**Safety Policy**



This policy was adopted by Sunflowers Preschool on 1st May 2025.

**At Sunflowers Preschool the safety of young children, staff and adults is of paramount importance.**

**We will therefore ensure that;**

* Children are supervised by staff at all times and will always be within sight of a staff member
* Whenever children are on the premises two adults are present
* Children will leave the group only with authorised adults
* Activities such as energetic play, cooking, creativity, etc, receive close and constant supervision
* Equipment offered to the children in the sessions is appropriate and closely monitored i.e. materials for older children may not be safe for younger ones
* Children do not have unsupervised access to kitchens or any other hazardous areas
* Children who are sleeping are regularly checked
* The layout of the hall shall be such that children and staff can move freely and safely around
* Adults do not walk about with hot drinks or leave them within reach of children
* On outings, the adult to child ratio will be at least one to two
* An accident/incident book will be available for each session
* A register of children and staff will be kept for each session in case of emergencies
* There is no smoking in the building
* Fire drills will be held at least once every half term
* Fire extinguishers are checked annually
* A fully stocked first aid box is kept at all times and is regularly checked
* Safety checks on the premises are made regularly
* Low level glass will be covered, or replaced with safety glass
* Equipment is checked regularly and any dangerous items repaired or discarded
* Fire doors are never obstructed
* Fires/heaters/electrical points/leads and wires are adequately guarded
* All dangerous materials such as cleaning equipment, medicines, are stored out of reach of children
* The premises are checked before locking up at the end of the session/day
* Daily indoor and outdoor risk assessments will be carried out