

Safety Policy (updated Mar '23)

At Little Acorns Pre-School we ensure safety at all times in the following ways:

- The relevant authorities regularly inspect the premises and the group is fully insured.
- We have a parent/carer signing their child in and out, and staff complete daily session registers.
- Fire drills are carried out each half term, and the day is altered each time to ensure children that attend different sessions get to practise it. Our evacuation procedure can be found in our Emergency Procedures.
- There are daily checks on the fire doors and the carbon monoxide monitor level indicator. The fire alarm system is serviced 6 monthly. Fire extinguishers, electrical equipment and gas heaters have annual safety checks.

There is a Risk Assessment for the whole building, which is available in our reception Health and Safety File.

- First Aiders are in attendance at every session and the First Aid box is kept clean and replenished on an ongoing basis.
- There is an accident/incident book to record any accidents/incidents whilst at Pre-School. If the child has a head injury you will be notified and will be given a Head Bump Note which explains symptoms you should look out for, in case there are later complications.
- If the accident/incident is serious then OFSTED/Children's Advice and Duty Services would be notified within 14 days.
- Any injuries the child arrives with are also recorded in the Accident/incident book.
- Any major staff accidents are recorded and a copy is given to the main Church office.
- All hot drinks are kept away from children at all times.
- Children can only be collected by an adult registered on your collection list. Prior notification by the parent/carer must be given if children are to be collected by any other adult.
- Should you be unavoidably detained please ring to let us know who will be collecting your child. If it is not someone from your collection form you will need to give a password to the individual to use for us to identify them. The telephone number for the pre-school is 01747 853715.
- We are responsible for the children during the session times. At all other times parents/carers are responsible.
- 'No Smoking' signs are displayed.
- Staff use their professional judgement to consider whether a formal written Risk Assessment should be undertaken before an outing, changing the environment, or using a new product etc.
- Staff procedures include: Glove Policy; Toileting Procedure; Sick Procedure;

Cleaning Tables Procedure;
Blood/ Sharp items Policy.

- Visitors are asked to sign in/out at the reception desk register.
- All staff or visitor's mobile phones are kept upstairs and are not used in the same area as children. As exception would be an emergency, however we have our own setting mobile to use in such cases.
- Parents are asked not to use their mobile phones whilst on site.
- In the case of work-related deaths or illnesses, major injuries and dangerous occurrences, we will comply with the legal duties of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and will contact the Incident Contact Centre (ICC) on 0845 300 9923.