



Safety Policy

The safety of all children at Once Upon A Time Nursery is of paramount importance to us. To ensure the safety of both adults and children the nursery will ensure that:

- A register of both adults and children will be completed as they arrive and leave, so that a complete record is available in any emergency. (Children's attendance is recorded in each room's daily diary, staff's attendance is recorded on the rota and visitors' attendance is recorded in the visitors' book).
- Children will be always supervised by adults, existing injury, accident and incident forms will be available at each session for the reporting of any accident/incident/existing injury.
- Regular safety monitoring will include checking the accident and incident file monthly and recording the findings.
- All staff will be aware of the system(s) in operation for the arrival and departure of children, and a member of staff will be at the door during these periods.
- Children will only leave the nursery with authorized adults.
- Whenever children are on the premises at least two adults will be present.
- Children who are sleeping will be checked regularly. Staff will be made aware of the safe way to put babies to sleep.
- A safety check on the premises, both indoor and outdoor will be made at the beginning of each day. Staff to complete a risk assessment on arrival.
- The main entrance of the nursery will be kept locked, and a code system is in place for the internal door. Code only given to staff.
- Internal safety gates and barriers will be used as necessary.
- Low-level glass will be covered or replaced by safety glass.
- Outdoor space will be securely fenced.
- Adults will be aware of the effect of any plants, particularly in an outdoor area, on children.
- Equipment/toys will conform to all relevant safety regulations and will be sound and well made.
- Equipment will be checked regularly, and any dangerous items repaired/discarded.
- Activities such as cooking and energetic play will receive close and constant supervision.
- Equipment offered to children will be developmentally appropriate, recognizing that materials suitable for an older child may pose a risk to younger, less mature



children.

- Large equipment will be erected with care and checked regularly.
- The adult to child ratio on outings will be at least one to two. A risk assessment of the place to be visited will be carried out beforehand and documented to assess and minimize risks.
- If a small group of children goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Rules of behavior will be set for children, staff and helpers in relation to use of equipment.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Rooms will be well lit, and windows will be able to be shaded by blinds/curtains which are non-flammable.
- Fire equipment will be supplied where necessary such as fire blankets and fire extinguishers.
- Fires, heaters, electric points and leads will be adequately guarded, and PAT tested and serviced annually.
- Heating and ventilating systems will enable comfortable and legally required temperatures to be maintained. Minimum temperature is 65 degrees Fahrenheit.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of the children.
- Children will not have unsupervised access to the kitchen, cooker or any cupboards storing hazardous materials or equipment.
- Adults will not walk with hot drinks, or place hot drinks within reach of children.
- Fire doors will not be obstructed.
- Fire drills will be held at least twice a year. All fire drills will be recorded and reviewed.
- All staff and volunteers will be informed of evacuation procedures and safety matters during their induction. To be refreshed annually.
- Smoke detectors, fire alarms, fire extinguishers and emergency lighting will be checked regularly.
- Fire doors will not be obstructed, easily opened from the inside and clearly identified.
- Correctly stocked first aid boxes will always be available.
- The premises will be checked before locking up at the end of the day.
- Appropriate safety arrangements will be made for children with disabilities or learning difficulties.



- Parents/carers will be informed of safety procedures and the insurance situation.
- The nursery manager Donna Rix and owner Andrea Morgan will be responsible for bringing the safety policy to the attention of all staff and monitoring all aspects of safety.
- A record of visitors is kept at the main entrance, stating who is visiting, time of arrival and departure and the purpose of the visit.
- A visual risk assessment will be carried out daily and recorded. Annually an in-depth risk assessment will be carried out/reviewed and documented. Additionally, risk assessments will be carried out when necessary, e.g. when new equipment is purchased, or the needs of the children change.
- Relevant paperwork will be checked before the transportation of any children in a vehicle and necessary seating arrangements are made.