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SAFETY POLICY AND PRACTICE

The safety of children is of paramount importance. In order to ensure the safety of children and adults, the club will ensure;

STAFFING

- Children are supervised by adults at all times, working within the correct ratios. (policy on staffing and ratios)
- On outings the ratio will be at least one to eight.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- All adult are aware of the system in operation for children's arrival and departures and an adult will supervise the desk/door during these periods.
- Children will leave the group only when supervised by a member of staff (to go to the toilet)
- Gates are locked when children are outside playing.

HEALTH AND SAFETY

- Equipment is checked regularly and any dangerous items are repaired or discarded (stock sheets and faulty equipment sheets must be completed)
- Safety checks on premises, both indoor and outdoor are made daily (health and safety check sheet)
- A book is available at each session for any accidents/ incidents to be recorded.
- Fire drills are practiced once a month.
- Fire doors are NEVER obstructed.
- Fire extinguishers are checked annually and staffs know how to use them.
- Electric points, wires and leads are adequately guarded.
- All dangerous materials including medicines and cleaning materials are stored out of reach of children.
- Only cleaning materials recorded on the COSHH safety data sheets are used.
- A register is completed by both adults and children as they arrive so that a complete record of all those present is available at all times.
- The premises are checked before locking up at the end of the session.

ACTIVITIES AND EQUIPMENT

- Activities such as cooking, woodwork, and energetic play receive close and constant supervision.
- Children who are sleeping are checked regularly.
- Equipment offered to children is developmentally appropriate recognising that materials suitable for older children may pose a risk to younger/ less mature children.

Updated and reviewed; 20/2/2008--17/1/2011--Jan 2013—04/04/2015