

Hull Collegiate Prep School,

Foundation Stage Safety Policy – additional notes

PLEASE SEE ADDITIONAL FILE FOR WHOLE SCHOOL HEALTH AND SAFETY POLICY

Rationale

In the Foundation Stage Department 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.

“The premises, both indoors and outdoors, must be safe and secure. Providers must only release children into the care of individuals named by the parent. Providers must ensure that children do not leave the premises unsupervised. Providers must take steps to prevent intruders entering the premises.” EYFS Statutory Framework 2008

Implementation of the policy:

The management committee and all staff will ensure that:

- We know, and implement, national safety requirements relating to the premises, the staff and the children;
- We 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;
- All staff have regular updated safety training from relevant agencies, such as the Local Authority or private training agencies and receive certificates as evidence of this;
- 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;
- A suitably-qualified, named member of staff is responsible for keeping the policy updated and making regular safety checks;
- The Safety Policy is available to parents;
- 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;
- We provide an Accident Book that informs staff, parents and carers of any incidents that have occurred;

- We monitor and assess the Accident Book and take reasonable steps to prevent any similar accidents occurring in the future;
- We provide a Visitors' Book, which any visitors should sign on both entry and departure. The time should also be recorded and witnessed by a member of staff;
- Visitors are provided with a label/badge etc;
- Permanent play features: pond/slides/sand pits are safe and kept in good repair;
- We 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.

We hold insurance certificates (buildings/employee liability/transport/use of equipment/outings) in a safe place so that all parents, carers and visitors can see them.

Security

The security of the children is our first concern. In the school we prevent unwanted visitors entering by keeping doors locked, using door alarms, security codes and intercoms.

The staff takes fire requirements into account when they are locking doors.

The Business Services Manager consults with a Crime Prevention Officer where necessary.

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 directly, by telephone or in writing if another adult will be collecting their child.

We do not permit children under the age of 16 to collect any child from the Foundation Stage classes.

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 to child ratio.

We guarantee that children will always be within the hearing or sight of an adult.

Registers are taken morning and afternoon and after outings to ensure that all children are on the premises.

We check sleeping children regularly.

We never leave children unattended.

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 the school we have taken 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, we will inform the FSO and take further advice.

The school has a named, suitably qualified member of staff who is responsible for fire safety and any evacuation of the building.

Appropriate staff have been trained to use the fire-fighting appliances.

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 whole school emergencies or fires that have occurred.

In the event of an emergency or fire the teacher 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.

Emergency services are automatically contacted after raising an alarm.

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 will be collected/taken from the office/classrooms by the secretaries/teachers.

Risk assessment

Risk assessments are the responsibility of the allocated member of staff for a particular area as documented in the school's Health and Safety Policy.

Every reasonable effort is made to carry out a risk assessment on every potential hazard.

All risk assessment documentation is kept in the office/teacher's file/the staff room and is available to all members of staff.

Risk assessment documentation is monitored and reviewed.

Risk assessment takes account of the individual needs of staff, parents and carers, children and visitors. It also considers the room and areas being used, the activity taking place and the adult to 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
- Level of 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 makes 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 and maturity.

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/ 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, buckets, school contact number and 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

JAM March 2010

To be reviewed march 2011

If you have any concerns regarding this policy please discuss them with Mrs Maltby