

Safety Policy

Aim

In Sidcup Baptist Church Playgroup 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 Sidcup Baptist Church Playgroup

The management committee must ensure that:

- they know, and implement, national safety requirements relating to the premises, the staff and the children.
- a regular servicing contract for fire and safety equipment and appliances is established by the Church 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 that this is discussed during their induction meeting.
- the person in charge is responsible for keeping the policy updated and making regular safety checks.
- safety issues are discussed 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.
- an Accident Book is provided which informs staff, parents and carers of any accidents that have occurred.
- the person in charge monitors and assesses the Accident Book on a half-termly basis and takes reasonable steps to prevent any similar accidents occurring in the future.
- a Visitors' Book is provided which any visitors should sign with the time of entry and departure recorded.
- every effort is made by staff 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.
- We display insurance certificates in a prominent place so that all parents, carers and visitors can see them.

Security

- The security of the children is our first concern. In our playgroup we prevent unwanted visitors entering by keeping doors locked.
- The staff take fire requirements into account when they are locking doors.
- 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 checked whenever the outside areas are going to be used.
- 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, if another adult will be collecting their child. A password system is also in operation.
- We do not permit children under the age of 14 to collect any child from our playgroup.
- We ensure that children are handed over personally to the adults collecting them.
- We monitor and review security procedures regularly.

Levels of supervision

- We always observe the adult:child ratios.
- We guarantee that children will always be within the hearing or sight of an adult.
- Registers are taken to ensure that all children are on the premises.
- We never leave children 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.
- We do not leave any child who is on an outing or trip unattended at the venue or in a vehicle and offer children assistance when they are getting into or out of a vehicle.

Fire safety

- The premises are annually inspected by a fire safety advisor. Fire control equipment, including fire blankets, fire alarms and smoke detectors, are checked and serviced at this time.
- If any changes occur to our premises, or its use, the Church Health and Safety Officer will take further advice.
- The person in charge is responsible for fire safety and any evacuation of the building.

- Staff know the whereabouts of the fire-fighting appliances and how to use them.
- Fire safety procedures are reviewed annually in consultation with the Church HSO.
- Staff keep a log of emergency evacuation drills in the main register, 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 person in charge will take responsibility for any visitors to the playgroup.
- 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.
- Emergency evacuation drills are carried out regularly and within the frequency agreed by the Church HSO.
- Staff are aware of their roles and responsibilities in the event of an emergency or fire.
- In the event of a fire, the register will be collected from the staff table by the appointed person.
- Emergency procedures have been arranged with communal or nearby buildings.
- Short-term emergency accommodation has been arranged.

Risk assessment

- Risk assessment is the responsibility of the person in charge.
- Every reasonable effort is made to carry out a risk assessment on every potential hazard.
- All risk assessment documentation is kept in a file and is available to all members of staff.
- Risk assessment documentation is monitored and reviewed annually.
- Risk assessment takes account of the individual needs of staff, parents and carers, children and visitors. It also considers the areas being used, the activity taking place and the adult:child ratio.
- A daily risk assessment is conducted before the start of each session. The checklist used is kept in register.

Outings and off-site visits

- Before any outing or trip a member of staff will make a visit to the venue to assess any risks or dangers that may occur there, or on the journey.

- We will 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 and maturity.
- We will seek parental permission in writing before any trip. No child will be taken out from the premises without parental permission.
- A risk assessment form will be 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 will be checked to make sure they are valid and up to date and cover private business use.
- We will check that appropriate safety restraints have been fitted and that there is a seat available for every child and adult.
- We will ensure that the legal speed limit is observed.
- Staff will take a mobile phone on any trip in case of an emergency. They also take, as necessary: First Aid equipment; medication, such as inhalers and epipens; spare clothing; plastic bags; tissues; 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 daily basis.
- We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

References and Regulations

Reference to the Early Years Foundation Stage safeguarding and welfare requirements

Providers must ensure that their premises, overall floor space and outdoor spaces, are fit for purpose and suitable for the age of the children cared for and the activities provided on the premises.

Staffing arrangements must meet the needs of all children and ensure their safety.

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

Department for Education: Statutory Framework for the Early Years Foundation Stage (2014)

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