



The Children's Ark
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Pendeen
Cornwall
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Charity ref: 11473898

Ofsted:
EV457353

Safety Policy

Statement of Intent

This setting believes that the safety of children is of paramount importance. Our setting is a place of safety for children, parents, staff and volunteers.

Aim

To ensure that all reasonably practical steps are taken to ensure the safety and welfare of everyone using the premises.

Methods

- The senior member of staff on duty each day ensures that safety procedures are carried out.
- Checks are carried out by the manager or committee.
- Caroline Watling is the Health and Safety Officer in her absence the role is undertaken by Kim Williams .

- The layout of the building provides adequate space for all children
- There is a separate area for changing nappies
- Safety issues are included in the induction of new staff/volunteers.
- Safety issues are covered by regular, timetabled staff meetings.
- Policies, procedures and practice are reviewed during regular, timetabled staff meetings.
- Awareness of the health and safety of all adults and children is included in all job descriptions.
- Information about local and national safety issues is received through the Ofsted weekly website.
- At induction staff are requested to read the written risk assessments and safeguarding policies.
- Levels of supervision take into account care standards, type of activity, age and ability and individual needs of children, weather and environment. No adult without a DBS check is left alone with children.
- Accident and incident books are completed by the member of staff dealing with the accident or incident and signed by the child's parent on collection

- RIDDOR-will be notified of any incidents (see incident at work poster, kitchen) 0845 300 9923
- Ofsted will be informed of serious injury (i.e. hospital) within 14 days.
- There is at least one member of staff trained in Paediatric First Aid with each group at all times

Outside

- Boundaries and fences, surfaces and apparatus must be maintained in good repair and checked daily.
- There are no ponds or hazardous plants.
- Staff are deployed so that there is always a safe level of supervision.

Fire Safety

- Caroline Watling is the designated member of staff for fire safety in her absence the role is undertaken by Kim Williams.
- The procedure in the event of a fire is practiced by all adults and children every half term.
- Volunteers and new staff have the fire procedure explained before they start work.

- There is a staff/child ratio of 1:3 for children under two and non-mobile children.
- If short term temporary accommodation is required we can use the school hall or the Centre of Pendeen.
- All checks, such as for emergency lighting, exits and fire alarm is recorded in the log book.
- All exits are kept clear of obstructions. Pushchairs are kept in buggy shelter when not in use.
- Fire blankets and extinguishers are available if it is safe to use them, but the first priority is to get the children to a place of safety.

Outings

Risk Assessments are written prior to each outing that requires transport.

There is a risk assessment for local walks.

Parental permission is obtained for each outing that requires transport. There is a section in the registration form which parents can sign to give permission for local walks.

If drivers are used, a record of their licence, insurance and MOT certificate are kept. Children are always to be accompanied by an adult with a DBS check. Appropriate seatbelts/booster seats are used.

Adult: child ratio is maintained or exceeded where necessary.

Items to be taken: register, list of allergies etc., medication, any other equipment, mobile phone.

Our insurance covers outings.

Insurance

On display in foyer - covers public liability and employee liability

Child Protection

See separate policy.

Sleeping Children

Sleeping children are checked and recorded every ten minutes and every five minutes if they have bumped their head or are not in full health.

Children are also monitored by a camera and viewed on a laptop in the office and a Tapestry ipad. Dignity of children will be upheld at all times.

Electricity

We retain installation and servicing certificates.

All portable appliances are PAT tested within a year of purchase and stickers on appliances show the date of their last annual service. Any items deemed to be

faulty are disposed of and crossed off the PAT list (stored in the compliance folder).

Appliances and meters are kept out of children's reach.

Security

- Door handles are not allowed to be opened by children. Extra handles have been fitted on the main door and quiet room door for safety.
- Doors cannot be opened by the public from the outside.
- Staff are made aware through the staff diary of which visitors are expected and any others are challenged (while they are still outside the building) by the senior member of staff on duty on the day. (See separate visitors' procedure.)

This policy was adopted at a staff meeting of The Children's Ark:

Signed..... Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....