



The Secret Garden Pre-school  
Wellington Avenue  
Princes Risborough  
Bucks HP 27 9HY  
07759 582307

## Safety Policy and Practice.

The safety of the children is of paramount importance.

In order to ensure the safety of both children and adults in the pre-school will ensure that:

- All children are supervised by adults at all times and will always be within the sight of an adult.
- An accident book and incident records are available at each session for the reporting of any accident / Incident.
- Regular safety monitoring will include checking of the accident / incident record.
- All adults are aware of the system in operation for children's arrival and departure and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on the entire premises are made before each session.
- Equipment is checked regularly and any dangerous items will be repaired / discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Electric points, heaters and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of children's reach.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are held at least once every term.
- Fire extinguishers are checked annually.



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- A register of both adults and children, including visiting helpers, is completed as people arrive (by signing in) so that a complete record of all those present is available at any time in an emergency.
- There is no smoking policy at the Pre-school.
- A correctly stocked first aid box is available at all times.
- Whenever children are on the premises at least two adults are present.
- Large equipment / and transport of equipment is regularly checked and put up correctly and safely.
- Activities such as cooking, woodwork, and energetic play receive close and constant supervision.
- On outings the adult to child ratio will be at least one to two. Parental consent will be obtained in advance.
- 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 the children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger or less mature children.
- The premises are checked before locking up at the end of the session.

The pre-school adopted this policy on ...7<sup>th</sup> January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....