



## Safety & Site Security

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**Our Nursery is committed to providing care and play for children in a safe and secure environment. All staff has an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the Nursery.**

**To ensure the safety of both and children and adults, the Nursery will follow these procedures:**

### **Environment**

- Safety checks on premises, both outdoors and indoors, will be made before every day/session.
- Low-level glass will be covered, or replaced by safety glass.
- Outdoor space will be securely fenced.
- Public space used for outdoor play will be checked for litter and other dangers.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratio will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.

- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers will be used as necessary.
- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- On outings, the adult child ratio will be at least one to two.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present.
- Children who are sleeping will be checked regularly.

### **Adult safety**

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice on safe lifting.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.
- Adults will not be required to be in the building alone, or to leave alone after dark.

## **Management**

- A book will be available at each session for the reporting of any accident/incidents.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills will be held at least once every full term.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- There will be no smoking on the premises.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked annually and staff will know how to use them.

## **Special considerations**

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised.
- Access to dangerous areas will be physically restricted and closely supervised.

- Systems will be in place to ensure that children are not at risk from swinging doors.

### **Supervision**

Children will not be left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with staff ratios set out in the Staffing Policy.

The Manager will ensure that children and staff register on arrival and departure from the Nursery.

### **Visitors**

The Nursery has a Visitors' Book, which visitors must sign on arrival and departure, as well as giving the following information:

- Their name.
- Signature.
- The date and time of their arrival.
- Organisation the person represents. (or reason for visit)
- Their departure time.
- Their signature on leaving.
- They will read and sign the safeguard information for visitors.

Visitors to the Nursery will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the Nursery's premises. If the visitor has no suitable reason to be on the Nursery's premises, they will be asked to leave immediately and escorted from the premises. If the visitor refuses to leave, the police will be called immediately.

A record will be made of any such incidents in the Incident Record Book, and the Management Committee will be immediately notified.

Ofsted will be informed of any significant changes or events.

Safety and security procedures will be regularly reviewed by the Management Committee, in consultation with staff and parents/carers.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2021.

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”



## Premises and Security Policy

“It is our policy that the inside and outside of the premises are kept safe and secure.”

The Nursery gate at the bottom of the field is kept open between 8:00-9:15am to allow parents/carers to drop off their children for Breakfast club and Nursery. A staff member will lock the gate and it will remain locked until 11:55am when parents/carers collect children or there are new arrivals. If there are deliveries or unexpected visitors, they are asked to contact the telephone number on the gate, their identification will be checked and they will be asked to complete the visitor's record with their name, date, the purpose of their visit, arrival and departure times. They will not be left unsupervised with children during their visit. The gate again will be unlocked at 2:55pm and will remain unlocked for parents/carers collection of After School Club children.

The gate by the Nursery is locked whilst children are outside but unlocked when children are secure in the building as it is an emergency exit for School children.

There is another gate that leads to the school which is kept bolted and tied shut when not in use.

Outside play areas are surrounded by wooden and wire fences to keep children within the Nursery perimeter and intruders kept out. Staff are vigilant in relation to counting children and knowing their whereabouts at all times. Registers are completed twice a day and child numbers are written on the whiteboard to inform all of child numbers.

The entrance to the Nursery is kept locked for security when children are inside the building and the only other exit is the emergency exit which is kept clear at all times.

Risk assessments are carried out daily and staff remove any broken toys/equipment and report to the Manager.