**Safety Policies**

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**Health and Safety Policy**

It is the policy of Barrowby Preschool to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

A health and safety poster will be clearly displayed within the provision.

The person responsible for the general implementation of this policy is the Preschool Manager.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety. The above named person is responsible for recording any concerns raised and acting upon them.

An Annual premises audit will be carried out.

All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.

Staff will undertake any relevant training to support Health and Safety within the provision.

All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment.

**Risk Assessments**

Risk assessment will be conducted to assess the environment and ensure that is safe and suitable for all children, parents, staff, volunteers and visitors.

Written formal risk assessments will be kept on site and will be accessible at all times.

Management will maintain a record of all safety issues and any action taken.

Daily risk assessments will be carried out on the indoor and outdoor environment.

The formal risk assessments will be carried out yearly or more frequently where the need arises.

Specific risk assessments will relate to the inside and outside environments and outings.

All staff will be involved in the risk assessment review process.

**Insurance**

Barrowby Preschool holds Public and Employer’s liability insurance.

The public liability Insurance certificate is displayed on the notice board.

**Fire**

The safe evacuation of the building is of primary importance.

A written fire drill will be on display at all times. This will include information on ‘raising the alarm’ and the named place of safety away from the building.

Exits will be kept clear. If it is necessary to lock any outside door this will be done preferably by bolt or Yale catch and not a key. However, if it has to be locked with a key, then the key must be placed or hung out of reach of children, next to the door.

Fire doors will be kept shut at all times.

A practice fire drill will be carried out termly. Routes and times/days will be varied and recorded.

Fire appliances will be checked annually and the staff will be made aware of their position.

All heaters will be guarded and nothing will be placed on top of fireguards.

All visitors will be made aware of fire evacuation procedure.

New staff will take part in a fire evacuation drill, as part of their induction, within the first week of their appointment.

**Electrical Appliances**

All electrical appliances will be checked annually (PAT) and recorded.

Faults will be reported to the manager.

Electrical equipment will be unplugged when not in use.

Electrical leads will be placed so that they do not trail in such a way as to be dangerous.

No liquid containers will be placed near to any electrical appliance.

All electric socket points will have covers in place when not in use.

**Buildings and Equipment.**

Any faults will be reported to the manager who will contact the relevant person.

Equipment and resources will be checked and cleaned at regular intervals within cleaning routine and records will be kept.

Equipment and resources will conform to the required legislative standards.

Staff should have regard to the manual handling policy when equipment and resources are being moved.

**General Tidiness**

The premises will be kept tidy in order to reduce the risk of accidents.

Hot drinks will not be consumed in the presence of children.

All storage areas will be kept tidy and equipment stored appropriately.

Steps will be provided for items stored on high shelving.

**Car Parking**

Great care will be exercised when cars are moved. This will be made clear to staff, parents and visitors. Parents are to park in the first car park, furthest away from the building.

**Hygiene**

It is the responsibility of all staff to maintain standards of cleanliness; the policy is to “clean as you go.”

We will ensure that:

Paper towels and soap will be provided for hand washing.

Hands are washed after using the toilet, before handling food, after handling a variety of different resources and after handling animals.

Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety.

Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.

Young children are escorted to the toilets and a step and toilet seat is provided for their use if required.

Information will be obtained from the Environmental Health Department on up to date legislation.

Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed.

Antibacterial spray will be used to clean surfaces for food preparation and after use.

**Storage of cleaning materials**

Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard/area.

Screw tops of containers will be tightly closed.

Cleaning materials will be stored in original containers or labelled containers with instructions in COSHH file.

COSHH legislation will be followed.

**Smoking**

There is strictly NO SMOKING allowed on the premises of Barrowby Sports Pavilion, including the outdoor area.

Staff members are not permitted to smoke during hours of their duty and failure to observe this policy will result in disciplinary action.

**Alcohol/ Other Substances**

There is strict NO ALCOHOL policy at Barrowby Preschool.

All staff/ volunteers are not permitted to work if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.

Where an employee is taking strong medication that may affect their ability to care for children, this should be disclosed to the management and medical advice be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children.

Barrowby Preschool will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol and or any other substance will be refused admission and Barrowby Preschool will determine if it is appropriate and safe for the child to leave with them.

**Solvents**

There is strict NO SOLVENTS policy at Barrowby Preschool.

All glues etc. used at the setting will be safe to be used by children and children will be supervised in the use of them.

Any solvents brought onto the premises by a child will be removed from them and parents/carers informed.

**Animals**

Barrowby Preschool will ensure that any animal visiting the setting is free from disease.

Children will be required to wash their hands before and after contact with animals.

A full risk assessment will be undertaken before children come into contact with any animals.

We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a visiting pet.

**Ratios**

Children will be supervised in accordance with adult: child ratios as set out in the EYFS requirements.

1 member of staff for every 4 children aged 2 years.  
There must be at least one member of staff for every four children; at least one member of staff must hold a full

and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification.

1 member of staff for every 8 children aged 3 to 8 years of age.   
Where a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children there must be at least one member of staff for every 13 children; at least one other member of staff must hold a full and relevant level 3 qualification

**Supervision of children**

In or out of the building, children will be supervised at all times.

Headcounts will be conducted regularly throughout the day.

When children are playing outside, if anyone uninvited enters the grounds the Preschool Manager will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken.

Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.

Children’s arrival/departure time will be recorded.

Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased.

When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.

Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt. Vehicle details and a list of named drivers will be kept.

**Sun Care**

No children will be exposed to sunlight unless their skin is adequately protected.

Sun cream will only be applied to children with prior written consent from parents.

All sun cream will be supplied by the parent, enclosed in its original container and labelled appropriately.

Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.

We will endeavour to avoid exposure to the sun when it is at its strongest – between 11am and 3pm.

**Accidents and Sickness**

All staff on duty will hold a current and appropriate first aid qualification.

Barrowby Preschool will have its own first aid kit on the premises.

The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is the Preschool Deputy.

Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.

Accident, First Aid and Medication policy will be followed.

**Food**

Children will be supervised at all times when eating.

Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition.

All staff involved in handling food will comply with regulations relating to food safety and hygiene.

Staff members preparing food will hold the relevant food hygiene certificate.

Food hygiene will be included in the induction process and on the job training/guidance provided.

Different cloths will be used for kitchen, toys and toilet cleaning.

Raw and cooked food should be prepared on separate surfaces.

All fresh fruit and vegetables will be washed thoroughly before use.

All utensils will be kept scrupulously clean and stored in a dust free container.

Fresh drinking water will be available at all times.

Drinking beakers will be washed in hot soapy water after use.

Any cracked or chipped items will be disposed of immediately.

All food will be kept in an airtight container or appropriately covered, labelled and stored safely.

Kitchen facilities will be kept clean daily with fridge, freezer, microwave etc. cleaned within weekly cleaning routine.

Fridge temperature will be checked daily and recorded.

If parents provide packed lunches these will stored safely and information will be given about appropriate foods.

All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child’s diet.

Barrowby Preschool will undergo regular checks/inspections from the Environmental Health Department.

In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring.

**Barrowby Preschool is a nut-free preschool.**

**Legislation**

We will endeavour to keep our information up to date; information will be obtained by referring to:

Health and Safety Act 1974.

Management of Health and Safety at Work Act 1992.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

…………………………………………………………………. Chairperson

…………………………………………………………………. Manager

Date: Review Date:

**Manual Handling Policy**

Barrowby Preschool will work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting.

We will ensure that the necessary arrangements are made to share the information included in this policy, for example by provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

Barrowby Preschool accepts responsibility for compliance with the regulations. However all staff have a responsibility towards their own health and safety.

The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum. Barrowby Preschool has a duty of care to ensure that;

Minimum requirements for the manual handling of loads are followed where there is a particular but not exclusive risk of back injury to workers.

The need for manual handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury, appropriate steps taken to reduce or avoid that risk.

Assessment of manual handling operations take into account factors which include characteristics of the load, the physical effort required to undertake task, the characteristics of the working environment and the requirements of the task.

Information and training is provided to workers and managers on assessment and manual handling principles.

**The responsibilities of Barrowby Preschool are that:**

The staff member with designated responsibility for the implementation of the manual handling policy the Preschool Manager

The designated person must;

Be aware of manual handling operations within the organisation.

Avoid the need for employees to undertake any manual handling operations, which involve a risk of injury, so far as is reasonably practicable.

Make an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury.

Make a clear record of the assessment and communicate its finding to all staff involved.

Introduce appropriate measures to avoid or reduce risk by elimination of the risk, re-designing the operation or the use of mechanical aids.

Provide information and ensure that all staff receive appropriate training in manual handling and ensure that all new staff receive training before any manual handling tasks are undertaken.

Ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of pre-employment health screening.

Ensure that safe systems of transportation are utilised for the transportation of loads and equipment throughout the organisation.

Make allowance for any known health problems which might have a bearing on an existing employee’s ability to carry out manual handling operations safely.

Refer to occupational health advisors if there is any good reason to suspect that an individual’s state of health might significantly increase the risk of injury from manual handling operations.

Monitor and review manual handling assessments when there is reason to suppose that they are no longer valid due to changes in working conditions, personnel involved or a significant change in the manual handling operation affecting the nature of the task or the load.

Maintain records of accident and ill health related to manual handling operations.

**The responsibilities of the employee:**

The employee must;

Take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations.

Co-operate with the manager in the making of assessments of hazardous manual handling tasks.

Participate in training given in manual handling.

Report pregnancy or any medical conditions which may affect their ability to handle loads safely.

Report any change in working conditions, personnel involved in manual handling risks or a significant change in the nature of the task or the load which may necessitate a review of the assessment.

**Training:**

Barrowby Preschool will ensure that;

Awareness training is provided for all staff

Training is based on the ergonomic and problem solving approach to manual handling operations.

Training programmes are reviewed and monitored

Training programmes include the following elements as a minimum requirement;

* basic ergonomic and manual handling principles
* assessment skills and knowledge of the assessment process
* basic anatomy and function of the spine
* causes of injury and back care principles
* manual handling techniques
* mechanical handling aids and equipment
* health and safety responsibilities

Annual refresher training is provided for all staff

Accurate records of attendance are kept for training events

**Implementation of the Policy:**

The Preschool Manager will ensure that staff are informed about the implementation of the policy and that staff are aware of its content.

Arrangements will be made for assessments of manual handling operations to be carried out with the subsequent provision of mechanical aids, suitable transport, environmental improvements and staff training.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

…………………………………………………………………. Chairperson

…………………………………………………………………. Manager

Date: Review Date:

**Fire Evacuation Policy**

Barrowby Preschool will ensure that a clearly written fire drill procedure is on display in all rooms at all times.

Fire drills will be carried out termly.

All visitors to the setting will be informed of the settings fire drill procedures and building evacuation process to ensure their safety whilst on the premises.

The fire drill procedure will be displayed in the setting at all times.

Each fire drill will be recorded in a log, be reviewed and evaluated.

All new members of staff/volunteers/students will receive a fire drill information sheet and fire training within the first week of employment as part of their staff induction.

All fire exit doors and firefighting equipment will be kept free of obstructions and clearly located with the appropriate signage.

Daily risk assessment checks will ensure all exits are free from obstruction and are fully operational.

A fire risk assessment will be conducted and reviewed regularly.

All electrical equipment will be regularly checked to ensure they are in safe working order and PAT testing will be carried out annually.

Any recommendations made by the Fire Prevention Officer will be carried out and adhered to.

The premises and surrounding area operates a strict no smoking policy.

All visitors will be required to sign in and out of the setting in designated visitor’s record; this record will be used as part of the evacuation procedure to ensure all persons are accounted for.

A clear daily record of staff and children on the premises will be maintained (including arrival and departure times); this record will be used as part of the evacuation procedure to ensure all persons are accounted for.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

…………………………………………………………………..Chairperson

……………………………………………………………………Manager

Date: Review Date:

**No Smoking Policy**

It is the policy of Barrowby Preschool that the premises and the outside play area will be smoke free. This policy has been developed to protect all employees, children and visitors from exposure to smoke and assist in the compliance of the Health Act 2006.

Smoking is prohibited in all areas of the premises and this policy applies to all employees, contractors, customers, and visitors.

Appropriate ‘No Smoking’ signs will be clearly displayed at the entrance to and within the premises.

Disciplinary procedures will be followed if a member of staff fails to comply with this policy and those persons who fail to comply with the smoke free law of 2007 may be liable to a fixed penalty fine and possible criminal prosecution.

Barrowby Preschool will offer support to any employee wishing to stop smoking, the free NHS Smoking helpline is available on 0800 022 4 332 08

Any areas of the building that children are expected to use that has previously been used for smoking, will be thoroughly ventilated prior to the children using the space to ensure a clear atmosphere.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

………………………………………………………… Chairperson

………………………………………………………… Manager

Date: Review Date:

**Arrivals and Departures**

Barrowby Preschool will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

**Arrivals**

An accurate record/registration form will be kept of all children who attend the setting.

No child will be admitted into the Preschool until the registration form is complete with all necessary information as identified in the EYFS.

A register will be kept, on which arrival and departure times of children will be recorded supplemented by regular head counts throughout the day.

The register will be kept on the premises at all times. A copy of the register will be taken on trips and outings.

A member of staff will immediately record a child’s arrival at the setting.

Familiar staff will greet children and parents.

**Departures**

Parents may collect children at any time during the session.

Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and suitable arrangements made.

Barrowby Preschool reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.

Children must be signed out by a member of staff.

Departure times will be recorded by staff and the staff member’s initials recorded on the register.

**Non Collection of Children**

Barrowby Preschool will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

Staff members will remain with the child and give reassurance.

Two staff members will remain on the premises at all times.

Attempts will be made to contact the parents/carers.

In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child’s registration form.

If no contact has been made within one hour, the setting will contact Children’s Services.

Lincolnshire Safeguarding Children’s Board Customer Service Centre:

Office Hours: Tel. 01522 782111

Out of Hours: Tel. 01522 782333

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

………………………………………………………… Chairperson/Owner

………………………………………………………… Manager

Date: Review Date:

**Missing Child Policy and Procedure**

Barrowby Preschool take the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied. The chances of finding a missing child safe are greatest if the child’s absence is soon discovered. Staff will undertake periodic head counts using the key person system in addition to the registration procedure. If, in the event of a member of staff not being able to account for a child’s whereabouts, the following action will be taken:

**PROCEDURE FOR IF A CHILD LEAVES THE SETTING UNACCOMPANIED:**

**Search systematically**

The setting is responsible for the missing child and all the other children in the setting. We will:

Gather the remaining children into one large group, with one/two adults, leaving the remaining adults to search.

Ask the children, without alarming them, if they have seen the child that is missing.

Ensure all adults are aware of the situation.

Establish who last saw the missing child, where and when.

Check all rooms in the building.

Check the immediate outside area.

Seek the cooperation of other users in the building.

**Parents**

The setting will:

Call the child’s parents to warn them that the child may be attempting to get home.

If they are unavailable the setting will use the emergency contact number.

Ensure that, if the child lives within walking distance of the setting, one adult will make the journey on foot in order to catch up with or intercept the child if possible.

Remember, that as soon as parents are informed, they will need advice and support.

**Police**

If the above steps do not locate the child, the police will be called.

**Informing other people**

We will ensure that:

We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.

If the police are called then the Lincolnshire Safeguarding Children’s Board and Ofsted are also informed.

If the Manager is not on the premises, she will be informed as soon as possible.

We will provide the following information to Ofsted/the Lincolnshire Safeguarding Children’s Board:

* What happened?
* What systems are in place for preventing such occurrences?
* What we did, at what time and in what order.
* Who we informed and when.
* We will cooperate fully in any investigation.

**Recording**

We will start to build a record as soon as is possible in the incident log, this will include:

The last definite sighting of the child.

Any unusual behaviour of the missing child or other children.

How many children were on the premises?

How many adults were on the premises and who?

What steps have been taken and when, by whom.

**Dealing with people’s reactions**

We accept that the child’s parents will be frightened, distressed and angry. If the setting shares all policies with parents/carers, the situation will be easier for all because there will be an understanding of working within a framework of mutual trust and understanding.

We accept that in such circumstances powerful emotions are involved and people’s behaviour can be unpredictable. Those who may seem quite calm about the incident at the time can later become angry, threaten legal action or approach the local press.

We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility. Responses could include:

How sorry you are that the incident has happened.

That a full investigation is in hand.

That the LSCB/Ofsted has been informed and will be investigating.

**Dealing with the media**

Distressed parents may contact the local press, or reporters may hear about the incident if the police are involved. It is sensible for one person, usually the Chair or Manager, to be the one who speaks for the setting. All adults will be asked to refer all enquiries to the agreed spokesperson.

The spokesperson for the setting is the Chair of the Committee.

**Informing other parents**

We recognise that other parents will need to be given brief, accurate information as rapidly as possible. We will ensure that this happens by:

Calling a short meeting when parents/carers collect children, or

Talking to parents/carers when they arrive at the next session, or

Sending a note home with each child.

**When the child is found**

We recognise that during the time a child is missing, however briefly, all involved, parents and others suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember:

That the child also might have been afraid and distressed and might now be in need of comfort.

Remain calm, reassure the child and acknowledge it is not the child’s fault.

Ensure the child is not hurt.

That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.

**After the Incident**

We will review our current procedure.

We will evaluate processes and make necessary adjustments to ensure future effectiveness.

**Contacts**

Lincolnshire Police: 101

Ofsted: Tel. 03001231231

Lincolnshire Safeguarding Children’s Board Customer Service Centre: Tel: Office hours 01522 782111.

Out of hours: 01522 782333.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

……………………………………………………….. Chairperson

……………………………………………………….. Manager

Date: Review Date:

**Visitor Policy**

Barrowby Preschool will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.

All visitors are valued for whatever reason, but the children are our priority and must come first.

All visitors will be welcomed and their enquiries dealt with as soon as possible.

Children and parents are welcome to visit us prior to joining the setting.

No visitor will be left alone with children or accompany children to the toilet.

Whenever possible visitors should make an appointment to visit the setting.

Visitors will be requested to sign in and out of the premises, giving their reason for the visit.

The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.

**If a visitor calls unannounced;**

Ask for identification, who they wish to see and request the purpose of their visit.

Show them to a comfortable area, where they can wait until someone is free to speak to them.

Explain that the setting is busy and they may have to wait until a staff member is free to deal with them. Give the option of waiting or making an appointment.

In all cases, ensure that the visitor’s book has been signed and procedures explained.

NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

………………………………………………………… Chairperson

………………………………………………………… Manager

Date: Review Date:

**Risk Assessment Policy & Procedure**

The purpose of this policy is to ensure that hazards are identified, risks are assessed and removed or minimised to an acceptable level to create a safe environment in which children can thrive.

Barrowby Preschool will ensure that all areas, equipment, activities, resources and outings are safe for children.

We encourage ways of working that ensure the safety of children, employees and all other persons who come onto the premises.

The health and safety officer responsible for the general implementation of this policy is the Preschool Manager.

The named person will undertake any relevant training to support their role.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to health and safety. The above named person is responsible for recording any concerns raised and acting upon them.

We recognise that children need some level of risk in their activities and outings in order to ensure that they continue to develop, but these risks are assessed to ensure that they are appropriate to the age and stage of development of the child/ren.

All staff are responsible for the health safety of themselves, children and any other persons on the premises and may access relevant training.

All new staff members will be inducted into the settings health and safety policies and procedures including those for risk assessment within the first week of their employment.

Risk assessments will be conducted to assess the environment, identify hazards and minimise risks to ensure that our environment is safe and suitable for all children, employees and all other persons who come onto the premises.

Some written risk assessments relating to specific issues will be kept on site and will be accessible at all times to inform staff practice and to demonstrate how we are managing risks. Risk assessments will be carried out regularly and will be appropriately recorded clearly stating who undertook the risk assessment, the date of the review and any action taken following a review or incident.

Daily checks will be carried out on the indoor and outdoor environment before children access these areas.

COSHH legislation will be followed and COSHH assessments will be recorded. (More information can be found at www.HSE.gov.uk)

This policy is implemented in conjunction with settings Health & Safety Policy

Any breaches of this policy are subject to the settings disciplinary procedure.

**Risk Assessment Procedure**

When conducting risk assessments staff will;

Walk around the setting and identify potential hazards.

Evaluate the level of risk, considering who might be harmed and how.

Where it is helpful the risk assessment will be written in relation to specific issues to record any existing precautions and any action necessary to further minimise risk.

Written risk assessments will record who undertook the assessment, the date of the assessment and the review date

This policy and procedure has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

………………………………………………… Chairperson

………………………………………………… Manager

Date: Review Date:

**Outings Policy and Procedure**

Barrowby Preschool recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS. While undertaking trips and outings we recognise the need for safety at all times.

It is the policy of the setting to ensure that:

Equal opportunities exist for all children i.e. that children with disabilities and cultural requirements are included

A first aider will be in attendance that has a current paediatric first aid certificate

A written risk assessment will be completed prior to the outing and this will be discussed in detail with all staff involved in the outing to ensure that everyone understands it

Where the outing is a regular event the written risk assessment will be reviewed

Regular head counts are conducted throughout the day

No child will ever be left unattended in a vehicle or elsewhere

Safety is maintained whilst children board or exit vehicles or whilst walking

There is access to a mobile phone

Adult/child ratios are adhered to and will be exceeded according to circumstances

Essential records are carried at all times i.e. register, medical forms and emergency contact details.

**At all times the following procedures will be carried out:**

A written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue

Full details of the outing will be given to all parents

Written parental permission will be obtained

Telephone contact details for each child will be provided to each group leader

Essential records carried at all times

A named first aider will be assigned with a first aid box with appropriate content

Transport checks will be undertaken as stated in the Transportation policy

An emergency meeting point will be established and made known to everyone on arrival

**Essential equipment will be taken and will include:**

First aid kit

The Preschool Mobile phone

Copy of risk assessment

Any relevant polices to be referred to

Medication (if applicable)

Spare clothing

Plastic bags

Register

Emergency contact details including at least 2 different people must be provided. These numbers will be of people who will definitely be contactable on the day

Essential records including list of children with known allergies

Accident/incident log

Note pad to record any further or unexpected risks which can be reported on back at the Preschool

**Emergency Procedure**

In the event of an accident staff will:

Administer first aid as required whilst ensuring that the remaining children are supervised and ratios are maintained

Depending on the nature/outcome of the accident call an ambulance

Inform personnel at the venue if applicable

Inform the manager about the accident

Contact the parents/carer or emergency contact

Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary

Make arrangements for the remainder of the group, depending on the circumstances of the emergency

Record the accident incident as soon as is practically possible

In the case of any serious accident or injury, Ofsted, LCSB and RIDDOR will be informed

**In the event of a missing child during the outing:**

The manager or senior staff member on the outing will be informed as soon as it is realised that a child is missing.

All groups will make their way to the emergency meeting point

An immediate roll call and register will be taken of each individual group or the whole group

Ensure remaining staff/child ratios and safety is maintained

Staff will be deployed with mobile phones to search the immediate area

If the child is not found following a search of the immediate area, the police will be informed

The manager will contact personnel at the venue to alert them that a child is missing and their own procedures need be put into place

Parents/carers of the missing child will be contacted and informed of the situation in a clear, calm, concise manner as soon as is practically possible

If parent/carers cannot be contacted staff will use the second emergency contact number and continue to do so until a parent or carer has been informed of the situation

In the case of a missing child Ofsted will be informed

It is intended that the missing child policy will be referred to and followed.

In the case of a critical incident occurring during any outing the staff team will observe any trauma suffered by staff, children or volunteers and refer to the relevant counselling agencies for support.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

………………………………………………..Chairperson

………………………………………………..Manager

Date: Review Date:

**Transportation Policy**

Barrowby Preschool takes the safety of children seriously and acknowledges the responsibilities required when transporting children. We will take great care to ensure all legal requirements are met and that a written risk assessment is carried out and discussed in detail with relevant staff.

**Cars/People Carriers/Mini buses**

We will ensure that there is one seat per child with the appropriate restraints in line with current regulations

We will ensure that no side facing seats are used

The vehicle will have a valid M.O.T. certificate

The vehicle will have a working fire extinguisher

The vehicle will carry a first aid kit and a mobile phone for emergency use only

The driver will hold a full licence and relevant driving experience

If there are four children or more then, at least one non-driving escort will be in the vehicle

We will obtain written permission from parents prior to transporting children

All transportation used by Barrowby Preschool will be covered for business use insurance and be insured for liabilities to third parties (which cover passengers in the vehicle)

Drivers will take any appropriate records as necessary including a register of children

Where we use an outside transport provider we will check that all relevant licences and documentation are current and in place

**Escorting procedure**

All regular escorts will be known to the childcare provider and must hold a current DBS check

A full risk assessment will be carried out before children are escorted

Minimum Adult:child ratio requirements will be exceeded where necessary

For more information regarding the safe transport of children please visit: <https://www.gov.uk/child-car-seats-the-rules/overview>

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

………………………………………………….. Chairperson

………………………………………………….. Manager

Date: Review Date: