

Safety Policy

The safety of the children attending the nursery / club is paramount. In order to ensure the safety of the children attending the nursery / club staff working within the nursery / club will ensure:

- Children are supervised by an adult at all times, when transferring between areas children are counted in and out to heighten safety awareness
- Registers of both staff and children are kept for emergency procedures.
- A visitor's book is kept in the office and all visitors are required to sign in and out and are supervised by a member of staff throughout their visit.
- All staff are aware of the arrivals and departure procedure and the seeing in procedure and adhere to the steps laid out within them
- A record is available at all times for recording accidents and incidents for both children and staff, online in our app system for children and in a file in the office for staff.
- Children will only ever leave the nursery /club with an authorised adult previously arranged with staff and with the use of a password if required.
- A visual safety check both indoors and outdoors takes place daily by all staff before activities or changes to the routine occur.
- The internal door security comprises of a safety lock which can only be opened from indoors or with a key and CCTV is operational at all times. The external doors also have an additional key pad lock with code changed periodically for security.
- The outdoor play area is securely enclosed and the gate is kept closed at all times and secured by a tyre or sign.
- Equipment and toys are checked regularly and are repaired or destroyed if dangerous.
- Rules of behaviour for play ensure that children play safely and do not increase the risk of an accident.
- The layout and sectioning of the nursery and club ensures safe movement through activities and areas of play.
- Fire doors and exits are never be obstructed.
- Electrical points, cables etc are protected from causing injury.
- Temperatures are kept at a constant comfortable temperature at all times and are monitored to ensure consistency. Fans are available in hotter temperatures.
- Medicines, cleaning equipment and craft materials are kept out of reach of children in the medicine cabinet or milk kitchen or relevant storage units of which children do not have access to. Any cleaning products used regularly on the floor is kept out of reach at all times.
- Children are not allowed in the kitchens, milk kitchen and staff room and are accompanied by an adult when using the toilet or washing hands.

- Hot drinks are to be consumed only in the kitchen, office, directly around the hatch area or staff room and are not to be brought into any areas where children are.
- Fire drills are held termly to ensure staff are keep up to date with the procedure or more often if required (e.g. when new staff start)
- Fire equipment and alarms are tested on a weekly basis. Emergency lighting on a monthly basis.
- PAT testing and servicing of fire fighting equipment is done annually.
- Risk assessments are reviewed annually or sooner if the need arises.
- Training and supervision are provided where needed on all aspects of safety management.
- Staff are made aware when starting work in our setting if they are concerned about the safety of anything in the nursery / club they must report their concern to their manager immediately.
- Potential safety hazards all have an up to date risk assessment and relayed to all staff.
- Noah's Ark expects high levels of cleaning by all staff which is monitored to ensure a safe and comfortable environment.
- All waste is removed appropriately and in the relevant bags.
- Any staff member found to be under the influence of alcohol or drugs will be sent home immediately and disciplined appropriately.
- Any staff member whose ability to work is reduced by illness or fatigue which may impact on the safety of themselves or others will be advised to go home.
- Staff are aware of care and protection to take when using cleaning products or other chemicals and provided with PPE to protect themselves.
- Staff must dress suitability with safety in mind, enclosed footwear, uniform, minimal jewellery and make up, no strong perfume.
- Staff should not partake in any practical jokes etc which may impact on the safety or welfare of anyone in the nursery / club.
- Safety legislation is adhered to at all times and safety awareness posters are available for staff to refer to, in the staff room.
- Any low level glass is safety glass.
- There is strictly NO SMOKING in the childcare setting or outside in the immediate areas surrounding the setting, signs are displayed.
- Smoke detectors are installed throughout the building.
- Sleeping children are physically checked regularly (every 15 minutes) in addition to continued monitoring via our CCTV system.
- Appropriate safety arrangements are made for children with additional learning needs and any extra support needed is provided where relevant or possible.

- Equipment is chosen relevant to age and stage and the staff recognise that some equipment designed for older children can be a danger to younger children and therefore will constantly supervise when being used.
- Safety gates and sectioning are in place where required.
- The manager or person in charge is safety officer in the setting and has responsibility to ensure the monitoring of all daily safety aspects.
- Adequate ventilation is provided onsite through the introduction of fans in each room to keep the air flowing and circulating effectively.

On induction

- Staff are made aware of manual handling procedures.
- Staff are made aware of fire procedures and given relevant training.
- Staff are made aware of the location of first aid equipment and nominated first aiders on duty.
- staff are made aware of their responsibilities towards health and safety