



EQUIPMENT & SAFETY POLICY

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

We aim to provide children with resources and equipment which help to consolidate and extend their knowledge, skills, interests and aptitudes.

In order to achieve this aim:

- we provide play equipment and resources which are safe and - where applicable - conform to the BSEN safety standards or Toys (Safety) Regulation (1995);
- we provide a sufficient quantity of equipment and resources for the number of children;
- we provide resources which promote all areas of children's learning and development, which may be child or adult-led;
- we select books, equipment and resources which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;
- we provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
- we provide furniture which is suitable for children
- we check all resources and equipment regularly. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment;
- we keep an inventory of resources and equipment
- we provide adequate insurance cover for the pre-school's resources and equipment;
- we plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will:

- Hazards to children on the premises, both inside and outside, are minimised and we are aware of, and comply with, health and safety regulations.
- Staff will be trained to have an understanding of health and safety requirements for the environment in which they work.
- All children are supervised by adults at all times and will always be within hearing of an adult.
- A form is available at each session for the reporting of any accident/incident. Any such events will be brought to the attention of the parent/carer. The parent/carer and appropriate member of staff will sign the form to indicate their understanding of what happened.
- Regular safety monitoring will include checking of the accident and incident record by the Pre-school Manager & Safeguarding Officer. Recurring accidents or incidents will be risk assessed.
- The premises and outside play area are secure and children are not able to leave unsupervised.
- Children will leave the group only with authorised adults.
- All adults are aware of the system in operation for the children's arrival and departures and two adults will be at the door during these periods.
- A record of any visitors will be kept, no visits are allowed without an appointment, ID is a requirement
- Children are supervised at all times. In the event of a child being lost or not collected there is a clearly defined procedure to be followed. Please see separate Arrivals and Collection Policy.
- Safety checks on premises, both indoors and outdoors, are made before every session.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- Fire doors are never obstructed.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Hot drinks are ONLY consumed in the kitchen area when pre-school is in session.
- Fire drills are held once every half term and are recorded which is signed and dated.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- There is a strict no smoking policy.
- A correctly stocked first aid box is available at all times.
- When children are on the premises, relevant adult:child ratios are adhered to at all times and at least two adults will be present.
- Equipment is erected with care and checked on completion.
- Activities such as cooking and energetic play receive close and constant supervision.
- Children will not be allowed access to the office or kitchen.
- All employees will have a check by Capita – see policy
- On outings the adult: child ratio will be at least one to four. Written permission will be obtained by parent/guardian
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Premises are checked before locking up at the end of the day/session.
- A risk assessment of the premises will be completed regularly, please see separate Risk Assessment Policy.