**Statement of intent**

Bentham Under Fives Centre Ltd believes that the security and safety of children is of paramount importance. We make our setting a safe and secure place for children, parents, staffs and volunteers.

**Aim**

We aim to make children, parents and staff aware of security and safety issues and to minimise the hazards and risks to enable the children to thrive in a secure and safe environment.

**Safety of adults**

* Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
* When adults need to reach up to store equipment they are provided with safe equipment to do so.
* All warning signs are clear and in appropriate languages.
* Adults do not remain in the building on their own or leave on their own after dark.
* All Visitors to the setting are given a Health & Safety brief.
* The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

**Records**

In accordance with the National Standards for Day Care, we keep records of:

**Adults**

* Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
* Names and addresses of the owners or of all members of the management committee;
* All records relating to the staff's employment with the setting, including application forms, references, result of checks undertaken etc.

**Children**

* Names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
* The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
* The allergies, dietary requirements and illnesses of individual children;
* Immunisations children have received;
* The times of attendance of children, staff, volunteers and visitors;
* Accidents and medicine administration records;
* Consents for outings, administration of medication, emergency treatment; and trips.
* Incidents of children and adults are recorded.

In addition, the following procedures and documentation in relation to security and safety are in place:

***National Standard 6: Safety***

* Risk assessment.
* Record of visitors.
* Fire safety procedures.
* Fire safety records and certificates.
* Operational procedures for outings.

***National Standard 7: Health***

* Administration of medication.
* Prior parental consent to administer medicine.
* Record of the administration of medicines.
* Prior parental consent for emergency treatment.
* Accident record.
* Sick children.
* No smoking.

**Fire safety**

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
* Clearly displayed in the premises;
* Explained to new members of staff, volunteers and parents; and
* Practised regularly at least once every six weeks.
* Records are kept of fire drills, smoke alarm and the servicing of fire safety equipment.

**Security**

* Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
* The arrival and departure times of adults (staff & volunteers) are recorded.
* Visitors to the setting sign the Visitors Book with the date, time of arrival/departure and reason for visiting.
* Our video and audio systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* Children will only be handed over to adults authorised to collect them.
* The personal possessions of staff and volunteers are securely stored during sessions.

**Windows**

Low-level windows are made from materials that prevent accidental breakage or are made safe.

* Windows are protected from accidental breakage or vandalism from people outside the building.

**Doors**

* We take precautions to prevent children's fingers from being trapped in doors.
* Floors are non-slip
* All surfaces are checked daily to ensure they are clean and not uneven or damaged.

**Kitchen**

* Children do not have supervised or unsupervised access to the kitchen.
* All surfaces are clean and non-porous.
* There are separate facilities for hand washing and for washing up.
* Cleaning materials and other dangerous materials are stored out of children's reach.
* When children take part in cooking activities, they:
* Are supervised at all times;
* Are kept away from hot surfaces and hot water; and
* Do not have unsupervised access to electrical equipment.

**Electrical/gas equipment**

* All electrical/gas equipment conforms to safety requirements and is checked regularly.
* Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
* Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
* Heaters are checked daily to make sure they are not covered.
* There are sufficient sockets to prevent overloading.
* The temperature of hot water is controlled to prevent scalds.
* Lighting and ventilation is adequate in all areas including storage areas.

**Storage**

* All resources and materials from which children select are stored safely.
* All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

**Hygiene**

* We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a daily cleaning routine for the setting, which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
* We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
* The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
* We implement good hygiene practices by:
* Cleaning tables between activities;
* Checking toilets regularly;
* Wearing protective clothing - such as aprons and disposable gloves - as appropriate;
* Providing sets of clean clothes;
* Providing tissues and wipes

**Activities**

* Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
* The layout of play equipment allows adults and children to move safely and freely between activities.
* All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
* All materials - including paint and glue - are non-toxic.
* Sand is clean and suitable for children's play.
* Physical play is constantly supervised.
* Children are taught to handle and store tools safely.
* Children who are sleeping are checked regularly.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Reception Entrance**

There is a buzzer and audio visual systems for parent to enter the premises with the aid of the staff in the office. Children are unable to open the door as they need both hands to do so.

**Main Indoor Play Area/Children's safety**

Access to this area is restricted to staff only and children are unable to leave the room without staff releasing them to their parent/carers

* We ensure all staffs/volunteers and students over 16 working on the premises have been CRB/DBS checked.
* Students/Volunteers do not supervise children on their own.
* **All children are supervised by practitioners at all times.**
* Whenever children are on the premises at least two practitioners must be present
* If unknown person or emergency person is to pick up children from the premises a password is given to nursery before a child can be released.
* Children are signed in and out by staff and parents.
* The floor is kept cleared throughout the day to prevent accidental injuries.
* Water/Sand Play **is supervised at all times**.
* Children wear protective clothing for the water play and any spillages are dried up immediately to avoid accidents.

**Garden**

**Fire Gate** –Staff routinely opens the gate at 8am daily and closes it at 6pm which is the end of the day. Children are constantly supervised whilst in the garden.

The gate is kept locked at all times. A buzzer system is in place but out of the reach of children. When identification of parent/carer has been confirmed they are let in by staff from the office where the release key is located. Parents need to buzz themselves out of the garden gate which is then swing shut after exit. Parents are told not to let anyone in but to let individual parents buzz in for staff to let them in.

Parents are only able to access the garden via an intercom and the gate is released from the office. Garden and patio areas have high wooden/metal fencing surrounding them and two security cameras above the garden gate and the patio area is inaccessible to outsiders and users of the setting. The children are supervised when playing outside. There is one climbing/slide at the far end of the garden and climbing/sliding frame on the patio area which are always supervised when it is being used by the children.

* Our garden/patio areas are checked for safety and cleared of rubbish before it is used each day
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
* Where water can form a pool on equipment, it is emptied and dried off before children start playing outside.
* All outdoor activities are supervised at all times.

The garden surface is safely laid with soft non-slipped surface**.**The yard is swept and cleared of debris each day before children are allowed out. During the wintery periods when it is frosty the surface becomes slippery and children are not allowed out. However physical activities are carried out indoor during that time.

**ID Badges/Uniform**

Badges are worn by visitors such as: volunteers, students and visitors. Staffs wear red tops and black trousers and badges with their name and position written on them. In addition all staff’s photos and their names qualifications and positions are on display in the reception area.

Signed by: …………………………………………………

Dated:…………………………………………………….