# **Logo Description automatically generatedSafety & IT Safety**

The safety of young children is of paramount importance. OFSTED and Local child protection agencies will be notified in the event of a serious accident or injury to, or serious illness of, or the death of, any child whilst in our care, and act on any advice given. To ensure the safety of both children and adults, the pre-school will ensure safety in the following areas:

**Environment**

Safety checks on premises, both outdoors and indoors, will be made before every day/session.

• The main entrance doors within the Preschool must be locked to prevent children wondering into areas unsupervised. There will always be a key close by at adults' level to allow quick access.

• Outdoor space will be securely fenced. All preventable trip or slide hazards will be minimized. Wet leaves, sand and any other debris will be cleared daily. Staff will look for animal faecal matter before the start of outdoor play as per the daily risk assessment

• Equipment will be checked regularly and maintained as required

• Fire prevention/evacuation – see Fire Policy

• All electrical equipment to be annually PAT tested

• All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.

• Equipment offered to children will be developmentally appropriate, while still allowing for children to take measured risks.

• Internal safety gates/barriers will be used as necessary.

• All doors that are not fire doors that could potentially trap fingers or result in a child being locked behind will be safely secured opened while in continuous use. When not in use they will be locked with a key being assessable to any adult.

**Supervision**

• All children will be supervised by adults at all times and will always be within sight of an adult.

• Children will leave the Preschool at collection time with only authorised adults as per registration forms or prior agreement.

• Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.

• On outings, the adult:child ratio will be safe and risk assessed- see outings and excursions policy

• 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

**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.

**Management**

• A record of any accident/incidents and subsequent treatment given will be made and parents informed via the online platform of Learning Journals.

• Regular safety monitoring will include checking of the accident record as a basis for risk assessment.

* Staff will carry out weekly and daily risk assessments to ensure the preschool environment is safe for the children to be in.

• 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 only consume hot drinks in the kitchen and office areas.

• Fire drills will be held at least twice a term. (once every half 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 is a no smoking/vaping within the Preschool grounds. Staff encouraged to not smoke/vape within visibility of the premises during their lunch breaks or beginning/end of shift.

• A correctly stocked first aid box will be available at all times which is checked during the daily/weekly checks.

• Fire extinguishers will be checked annually and staff will know how to use them.

**Special considerations**

Some areas and activities pose a particular hazard. 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. Children will not be allowed in the kitchen for any other purpose.

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

• Systems will be in place to ensure that no child can leave the premises unattended.

**IT safety**

Staff having access to the Preschool tablets within the setting will follow the following guidelines -

• Staff only will have access to Learning Journals on the tablets whilst in the Preschool, to take photos and record observations of the children.

• Internet access for non-appropriate workplace content will result in a formal warning or dismissal dependant the severity.

• Tablets owned by the Preschool will not be permitted to leave the Preschool with staff unless on an outing/excursion.

• Children will only be permitted to use tablets under adult supervision. (Children will only have access to age-appropriate material (eg phonics/dance/sign video clips)

• All tablets will be password protected.

• staff have individual log in to learning journals and must only upload on their own account. When staff leave the setting their accounts will be deleted to prevent any further access.

Whilst on breaks, staff will have access to their own devices and open content for social media updates and website searches. Personal mobile phones and devices will not be used in any areas other than the kitchen and office. Personal sites eg Facebook will not be accessed through the settings tablets or computers.

During trips and excursions if the preschool mobile phone is not available, the designated lead staff member will be given permission to take their personal phone off site with them in case of emergency. This/these mobiles will only be permitted for use as an emergency telephone and will not be used for any personal internet or photography use for the duration of the trip.

Smart watches may be worn in setting but not used to access any text or photos in the session.

Adults/staff on premises will only have access to appropriate internet sites which will be monitored by management. Any access to the computers/internet will be in line with data protection/safeguarding guidelines and no staff/visitors will have access to personal internet/camera devices unless in a staff break area/off site. Only preschool devices which are password protected may be used for photographing/videoing children and will be stored securely in line with GDPR guidelines.

Any information regarding the children’s development will be held on secure password protected online learning journals and will be shared with parents under their agreement. Information pertaining to children will only be shared with their parent/carer and not with other adults/parents unless consent has been given.

Agreed by Lympstone Preschool Committee Date: 25/09/2023