



Safety Policy

1. All new parents/carers fill in an Emergency Procedure Registration Card in case of emergencies.
2. All parents/carers, children, visitors and helpers should sign in when they arrive and sign out when they leave.
3. It is against the law to smoke in a public place. A no smoking policy is in force during the session inside and outside the building.
4. A Fire procedure notice is displayed on the notice board, and all helpers will be made aware of the procedures. All parents/carers will be informed of the procedures.
5. All hot drinks are carried around the perimeter of the group and all parents/carers are aware they must either put on the stage or windowsills only or hold their cups until the drink is finished.
6. No children are allowed in the kitchen area.
7. All adults are made aware of the potential hazards of having dangerous items in their bags which could harm children e.g. tablets or perfume. Bags should be watched or stored in a safe place.
8. All detergents are stored in a safe/locked place out of the reach of children.
9. A named person should act as the safety officer, at all times checking equipment as it is put out and during the session or in the cleaning session.
10. All adults are vigilant about the condition of the equipment, removing items that are broken or deemed dangerous.
11. A first aid box is kept stocked and easily accessible. Any incidents are recorded in the accident record book.
12. Parents/carers should take their own children to the toilet.
13. No child is allowed to leave with another adult unless their parent/carer has informed the group leader beforehand.
14. All slides have safety mats.
15. All parents/carers are made aware of fire procedures when they first attend.
16. All equipment is cleaned regularly. Baby equipment is cleaned after use. Baby wipes should be used for items that have been in a child's mouth.
17. No child is allowed on the stage.
18. The fire exit is kept clear at all times.