

Safety Policy

Aim

At Loseley Fields Children's Centre we aim to create a secure environment for all children and staff, whilst maintaining a challenging atmosphere in which the children will grow and learn and become confident in their own abilities.

Methods

The safety of the children is paramount at all times. The awareness of children's constantly developing abilities helps to ensure appropriate safety measures are applied to avoid dangerous situations.

All Health and safety requirements are met by our Health and Safety policy with procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

All staff undergo health and safety training when starting at the nursery to ensure that everyone has a high standard. This training is ongoing.

External Security

- Security coded door which leads into the nursery.
- All visitors and parents will need to be let in by reception.
- Secure gardens.
- Automatic security lighting.

Internal security

- Automatic fire alarm system.
- Child safety door hinges.
- Electric socket safety covers.
- Non-slip floor surfaces.

Safety

- Hall ways and lobby areas – These are left clear so can be easily passed in the event of an emergency.
- All electrical sockets are covered when not in use.
- Toys will be purchased from a known company and have the EU safety standard and the CE symbol. All equipment or toys which are broken will be removed from circulation and either repaired or discarded. All toys will be regularly checked for cracks, splinter and general faults.
- The hot water in the children's bathroom and sink areas is thermostatically controlled and is checked daily.
- The sandpit will be covered when not in use to prevent litter and animal litter. The sand will be regularly thrown away and new sand will be put in to prevent the spread of infection.
- All radiators have covers and will be checked for any damages.
- The staff are to have breaks at a suitable time and they are to have hot drinks in the staff room.
- There will always be a member of staff on duty who is first aid trained. It is recommended that all staff are first aid trained.

- The child illness policy is given to parents when they start at the nursery and all staff have a copy to so everyone knows what the policy is and can give the best instructions to parents.
- The under two's area in a no outdoor shoe zone, all visitors, parents, staff and children are asked to take off their outdoor shoes when entering the room.

Hygiene

- All staff are aware of the importance of good hygiene standards for their own safety and for the children. The staff act as good role models washing their hands before meals, after nappy changes and before preparing any food or drinks.
- The toys and equipment is checked daily for any damage or breakages and are cleaned and sterilised on a regular basis.
- Nappies, disposable gloves and aprons used for dealing with blood, vomit or faeces are disposed of promptly and never reused.
- Staff, parents and children know the rules in the nursery area and the reasons why we have them. These are displayed on the notice boards for staff and parents. In the main room the rules are up in picture and word form so the children can see them and understand why we don't run in nursery or why we need to wash our hands before meals.

Risk assessment

- Loseley Fields Children's Centre carry's out regular risk assessments on any new equipment, any new room layout or any outing that the children wish to go on.
- The Centre Manager is responsible to ensure risk assessments are carried out; however, all members of staff will be required to carry out risk assessments for the relevant areas as required.
- The senior staff member will also carry out daily safety checks for the rooms they are working in and also the outside areas to make sure they are safe and secure for all children and staff.

Gas and electricity

- All electrical equipment is PAT tested annually.
- The installation and servicing certificates for all electrical items and the gas boiler is kept in the office.
- The fire equipment is tested annually this includes the smoke alarms, fire extinguishers, push glass buttons, panic alarms and the main security alarm for the building.

Recruitment and visitors

- All staff, volunteers and students are vetted prior employment by CRBs and list 99.
- All visitors report into reception and are escorted into the nursery.
- Visitors are never left alone with the children.
- All visitors are put in the diary so staff know who is coming and going on a daily basis.
- The main doors to the lobby area have to be opened by a member of reception to prevent unwanted visitors entering the building.
- There is also a key pad system on the main door to the nursery which only the staff team knows.
- The nursery door is opened by a member of the nursery team so that no unwanted visitors come through the nursery.

There is a notice on the nursery door to ask parents not to open the door to any parents.

Each room has a nursery diary to record if which parent or carer will be collecting the children today. This is so all staff can see who is coming to collect and make sure the children go home safely.

All staff in the nursery and on the reception know to ask any visitor for ID and to make an appointment to see certain members of the team.

Staff all have lockers to keep their personal belongings safe while in the nursery area.

The nursery is locked at the end of the day to prevent other users using the nursery out of hours. The staff room and office are locked after 6pm. The kitchen which is used by other community members, one side has cupboards for the nursery these cupboards have locks so no one can get into them who are not nursery staff members.

Useful resources and websites

This policy was written for Loseley Fields Children Centre.

Name: Catherine Hawksworth

Position: Childcare Manager

Signature:

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Hawksworth

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