

EXPLORERS POLICY AND PROCEDURES

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The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, Explorers will assess risk and ensure safety in all aspects of Explorers environment and activities.

Risk Assessment

- An annual risk assessment will be carried out using the checklist provided by the Pre-School Alliance.
- Findings of the risk assessment will be communicated to all persons affected.
- The need for a detailed risk assessment must be considered after any recorded accidents/incidents.
- Any incident that causes or could potentially have caused serious injury must be risk assessed as soon as possible.
- An annual fire risk assessment will be carried out by the supervisor and any findings reported to the management committee.
- Covid-19 Risk Assessment carried out and updated, as and when new guidance is published by the government.

The following areas are to be considered in order to ensure the safety of both children and adults attending Explorers:

(See also Safety Policy and Procedure)

a. Environment

- Safety checks of the premises, both indoor and outdoor, will be made before every session.
- If the main entrance has to be locked, there will be a key close by at adult level.
- Outdoor space will be securely fenced.
- The layout and space ratios of the classroom and outdoor play areas will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- A record will be kept of any checks by the Fire Safety Officer (supervisor), fire drills and servicing of fire safety equipment. Any recommendations by the fire safety officer will be carried out.
- Heaters, electric points, wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials, will be out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger, less mature children.

- Internal safety gates/barriers will be used as necessary.
- b. Supervision
- All children will be supervised by adults at all times and will always be within sight of an adult.
 - Children will leave the group with an authorised adult only.
 - Children will not have unsupervised access to kitchens, cookers or any cupboard storing hazardous materials.
 - On outings, the adult to child ratio will be at least 1:2.
 - If a small group goes out, there will be sufficient adults to maintain appropriate ratios of staff to children remaining on the premises.
 - Whenever children are on the premises, at least two adults will be present.
- c. Adult Safety
- All adults in the group, both staff and visitors/volunteers, will be aware of and respect the pre-school's safety policies.
 - Adults in the group will have access to advice on Safe Manual Handling/Lifting.
 - Safe standing equipment will be provided to reach high stored equipment.
 - Heavy materials will not be stored above head height.
 - Adults will not be required to be alone in the building or to leave alone after dark.
- d. Management
- A book will be available at each session for the reporting of accidents/incidents.
 - Regular safety monitoring will include checking of the accident/incident book when reviewing risk assessments.
 - All adults, including parents and carers, will be aware of the arrival/departure system for children and the door will be 'manned' at these times.
 - Adults will not walk about with hot drinks or place them within reach of children.
 - Fire drills will be held at least twice a term.
 - A register of both adults and children will be completed as people arrive and leave, so that a complete record of all present is available in any emergency.
 - Smoking is not permitted in or on the premises.
 - A correctly stocked first aid box will be available at all times.
 - Fire equipment will be checked annually.
- e. Special Considerations
- Certain areas and activities pose particular hazards. All staff will be aware of these e.g.
- Children playing with or near water will be continuously supervised.
 - There will be safe surfaces beneath and around all climbing equipment and such activities will be closely supervised.
 - All cooking activities involving the use of heat will be constantly supervised. Children will not be allowed in the kitchen for any other purpose.
 - Access to dangerous areas such as stairways will be physically restricted and closely supervised.

- Systems will be in place to ensure that children are not at risk from swinging doors.
- Systems will be in place to ensure that no child can leave the premises unattended.
- All trip /outing venues will be risk assessed before the outing (see Outing Policy).

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor