



Bush-e-Babes Nursery School
Stobbart Hall, St Pauls C of E Church
Bushey Hall Road
Bushey, Hertfordshire WD23 2EQ

Telephone: 01923 800570
Email: info@bush-e-babesnursery.co.uk

SAFETY POLICY AND PROCEDURE

SAFETY POLICY AND PRACTICE

At Bush-e-Babes we feel that the safety of young children is of paramount importance. In order to ensure the safety of both children and adults, we will adopt the following safety process:

- All children are supervised by adults at all times, and will always be within sight of an adult.
- We have an injury/ accident report file. All accidents/ injuries are logged and parents are asked to sign the form. Any injury to the head area will result in a courtesy call to parents.
- All adults are aware of the system in operation for children's arrival and departures, an adult will be at the door during these periods.
- We have a daily sign in and out register for each child and a section for any instructions or information that we need to know about.
- 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.
- Children will leave the group, only with authorised adults.
- A risk assessment is made every day before the session, of both the indoors and outdoors of the premises.
- The main entrance is locked, by an authorised key holder once checked that everyone has left the premises
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items are repaired or discarded.
- The layout and space ratios allow children and adults to move freely and safely between activities.
- Fire doors are never obstructed.
- Fires/ heaters/ electric points/ wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning products, are stored out of reach of children.
- Children do not have access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks, or place hot drinks within reach of children.
- Fire drills are held at least once every 3 months.
- There is no smoking in the building or the play area.
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually and staff know how to use them.
- Whenever children are on the premises at least 2 adults are present.

- Large equipment is erected with care and checked regularly.
- Activities such as cooking, painting and energetic play receive close and constant supervision.
- On outings the adult child ratio will be one to two. A full risk assessment will be carried out before going on any outing
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Children who are sleeping are checked regularly, every 15 minutes and this is recorded on our Daily Sleep Monitor. We also have a baby monitor plugged in throughout sleep time.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for older children may pose a risk to younger less mature children.
- The premises are thoroughly checked before locking up at the end of the day.

Updated: Sept 2017