

- 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, and using a password, if another adult will be collecting their child, who is also required to provide identification.
- We do not permit children under the age of (16) to collect any child from the Pre-School Centre.
- We ensure that children are handed over personally to the adults collecting them.
- We monitor and review security procedures regularly. Levels of supervision
- Registers are taken regularly to ensure that all children are on the premises.
- We check sleeping babies and toddlers regularly.
- We never leave babies and toddlers in highchairs/prams/push chairs unattended.
- We never leave babies and toddlers who are 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.
- We are always aware of children who are using a toilet or bathroom.

- We always observe the adult: child ratio.

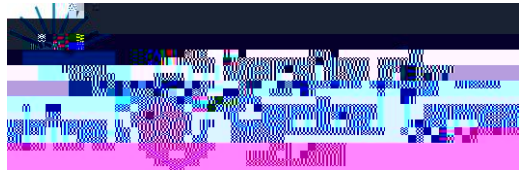
Children aged under two – 1:3

Children aged two years – 1:4

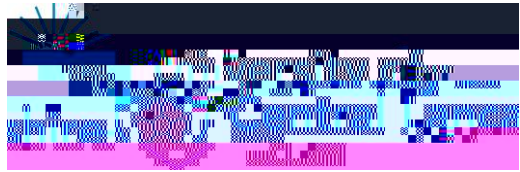
Children aged three and over – 1:8

We always have a senior member of our team at the Pre-School Centre.

- In the Pre-School Centre we have taken advice from the local FSO. This includes advice on the location and suitability of our firefighting appliances.
- If any changes occur to our premises, or its use, we will inform the FSO and OFSTED to take further advice.
- Lisa Best, Saskia Gregory in our absence Andrea Wignall is responsible for fire safety and any evacuation of the building and has undertaken Fire Marshall training, in addition all staff will receive fire training.
- Fire marshals have been trained to use the fire-fighting appliances.



- Fire safety procedures are reviewed in the new academic year.
- Fire control equipment, including fire blankets, fire alarms and smoke detectors, are checked and serviced regularly.
- UCLan keep a Fire Logbook 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 managers will take responsibility for any visitors to the Pre-School Centre.
- The procedures for alerting the emergency services, as well as emergency procedures, are on display in a prominent position so that staff and visitors can 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.
- In the event of a fire the fire point is in the garden by the double gates or in front of the Pre-School Centre in the drop off area.
- Fire drills are carried out every academic year, one each term and weekly drill hearing tests.
- 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 office by the Pre-School management.



If you discover a fire: Operate the nearest fire alarm (next to the front door fire exit). Dial 333 on your way out of the building and inform the operator of the location of the fire.

IMPORTANT: only stop to tackle the fire with an extinguisher if it is safe to do so.

Inform the Pre-School staff in the office who will dial 333 and inform the operator of the nature of the emergency and location.

- Risk assessment is the responsibility of the Pre-School managers.
- Every reasonable effort is made to carry out a risk assessment on every potential hazard.
- All risk assessment documentation is kept in the office and is available to all members of staff.
- Risk assessment documentation is monitored and reviewed (regularly).
- In the Pre-School Centre 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

Safety Policy

Floors and stairs

Stacked furniture

Water hazards, such as paddling or dabble pools

Hot appliances

Cookery

Food and liquids

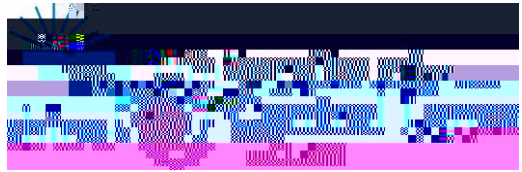
Medicines

Outings, trips and transport

Off-site education

Storage of dangerous or hazardous substances, chemicals and equipment

Manual handling of large objects



Stress/wellbeing

The car park/drop off area

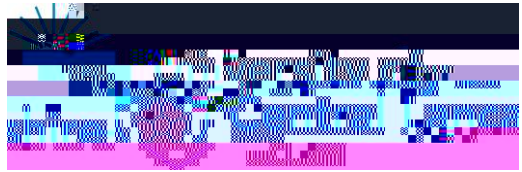
General safety in and around the setting

Outside areas

Security

Hazardous plants

Sudden Infant Death Syndrome (SIDS)



- We will only take groups of children out when our staffing levels are higher than normal to ensure our ratios are higher than normal.
- We will only take the children to places or areas that are known by ourselves as being safe or have been accessed by our staff prior to the outing.
- Staff members will always have a fully charged mobile phone out with them.
- A register of the children will be taken and continually checked, as well as ensuring the staff left at Nursery also know who has left the building.
- Named children will be assigned to a member of staff.

• The staff left at Nursery will be aware of where the small outing is heading for and approximately how long they will be.

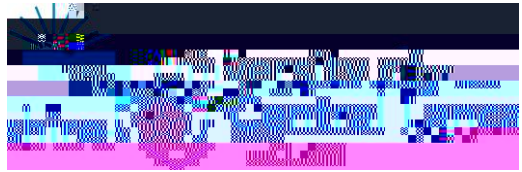
The staff ratio will remain higher on outings to always ensure safety.

- Other necessities taken on outings will be tissues, baby wipes, first aid kit, water and cups.
- Safety aspects will be discussed with the children beforehand as issues such as behaviour, crossing the road, walking on the pavement, staying together, and getting lost are relevant.
- A full risk assessment will be completed prior to every outing and available for the parents to see.
- Staff members attending outings will hold an up to date first aid certificate.
- We seek parental permission in writing before any trip. No child will be taken out from the premises without parental permission.
- A risk assessment form is completed before any trip.

- We check new and old equipment, toys and resources regularly to make sure they are

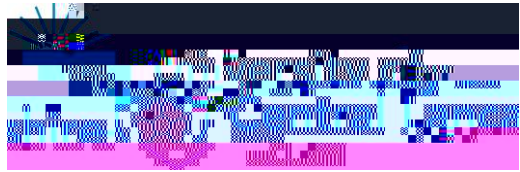
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- Plants in the garden are not poisonous and any new plants coming in are selected appropriately.





- Check register to ascertain that all children that should be present, are present
- Carry out an immediate search of the building and garden.
- Notify Police/security immediately
- Notify Parent
- In the event of a child going "missing" all other children will be securely gathered, whilst senior staff undertakes a thorough search of the building and the outside play area.
- If the child is not found in the building or grounds, a search of the surrounding area would be taken, whilst the managers would inform the parents/carers, Campus Security, Senior Management and Children Social Care Services.
- A vehicle search will be made If at any point during the implementation of the above procedure the child is found, the parent must be informed immediately
- an investigation maybe needed where appropriate to report the incident.

*Reviewed 16.02.2024 by Saskia Gregory/Lisa Best*

*Next review - 16.02.2025*