

Safety Policy

Little Learners can not be responsible for any employees/visitors/parents personal belongings or children's personal toys in the event of them being lost or stolen, but should this occur please inform the settings management team.

To ensure the safety of both children and employees, Little Learners aims to:

- Have all electrical equipment is PAT tested annually, (List can be obtained from Managers office)
- Regular safety checks or risk assessments are done at child and adult level these are done when purchasing new equipment, annually for insurance and daily when going into the garden or on outings. We also do risk assessment when re-arranging the room and putting up shelving etc this is to ensure fire exits are kept clear at all times and that employees/students/children and visitors are not at risk.
- Keys are kept in a key lock safe in the manager's office.
- When going to the park or field, areas will be checked for dangers and hazards and risk assessments will be updated when necessary.
- All equipment is checked regularly for broken parts this is done daily when being used, all broken equipment is thrown away or fixed.
- All physical equipment is checked before use to prevent children injuring themselves.
- Fire procedures are shared during induction.
- In the case of an emergency telephone 999 and follow instructions from the relevant emergency services.
- Fire drill is recorded on nursery in a box. Are completed at least once a term.
- Smoke alarms are tested weekly by Ade (maintenance) or Vicky George (manager) and annually checked by the smoke detector fitter.
- Fire exits are always kept clear and clearly labelled
- Fire officers notes are recorded and kept for further reference
- All plug sockets are not covered, this is because it is more of a risk to have the sockets activated by have a cover inserted.
- Safety gates are situated by the main entrance to prevent children going out of their area's unsupervised, and whilst the front door is open.
- Information for health and safety and first aid is situated in the kitchen and office/staff room
- All children **MUST** be supervised at all times this includes garden times, toileting times, all all parts of the daily routine.
- Children will only go on outings with parental consent, this is obtained when parents/guardian sign the nurseries terms and conditions on the registration form.
- Minimum ratios are kept when going long distant outings e.g. **1:3 under 2's, 1:5 2-3's 1:8 3-8's**, normal ratios are maintained on local walks i.e. ST Marys recreational park, library
- Children will only go on outings with a qualified staff present at all times
- It is our policy not to allow any other persons to collect your child other then by the authorised person, unless a password has been put in place and parent has informed us.
- Parents/Guardian must inform the nursery about personal changes to their collection procedures of their child i.e. court order, who is on the permission list for collection.

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- We have a password system to create extra security, parents are advised they keep this to themselves to prevent any security issues.
- We require photo identification for any unauthorised persons collecting children
- Parents must inform us by letter/telephone who is collecting their children if it is someone other than the parents.
- It is our policy not to let any persons under 16yrs of age to collect their children unless in extreme emergency cases which would require a phone call from child's legal parent/guardian
- Authorised persons must be on each child's registration form
- At all times there will be at least 2 staff member on duty but within the legal ratios.
- Children who have a sleep whilst at nursery will be checked every 15 minutes, this is then recorded on the sleeping record sheets. There will always be a staff member in the sleep room whilst children are sleeping.
- All employees/students must wear disposable gloves and aprons (PPE, personal protective equipment) when changing nappies/clothes/cleaning vomit or excrement or any other bodily fluids to prevent cross infection and to protect themselves.
- All accidents, pre-existing injuries, incidents and medication must be reported to nursery manager and recorded on the relevant form, on NIB or if a pre-existing, a paper form.
- All visitors must sign in and out using the visitor's book on NIB, any visitors are prohibited from using their mobile devices whilst on our premises.
- All unexpected visitors will be asked for identification before entering the nursery (photo id preferred)
- We have a no smoking policy in place.
- Staff must wear appropriate clothing i.e. uniform provided and safe footwear which is suitable for working with children.
- Hot drinks must be kept away from the children to prevent any accidents. Drinks to be drank in the kitchen.

This safety policy was reviewed January 2025 by Vicky George ~ Manager V.George

Proofed and updated by Elaine Burnett Managing Director

Next review: January 2026