

SAFETY POLICY

The safety of young children is of paramount importance at CMN. In order to ensure the safety of both children and adults, CMN will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult. A child's safety is paramount at all times.
- A minimum of two adults must be on duty at any one time during the early shift and the late shift times.
- Adult / child ratios must be adhered to at all times.
- Accident / Incident are reported to parents on the same day via online form or paper form. These forms are to be countersigned by a member of management at the time of the accident/ incident and then by the parent at the end of the day.
- Disposable gloves and aprons must be worn when dealing with all body fluids.
- Children must never be left alone on the changing stations at any time.
- Only staff who have DBS checks must take children for toileting / changing a child in the bathroom area.
- All adults are aware of the system(s) in operation for children's arrivals and departures.
- Only agreed parent carers can gain entry to the nursery. Anyone collecting a child on parent carers behalf must know the child's 'password' and authorisation must be gained from the parent prior to the person arriving to collect the child.
- Parents are not permitted to allow access to anyone, even to another parent or someone that they know.
- All visitors must make a prior appointment before gaining access. The person's full name must be sought and clarification that they have an appointment confirmed before they are able to gain access into the nursery.
- The front door is to be closed at all times. No child will be allowed to leave the nursery with anyone except the parents/carer without official permission from the parents/carer.
- Please do not bring friends or colleagues into the nursery when collecting your child. Please ask them to wait outside the nursery entrance. Please adhere strictly to this policy as refusal to allow a visitor access can often offend.
- 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.
- Staff sign in/out if they leave the nursery for short periods of time e.g. lunch breaks or meetings.

- Safety checks on premises, both outdoor and indoor, are made every day.
- Outdoor space is securely fenced and checked for debris or dangerous objects before the children are permitted to enter the area.
- Equipment is checked regularly, cleaned, and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fire drills are held at least once in each term.
- Fire extinguishers are checked annually and designated staffs have undergone fire/safety training.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- When leaving the kitchen the door must be closed.
- **Hot drinks or fluids are to be consumed and kept out of reach of children.**
- **No smoking anywhere in the school.**
- A correctly stocked first aid box is available at all times.
- Large equipment is erected with care and checked regularly.
- Our adult to child ratio is in accordance to EYFS statutory requirements. It may decrease to 1:1 depending on the age, ability of the child and during outings depending upon type of venue as well as how it is to be reached.
- 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.
- The premises are checked and all windows are closed before locking up at the end of the day.
- Staffs are to dress appropriately for caring for the children and wear flat comfortable covered shoes at all times. (no 'flip flop' or 'mule' type foot wear) Nursery manager to advise and authorise suitable foot wear.
- Staffs are to keep their fingernails short and clean.