

LITLINGTON PRE-SCHOOL

SAFETY POLICY

At Litlington Pre-school, we intend to provide a safe and secure environment for all children in the group.

We aim to achieve this by:

- Ensuring that all children are under adult supervision at all times and are always within the sight of an adult.
- Ensuring that all staff are appropriately trained in all aspects of Pre-school practice, and that all have up-to-date First Aid training.
- Maintaining an accident/incident reporting book, which is available during every Pre-school session.
- Regular monitoring of safety that will include checking the accident/incident records.
- Making sure that all staff are aware of the systems in operation for the arrival/departure of children, and ensuring that an adult is at the door during these periods.
- Allowing children to leave Pre-school only with authorised adults.
- Making safety checks of the premises before every session.
- Securing the main door during Pre-school sessions by means of the sliding bolt that is out of children's reach.
- Ensuring that the outdoor area, when used, is securely fenced.
- Making regular checks on equipment/apparatus and ensuring that any dangerous items are repaired or discarded.
- Laying out the hall so that children and adults can move freely and safely between activities.
- Never obstructing the fire doors.
- Ensuring that all electrical points are adequately guarded.
- Storing all dangerous materials, including medicines and cleaning materials, out of reach of the children.
- Not allowing children unsupervised access to the kitchen, the cooker, or any cupboards containing dangerous materials, including matches.
- Ensuring that adults do not walk about with hot drinks or place hot drinks within the reach of children.
- Conducting fire drills at least twice a term, according to a defined procedure.
- Entering children and staff in the attendance register as soon as they arrive at Pre-school.
- Prohibiting smoking on the premises during Pre-school sessions.
- Ensuring that a correctly stocked First Aid box is available at all times.
- Ensuring that at least two adults are present whenever children are on the premises.
- Making sure that any large equipment is erected with care and is checked regularly.
- Providing close and constant adult supervision during energetic and other play.
- Providing adequate adult supervision on outings.
- Ensuring that the equipment offered to children is developmentally appropriate.
- Recognising, and acting upon, any specific concerns raised by parents/carers.
- Checking the premises at the end of each Pre-school session.

This policy was reviewed at the AGM 15th September 2025

Signed on behalf of Litlington Pre-school.....

Yvonne Rolfe Leader

Signed on behalf of Committee

Sammy Harris Chair

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