

CARTWHEELS CHILDREN'S CENTRES

Safety

The safety of young children is of paramount importance. In order to ensure the safety of children and adults, the Centres will ensure safety in the following areas:

Environment

- P Safety checks on premises, both outdoors and indoors, will be made before opening each day.
- P Low-level glass will be covered, or replaced by safety glass.
- P Outdoor space will be securely fenced.
- P Public space used for outdoor play will be checked for litter and other dangers.
- P Equipment will be checked regularly and any dangerous items repaired/discarded.
- P The layout and space ratios will allow children and adults to move safely and freely between activities.
- P There will be adequate systems and equipment for the detection and control of fire.
- P Fire doors will never be obstructed and fire exits will be easily identifiable.
- P 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.
- P Fires/heaters/electric points/wires and leads will be adequately guarded.
- P All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- P Large equipment will be erected with care and checked regularly.
- P 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.
- P Internal safety gates/barriers will be used as necessary

Supervision

- P All children will be supervised by adults at all times and will always be

in sight of an adult.

- P Children will leave the group only with authorised adults.
- P Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- P If a small group goes out there will be enough adults to ensure appropriate staff child ratios are maintained within the Centres.
- P Whenever children are on the premises at least two adults will be present, this is to safe guard the child and the staff member.
- P Children who are sleeping are regularly checked.

Adult Safety

- P All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- P Adults in the group will have access to advice on lifting children or heavy items.
- P 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.
- P Adults will not be in the building alone unless with prior arrangement with management.

Management

- P A book will be available at each session for the reporting of any accidents/incidents.
- P Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- P All adults, including parents and other carers, will be aware of the systems in operation for children's arrivals and departures and an adult will be at the door during these periods.
- P If a child's parents/carers are not available to collect, a named person may collect the child after permission from the parent or carer is given. Parents should use a password if this is arranged over the phone.
- P Adults will not walk around with hot drinks or place hot drinks within reach of children.
- P Fire drills will be held at least once a month.
- P A register of both children and adults will be completed as people arrive and leave so that a complete record of those present is

available in an emergency.

- P A correctly stocked first aid box will be available at all times, regularly checked by the Health and Safety officer.
- P 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:

- P Children playing with or near water will be continuously supervised
- P There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- P All cooking activities involving heat will be continuously supervised.
- P Children will not be allowed in the kitchen for any other purpose.
- P Systems will be in place to ensure that children are not at risk from swinging doors.
- P Systems will be in place to ensure children cannot leave the premises unattended.