**13. SAFETY POLICY AND PRACTICE**

**The safety safeguarding of all children in the setting is paramount.**

**In order to ensure the safety of both children and adults the nursery will ensure that:**

* **All children are supervised at all times ensuring the correct adult/child ratio.**
* **An accident/incident book is available at each session for the reporting of any incidents which may occur throughout the session.**
* **Regular safety monitoring/risk assessment will be carried out.**
* **All adults will be aware of procedures in operation for children’s arrival and departure and an adult will be on duty at the entrance/exit at these times.**
* **The main gate will be closed at 09:30 and reopened at 11.20**
* **Children will only be allowed to leave the setting with authorised adults.**
* **A child will not be allowed to leave the setting with any person who in the nursery workers opinion is incapable of getting them home safely eg. Under the influence of alcohol/drugs**
* **Safety checks are made of the premises on a regular basis.**
* **Equipment is checked at regular intervals.**
* **Dangerous items are repaired or discarded.**
* **The room layout is planned to allow safe movement of adults and children.**
* **Fire doors are never obstructed.**
* **Fires, heaters, electrical points etc are adequately guarded**
* **All hazardous materials including medicines and cleaning materials are stored out of reach of children or in locked cupboards.**
* **Children do not have unsupervised access to the kitchen.**
* **Fire drills are held at least once a term.**
* **A register of both children and adults is completed as soon as practically possible so that a complete record of those present available in an emergency.**
* **Parents/carers/staff must sign in and out every day.**
* **Smoking is not allowed.**
* **A correctly stocked first aid box is available at all times.**

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**