment for all staff, children, and visitors. As such, we believe that adequate provisions for health and safety are essential to working life. The maintenance of healthy and safe working conditions and the prevention of injuries and losses are not only of vital importance to the Nursery's efficiency and success, but also in the best interests of all our employees, children attending the Nursery and all associated visitors. They will follow the established safety procedures always.

The Pre-School Centre will:

- recognise and implement, national safety requirements relating to the premises, the staff, and the children.
- Retain 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.
- all staff have regular updated safety training from relevant agencies.
- all staff working with babies and children under two receive advice and current updated information on sudden infant death syndrome (SIDS).
- new members of staff, including students and volunteers, receive copies of the Safety Policy or Manual, and that this is discussed during their induction meeting.
- parents are given the Safety Policy when they register their child.
- safety issues are discussed regularly at staff meetings.
- Parents/carers are kept informed of any safety issues by notices or leaflets that have been displayed in a prominent place.
- they monitor and assess the Accident sheets on a regular basis and take reasonable steps to prevent any similar accidents occurring in the future.
- they provide a Visitors' Book and visitors badges which any visitors should sign on both entry and departure. The time should also be recorded and witnessed by a member of staff and badges worn inside the nursery.
- permanent play features in the garden/slides/sand pits are safe and kept in good repair.
- 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 display insurance certificates buildings/employee liability in a prominent place so that all parents, carers and visitors can see them.

Security

In the Pre-School Centre we prevent unauthorised visitors entering by keeping doors locked/using door alarms/security codes/intercoms.

As part of our commitment to safeguarding children, only authorised adults can collect children from our care.

The Pre-School Centre has systems in place for a safe arrival and department for our children and parents - we have a code access that allows parents to access the internal doors, once inside the centre - these codes are changed regularly via our security team at the University.

When your child first starts Nursery with us the following information is recorded in your child's file:

- Home address and home telephone number. If no home number is available, an alternative number must be given such as a mobile.
- Place of work, address, and telephone number (if applicable).
- Names, addresses, relationships, and telephone numbers of adults whom the parents/carers designed as 'emergency contacts.
- Name, addresses, relationships, and telephone numbers of adults who are authorised by the parents/carers to collect your child from Nursery. For example, a relative or neighbour, together with information about any person who does NOT have legal access to your child. This information is kept within the child's file.

Parents/carers must provide a password which is only to be shared with adults who are authorised by the Parents/carers to collect.

Parents are responsible for informing Nursery of any changes to contact information - this can be done by emailing the office.

In addition to this, The Pre-School also sends out forms for parents/carers to update contact information twice yearly.

A child's parent or named person must pick up the child. If anyone else comes to collect the child, they will not be allowed until they have given the password and permission has been sought from the parent via the telephone.

A senior member of staff will ring the number given on the child's detail card and the parent must give the password to verify we are speaking to the right person. A text message passed to someone else to show us, a voice without a password or message relayed to someone else will NOT be acceptable.

- The staff take fire requirements into account when they are locking doors.
- The management consults regularly 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 and the procedures that are followed if they are delayed and their child is not collected.
- We require parents to inform staff in advance, either by telephone or in writing, and using a password, if another adult will be collecting their child, who is also required to provide identification.
- We do not permit children under the age of (16) to collect any child from the Pre-School Centre.
- We ensure that children are handed over personally to the adults collecting them.
- We monitor and review security procedures regularly. Levels of supervision
- Registers are taken regularly to ensure that all children are on the premises.
- We check sleeping babies and toddlers regularly.
- We never leave babies and toddlers in highchairs/prams/push chairs unattended.
- We never leave babies and toddlers who are using a potty or toilet seat unsupervised.
- 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.

Staff Ratio

- We always observe the adult: child ratio.

Children aged under two - 1:3

Children aged two years - 1:4

Children aged three and over - 1:8

We always have a senior member of our team at the Pre-School Centre.

Fire Safety

- In the Pre-School Centre we have taken advice from the local FSO. This includes advice on the location and suitability of our firefighting appliances.
- If any changes occur to our premises, or its use, we will inform the FSO and OFSTED to take further advice.
- Lisa Best, Saskia Gregory in our absence Andrea Wignall is responsible for fire safety and any evacuation of the building and has undertaken Fire Marshall training, in addition all staff will receive fire training.
- Fire marshals have been trained to use the fire-fighting appliances.

- Fire safety procedures are reviewed in the new academic year.
- Fire control equipment, including fire blankets, fire alarms and smoke detectors, are checked and serviced regularly.
- UCLan keep a Fire Logbook 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 managers will take responsibility for any visitors to the Pre-School Centre.
- The procedures for alerting the emergency services, as well as emergency procedures, are on display in a prominent position so that staff and visitors can 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.
- In the event of a fire the fire point is in the garden by the double gates or in front of the Pre-School Centre in the drop off area.
- Fire drills are carried out every academic year, one each term and weekly drill hearing tests.
- Staff are aware of their roles and responsibilities in the event of an emergency or fire.
- In the event of a fire registers will be collected from the office by the Pre-School management.
- Emergency procedures have been arranged with communal or nearby buildings.
- Short-term emergency accommodation has been arranged.

Emergency evacuation procedure -

Our procedure for our drills:

- Making children familiar with the sound of the fire drill sound.
- Making sure the staff, parents and children know where the fire exits are.
- How children are to be led from the building to the assembly point.
- How children will be accounted for.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire?
- How are the parents contacted?
- The fire drill information is kept by SHE department.
- The date and times of drills.
- How long they took.
- Whether there were any problems with the delayed evacuation.
- Any further action taken to improve the drill procedure.

Fire

If you discover a fire: Operate the nearest fire alarm (next to the front door fire exit). Dial 333 on your way out of the building and inform the operator of the location of the fire.

IMPORTANT: only stop to tackle the fire with an extinguisher if it is safe to do so.

In an Emergency

Inform the Pre-School staff in the office who will dial 333 and inform the operator of the nature of the emergency and location.

Risk assessment

- Risk assessment is the responsibility of the Pre-School managers.
- 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 the Pre-School Centre we have carried 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

Safety Policy

Floors and stairs

Stacked furniture

Water hazards, such as paddling or dabble pools

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

Stress/wellbeing

The car park/drop off area

General safety in and around the setting

Outside areas

Security

Hazardous plants

Sudden Infant Death Syndrome (SIDS)

- 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

Safety Policy

Who is responsible for taking action?

Monitoring and reviewing the risk

Outings/campus visits and off-site visits

We recognise the importance of giving the children opportunities to travel outside their immediate environment and visit areas of the local community - to enhance our Cultural Capital.

These outings are a valuable source of learning throughout all ages.

However, we also recognise the huge responsibility we are given by the parent of the children to take extra care when outside of the Nursery.

All Parents will be asked to sign a consent form allowing staff to take their child on small outings when they enroll at the Nursery for such excursions as the park or short walks etc. If this form has not been read and signed by the Parent, the child will not be taken off the premises.

As an extra precaution - we do email all parents to ask their permission again.

- We will only take groups of children out when our staffing levels are higher than normal to ensure our ratios are higher than normal.
- We will only take the children to places or areas that are known by ourselves as being safe or have been accessed by our staff prior to the outing.
- Staff members will always have a fully charged mobile phone out with them.
- A register of the children will be taken and continually checked, as well as ensuring the staff left at Nursery also know who has left the building.
- Named children will be assigned to a member of staff.
- The staff left at Nursery will be aware of where the small outing is heading for and approximately how long they will be.

The staff ratio will remain higher on outings to always ensure safety.

- Other necessities taken on outings will be tissues, baby wipes, first aid kit, water and cups.
- Safety aspects will be discussed with the children beforehand as issues such as behaviour, crossing the road, walking on the pavement, staying together, and getting lost are relevant.
- A full risk assessment will be completed prior to every outing and available for the parents to see.
- Staff members attending outings will hold an up to date first aid certificate.
- 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.

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 and access on a regular basis.
- We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

Outside and Parking

- There is a large garden area which is risk assessed each day by the Staff as they enter the area.
- The Nursery always ensures the area is checked for any items that shouldn't be there, also ensuring the gates are closed and toys which are out are suitable for purpose.
- Normal Staff ratios apply in the outdoor area.

- Plants in the garden are not poisonous and any new plants coming in are selected appropriately.
- The UCLan Groundwork maintenance team is used when required to maintain the garden area and children are not allowed outside when they attend as they use some equipment which could be dangerous to children.
- All Staff and Parents are asked to take particular care when parking on Nursery grounds as there are likely to be Parents and children entering the departing from the premises.
- We have a safe drop off area where you can park to drop off and collect your child from the Centre.
- The path area around the front of the Nursery is also inspected at regular intervals, together with the drop up are located to front of the Nursery building.

Failure to collect a child/ren

- If a child has not been collected following their normal Nursery session, the following procedure will apply:
 - The parent will be contacted to ascertain time of arrival
 - If necessary, emergency contacts will be used
 - The child/children will be kept within the Nursery environment until their Parent arrives
 - A fee will be chargeable owing to the extended hours of staff. In the unfortunate circumstances that no one can be contacted to collect a child/child and a reasonable amount of time has been given to allow accidental lateness, the centre will have to contact Children's Social Care, out of duty officer, police, and security.

The child/ren would always stay in our setting with two members of staff.

We will ensure the child is not anxious and not discuss any concerns with them.

Under no circumstances will we go and look for the parents - we will contact the UCLan departments to see if the parent can be located.

Missing Child

Missing Child Procedure During every Nursery session, a register will be taken. This register is for the benefit and safety of all the children attending at the Nursery and aids the staff being aware of Nursery numbers throughout each session.

In the unlikely event of a child going missing, the following procedure will apply:

- The head of department and Nursery Manager must be informed and alerted immediately
- A search of the Nursery building, and grounds will commence

- Check register to ascertain that all children that should be present, are present
- Carry out an immediate search of the building and garden.
- Notify Police/security immediately
- Notify Parent
- In the event of a child going “missing” all other children will be securely gathered, whilst senior staff undertakes a thorough search of the building and the outside play area.
- If the child is not found in the building or grounds, a search of the surrounding area would be taken, whilst the managers would inform the parents/carers, Campus Security, Senior Management and Children Social Care Services.
- A vehicle search will be made If at any point during the implementation of the above procedure the child is found, the parent must be informed immediately
- an investigation maybe needed where appropriate to report the incident.

Reviewed 16.02.2024 by Saskia Gregory/Lisa Best

Next review - 16.02.2025