



## **SAFETY – POLICY AND PRACTICE**

*The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, KEYfs will ensure that:-*

- *All children are supervised by adults at all times. As stated in the EYFS children must be in sight or sound of an adult at all times.*
- *A book is available at each session for the reporting of any accident/incident.*
- *Regular safety monitoring will include checking of the accident and incident records.*
- *All adults are aware of the system(s) in operation for children's arrival and departure and an adult will be at the door during these periods.*
- *A member of staff will also be present in the cloakroom during arriving and departing times.*
- *Children will leave KEYfs only with authorised adults.*
- *Visitors must ring the doorbell provided and be escorted in by a member of staff. Visitors are required to sign in and provide ID.*
- *Outdoor space is securely fenced.*
- *Equipment is checked regularly and any dangerous items repaired/discarded.*
- *Adequate space allows children and adults to move safely and freely between activities.*
- *Fire doors are never obstructed.*
- *Fires – heater/electric points/wires and leads are adequately guarded.*
- *All gas heaters are checked annually by a qualified gas fitter,*
- *All cleaning materials are stored out of reach of children in a locked cupboard.*
- *Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.*
- *Adults do not walk about with hot drinks or place hot drinks within reach of children.*
- *Fire drills are held at least twice a term on different days.*
- *A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency.*
- *The number of children present is displayed on a board so all staff are aware.*
- *A register is taken prior to outings and again upon return. Regular headcounts must take place throughout outings.*
- *No smoking is permitted within the premises including outside.*
- *A correctly stocked first aid box is available at all times*
- *Fire extinguishers are checked annually and staff know how to use them.*
- *Whenever children are on the premises at least two adults are present.*
- *Large equipment is erected with care and is checked regularly.*
- *Activities such as cooking, woodwork and energetic play receive close and constant supervision.*
- *If a small group goes out, there will be sufficient adults to maintain appropriate ratios of staff and children remaining on the premises and an appropriate risk assessment has taken place.*
- *When travelling in cars or bus 2 adults will be present either within each vehicle or in close convoy.*




- *Equipment offered to children is developmentally appropriate; recognising that material suitable for an older child may pose a risk to younger/less mature children or those with special needs.*
- *The premises are checked on entering the building (see risk assessment policy).*
- *The premises are checked before locking up at the end of the session.*
- *Non-attendance and existing injuries will be noted and enquires made when required.*

*This policy was updated at a meeting of KEYfs held in October 2016. Added Feb 2019*

*Reviewed Jan 2022. Reviewed again May 2022.*

*Signed on behalf of KEYfs:-*

.....  . Deb J Manns (Owl)