



Welbourn Preschool Maintaining Children's Safety Policy

Maintaining Children's Safety - Health, safety and security responsibilities by law, employers are responsible for making sure the workplace (play setting) and the equipment is in a safe condition that presents no risk to health. Employees and volunteers (play workers) have a parallel responsibility to co-operate with employers to take care of themselves and others.

The Health and Safety Act 1974 protects the health, safety and welfare of workers, children, parents and public. The recent Management of Health and Safety at Work Act 1992 has more specific regulations. It now includes the basic principles of managing risk through a mixture of assessment, training and balanced control measures.

We will maintain the highest possible security of our premises to ensure each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service
- All Children are supervised by adults at all times
- Whenever children are on the premises at least two adults are present
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, not by any activity

Security

- Systems are in place for the safe arrival and departure of children
- The times of the children's arrivals and departures are recorded
- The arrival and departure times of adults; staff, volunteers and visitors are recorded
- Our systems prevent unauthorised access to our premises
- Our systems prevent children from leaving our premises unnoticed

- We only allow access to visitors with prior appointments
- Our staff check the identify of any person who is not known to us before they enter the premises
- We keep doors and gates locked shut at all times
- The personal possessions of staff and volunteers are securely stored during sessions
- Minimal petty cash is kept on the premises

Employers must:

- Ensure the setting/equipment (handling, storage, transporting) is in a safe condition and presents no risk to health.
- Provide adequate welfare facilities and a safe working environment to ensure staff and children are not exposed to Health and Safety risks.
- Entrust tasks to staff taking into account their capabilities as regards to health and safety.
- Appoint people who are competent to carry out specific tasks.
- Provide information, training and supervision.
- Develop emergency procedures, i.e. accident and fire.
- Provide staff training to recognise hazards, assess the risk and implement the measures for their protection and the protection of others.
- Monitor and review procedures and practice
- Co-operate with their employer and take care of themselves and others.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Undertake appropriate health and safety training so that they are fully aware of the relevant issues, regulations and procedures for all play activities with which the children are involved, for example, fire safety, visits, moving and handling equipment etc. Undertake child protection training to ensure awareness of possible risks.

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting by:

Chairperson

Secretary

Date

Review Date

October 2020

October 2021