



NOAH'S ARK NURSERY SCHOOLS

Safety Policy

Rationale

At Noah's Ark the safety of all the children is our priority. We guarantee that staff will be vigilant, and keep a close eye on the children in their care. They will follow the established safety procedures at all times.

Aims

At Noah's Ark we will always ensure that:-

- we know, and implement, national safety requirements relating to the premises, the staff and the children.
- we, in partnership with our church landlords, establish a regular servicing contract for fire and safety equipment and appliances to conform with the required safety standards.
- identified faults are made safe and verified by certification.
- all staff have regular updated safety training from relevant agencies, such as those provided by Wandsworth Early Years Services, and receive certificates as evidence of this.
- new members of staff, including students and volunteers, receive copies of the Safety Policy, and that this is discussed during their induction meeting.
- a suitably-qualified, named member of staff is responsible for keeping the policy updated.
- a member of staff at each setting will make daily safety checks, both inside and outside the premises.
- parents are made aware of the Safety Policy when they register their child and, along with all our policies, it is always available for all parents to read.
- safety issues are discussed regularly at staff meetings.
- parents and carers are kept informed of any safety issues by notices or leaflets that are displayed in a prominent place.
- we provide an Accident Book that informs staff, parents and carers of any incidents that have occurred.
- we monitor and assess the Accident Book on a regular basis and take reasonable steps to prevent any similar accidents occurring in the future.

- we provide a Visitors' Book which any visitors sign on both entry and departure. The time will also be recorded and witnessed by a member of staff.
- visitors are provided with a Visitors' badge to be worn whilst on the premises.
- permanent play features (slide, play house, climbing frame) are safe and kept in good repair.
- we make every effort to teach children awareness of safety issues through planned and spontaneous discussion, as well as routines, planned activities and topics.

Insurance

- We purchase suitable levels of insurance.
- We display insurance certificates (buildings/employee liability) in a prominent place so that all parents, carers and visitors can see them.

Security

- The security of the children is our first concern. At Noah's Ark we prevent unwanted visitors entering by keeping doors locked and the use of intercoms.
- The staff take fire requirements into account when they are locking doors.
- The Head Teacher consults regularly with a Crime Prevention Officer.
- We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises. Gates and boundaries are kept in good repair and are checked regularly.
- We ensure that parents and carers are made aware of arrival and collection procedures, including early collection procedures and the procedures that are followed if they are delayed and their child is not collected.
- We require parents to inform staff in advance, either by telephone or in writing, if another adult will be collecting their child.
- We do not permit children under the age of 16 to collect any child from Noah's Ark.
- We ensure that children are handed over personally to the adults collecting them.
- We monitor and review security procedures regularly.

Levels of supervision

- We always observe the adult: child ratio.
- We guarantee that children will always be within the hearing or sight of an adult.
- Registers are taken daily to ensure that all children are on the premises.
- A child who falls asleep is monitored regularly.
- We never leave a child who is using a potty or toilet seat unsupervised.
- We always escort and supervise children in outside areas.

- We always supervise children who are eating and drinking.
- An adult is always present or aware of children who are using a toilet or bathroom.
- We do not leave any child who is on an outing or trip unattended at the venue or in a vehicle.

Fire safety

- At Noah's Ark we have taken advice from the local FSO. This includes advice on the location and suitability of our fire-fighting appliances.
- If any changes occur to our premises, or its use, we will inform the FSO and take further advice.
- Each Noah's Ark has a named, suitably-qualified member of staff who is responsible for fire safety and any evacuation of the building.
- Staff have been trained to use the fire-fighting appliances.
- Fire safety procedures are reviewed at least annually.
- Fire control equipment, including fire blankets, fire alarms and smoke detectors, are checked and serviced regularly.
- Staff keep a Fire Log Book to record our fire drills, any problems that have been encountered, how these have been resolved, and any emergencies or fires that have occurred.
- In the event of an emergency or fire the Head teacher will take responsibility for any visitors to at Noah's Ark.
- The procedures for alerting the emergency services, as well as emergency procedures, are on display in a prominent position so that staff and visitors are able to see them.
- Fire exits and routes are clearly marked and are checked regularly for ease of opening.
- Fire exits and routes are free from obstructions.
- Fire drills are carried out every half term and within the frequency agreed by the FSO.
- Staff are aware of their roles and responsibilities in the event of an emergency or fire.
- In the event of a fire registers will be collected from the agreed place in each Noah's Ark by the designated person.
- Emergency procedures have been arranged with communal or nearby buildings.
- Short-term emergency accommodation has been arranged.

Risk assessment

- Risk assessment is the responsibility of the Head teacher at each Noah's Ark, with input from all staff involved in the setting. .
- Every reasonable effort is made to carry out a risk assessment on every potential hazard.

- All risk assessment documentation is kept in a file, with a copy given to the Head of Noah's Ark, and is available to all members of staff.
- Risk assessment documentation is monitored and reviewed each term.
- At Noah's Ark we have carried out risk assessments on the following potential hazards:

Admission and collection of children

First Aid

Slips, trips and falls

Play equipment

Electricity and gas

Doors, glass and windows

Floors, stairs and steps

Stacked furniture

Hot appliances

Cookery

Food and liquids

Medicines

Outings, trips and transport

Storage of dangerous or hazardous substances, chemicals and equipment

Manual handling of large objects

Computer operations

General safety in and around the setting

Outside areas

Security

Hazardous plants

- Risk assessment takes account of the individual needs of staff, parents and carers, children and visitors. It also considers the premises being used, the activity taking place and the adult: child ratio.
- The risk assessment documentation includes information under the following relevant headings:

The risk or hazard

The adult(s) taking responsibility for the activity

Who is at risk?

What is the risk?

Procedures

Action taken to eliminate or minimise the risk

Time scales

Who is responsible for taking action?

Monitoring and reviewing the risk

Outings and off-site visits

- Before any outing or trip it is preferable that at least one member of staff makes a visit to the venue to assess any risks or dangers that may occur there, or on the journey.
- We take the location of the venue and length of journey into account when considering its suitability for the children in terms of their cultural requirements, physical disabilities, age, size, and maturity.
- On all outings each child is accompanied by their parent or carer who has sole and total responsibility for their own child throughout the visit. Parents or carers also transport the child to the venue.
- Staff take a mobile phone on any trip in case of an emergency. They also take, as necessary, First Aid equipment.

Safe play

- We check new and old equipment, toys and resources regularly to make sure they are safe and meet all regulations.
- We check the suitability and state of repair of surfaces on which the children play on a daily basis.
- We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

Reference to EYFS General Welfare Requirements

Safeguarding and Promoting Children's Welfare
Suitable People
Suitable Premises, Environment and Equipment
Organisation
Documentation

Annette Miller
Head of Noah's Ark Nursery Schools
February 2007
Revised November 2008
Reviewed and Updated January 2011

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

Signed :

Mr Charlie Colchester
Chairman of the Board of Governors