****

**Procedures for Safety**

In order to avoid the risk of accidents we maintain safety by following these safety procedures

* Children will always be supervised by a responsible member of staff and will be kept out of kitchens or areas where hazardous materials are kept.
* A minimum of two adults will be present at all times to supervise children.
* The beginning and end of sessions will be closely monitored and children will be marked at the time they arrive and leave; children will only leave with a known authorised adult whose name has been provided by the parents and written permission has been provided by the parent.
* The identity of all visitors will be checked upon arrival at the setting.
* A record will be kept of all adults and visitors.
* Visitors to the setting will not be left unsupervised with children at any time.
* Staff have a duty to approach any visitor on the premises who has not signed in. they must introduce themselves and establish immediately who the visitor is and their reason for being on the premises. If the visitor has no suitable reason for being on the premises, they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the Police will be called immediately.
* Procedures for entrances and exits will be known by the adults involved and agreed procedures will always be followed.
* Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of every session.
* Hazards will be corrected immediately, if this is not possible, the manager will be informed and the children kept away from the area until the problem is rectified.
* Any faulty equipment will be removed, repaired where possible; if unable to repair the item will be disposed of.
* Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.
* Equipment and activities available to children will take account of safety and the children's age and stage of development.
* Undertake risk assessments on a regular basis, identifying aspects of the setting that are to be checked regularly.
* Notify Ofsted of any changes in our facilities that may affect the space and level of care provided.

**Fire Safety**

* Procedures for fire/evacuation drills will be known by the adults in the setting.
* Our emergency evacuation procedure is displayed clearly around the setting.
* Fire doors will never be obstructed and easily opened from the inside.
* Fire exits will be clearly identifiable.
* Sockets will not be overloaded.
* Appropriate, working fire alarms, smoke detectors and extinguishers will be in place.
* Fire extinguishers will be checked annually, designated adults will know how to use them.
* Fire drills will be carried out at least once per term and a record of date, time taken, people involved, any problems encountered and how they were resolved will be kept.