



St Thomas's Church Hall, 75 Monsell Road, London, 2EF N4
playgroupleader@stthomasplaygroup.co.uk
TEL. 0207 354 9347



Maintaining children's safety and security on premises

Children's personal safety

We ensure all employed staff have been checked for criminal records via an enhanced disclosure. There must always be at least two staff on the premises to receive children and when children are going home All children are always supervised by staff.

In the garden staff are strategically placed at the front middle and back of the garden with 2 floaters indoors and out.

We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

We check we have sufficient staff to man each area in the morning for drop off- garden, door entrance , main hall and kitchen. They supervise children entering and leaving and ensure security. These systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded. The arrival times of staff, students and visitors is recorded.

Our systems prevent unauthorised access into our building and prevent children from leaving our premises unnoticed.

The personal possessions of staff and students is stored away during sessions, out of the rooms and the children's reach.

Equipment safety

- Dangerous equipment such as adult scissors, knives, breakables, household cleaners and chemicals must be stored in locked cupboards.
- Staff must be observant of any faults or defects, always paying attention to equipment or furniture which is damaged or unsafe.
- Electrical plugs should be out of reach of children.
- Leads to portable equipment must be kept well above child level.
- An annual check of installations and equipment must be arranged with electrical contractors.
- Fire extinguishers/blankets are checked annually.

Child safety

- Staff should be aware of the age group and play equipment being offered to the child, ensuring appropriate materials are being used for the age and development of the child (eg small objects should be kept out of the reach of babies and toddlers).

- Toys must be checked to see that they conform to the British Standards of Safety.
- Staff should be extra vigilant of safety when children are using outdoor equipment (eg climbing frames, slides).
- Children are not allowed in the kitchen.
- Bottles, cans and plastic bags must not be left around the nursery.

This policy was adopted by St Thomas Preschool in May 2023 and will be reviewed in May 2024