2.1 [**Safety Entering and Leaving Pre-School**](file:///C%3A%5CUsers%5Cpreschool%5CDesktop%5CPolicies%20and%20Procedures%20Masters%5CSafety%20Policy%2017.docx)

A responsible member of staff will always supervise children.

DBS checks will be carried out on all adults working directly with the children.

Only adults who have been DBS checked will be allowed to take children to the toilet.

A minimum of 3 adults will be present at all times to supervise the children.

Regular risk assessments will be carried out, recorded and acted upon.

## Arrivals/ Departures System

On arrival, the children will come in through either the metal car park gate or the wooden play ground gate with their parents. It is the parents’/carers’ responsibility for the safety of the children crossing the carpark and waiting in the Pre-School Outside Area. Children are not permitted to climb on the walls. A member of staff will be at the door to monitor the children as they come in. The children will sit on the carpet for the register. Prams and pushchairs will be left outside to keep exits clear. Another member of staff will be free to speak to parents or to take fees. When the last parent leaves, a member of staff will lock the gate and check that the wooden gate is bolted shut. The key to the metal gate will be kept within easy adult reach to allow fast emergency access.

On departure, the children will be seated together on the carpet or montitored at the lunch table by a member of staff. A second member of staff will stand at the door to monitor the children leaving and a third member of staff will unlock the gate and remain in position with the register to mark children as they leave with their parent. Children will only leave with an authorised adult and will only leave through the metal gate.

The children will be kept out of the kitchen area when snacks are prepared and hazardous materials will be kept in a locked cupboard. Adults will not have hot drinks within reach of the children. Medicines for particular children will be stored in a labelled box on a high shelf out of reach.

Safety checks will be carried out on the premises, both indoors and outdoors at the start and end of every session.

Equipment and furniture will be checked regularly for wear and tear and repaired or replaced as necessary.

 Fire extinguishers will be checked annually.

Fire doors will never be obstructed.

The adults in the group will know procedures for fire/evacuation drills. Termly fire drills will be carried out as they occur in Swiss Gardens Primary School and these will be recorded in the register.

Windows, sockets, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.

No smoking will be allowed on the premises.

Trips will use an adult/child ratio of 1:2 unless within the adjacent school grounds and therefore, ‘onsite.’

Sufficient adults will be left in the group if a small group of children leave the premises.

Equipment and activities available to children will take account of safety and the children’s ages and stages of development.

At least one member of staff at each session will have first-aid training.

Every adult will know where the first aid box and accident report book are kept.

Accidents will be recorded in the accident book. The parent will be told and they will sign the accident report to say that they have been made aware of their child’s injury and treatment given.

The first aid box will be checked regularly and replenished when necessary.