



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

SAFETY – POLICY AND PRACTICE

Staff/Parents Pack

Here at Humpty Dumpty Pre-school, the safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Pre-school will ensure that:-

1. All children are supervised by adults at all times and will always be within sight of an adult.
2. Adults do not walk about with hot drinks or place hot drinks within reach of the children.
3. A book is available at all times for the reporting of any accident/incident that may occur.
4. Fire drills are held once every ½ term.
5. A register of both children and adults is completed every morning, adding any late arrivals as they come.
6. A visitor's book is completed for anyone who arrives at the pre-school to look around or for an appointment.
7. Regular safety monitoring will include checking the accident and incident book.
8. A risk assessment must be done every ½ term.
9. All adults are aware of the systems in operation for children's arrivals and departures and an adult will be at the hall door at all times during these times.
10. There is no smoking anywhere on the premises.
11. A correctly stocked first aid box is available at all times.
12. Children will leave the group only with an authorized adult who has been police checked.
13. Fire extinguishers are checked annually, and all staff know how to use them.
14. Safety checks on premises, both indoors and outdoors, are made before every session.
15. Whenever children are on the premises at least two adults are present at all times.
16. The main entrance to the building must be locked at all times and the key kept close near an adult at all times.
17. Large equipment is erected with care and checked regularly.

18. On all outings, the adult to child ratio will be at least one adult to two children.
19. All equipment is checked regularly and any dangerous/broken items repaired/discarded.
20. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
21. All fire doors are never obstructed.
22. Equipment offered to the children is developmentally appropriate, recognizing that materials suitable for an older child may pose a risk to younger/less mature children.
23. Fires/heaters electric points/wires and leads are adequately guarded.
24. All dangerous materials, including medicines and cleaning materials, are stored out of reach of all children.
25. The premises are always checked before locking up for the day/session.
26. Children do not have unsupervised access to the kitchens cookers or any cupboards storing hazardous materials including matches.

This policy was revised and updated in September 2020
It will be renewed annually.