

**Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE**

**Telephone : (01524) 419021**

**Fax : (01524) 411541**



E-mail: [signpostsmarc@signposts.org.uk](mailto:signpostsmarc@signposts.org.uk)

Website: [www.signposts.org.uk](http://www.signposts.org.uk)

Community  
Legal Service



Help Point

**“Working to Empower the Community”  
in Lancashire and Cumbria**

Pamela Beswick - Project Director

**Also:-**

Preston Office: (01772) 734888 Carnforth Office: (01524) 732807

## Safety Policy

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults Signposts will ensure safety in the following areas:

### Environment

- Safety checks on premises, both outdoors and indoors and a Risk Assessment completed before every session
- If the main entrance has to be locked, there will be a key close at adult's level
- Public space used for outdoor play will be checked for litter and other dangers
- Toys and Equipment will be kept in locked cupboards when not in use, checked regularly and any dangerous items repaired/discarded
- There will be adequate heating and lighting
- The layout and space ratios will allow children and adults to move safely and freely between activities
- There will be adequate clean toilet facilities and changing area
- There will be adequate systems and equipment for the detection and control of fire
- Fire doors will never be obstructed and fire exits will be easily identifiable
- Hot Water temperature/radiators will be checked during the Risk Assessment
- Fire/Heaters/Electric points/wires and leads will be adequately guarded
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children
- Large equipment will be erected with care and checked regularly
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children i.e. size of tables and chairs
- Internal safety gates/barriers will be used as necessary
- Staff will be issued with a mobile phone

**Charity Registration Number: 1117645**  
**Member of AdviceUK (previously FIAC)**

**Company Limited by Guarantee: 5990592**  
**Registered in England and Wales**



Children's Fund



Promoting City, Coast & Countryside

North Lancashire  
Primary Care Trust



INVESTOR IN PEOPLE

## Supervision

- Children will be welcomed at reception and the door will be locked
- All children will be supervised by adults at all times and will always be within sight of an adult
- Children will leave the group only with authorised adults
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- When children are on the premises at least two adults will be present
- Children who are sleeping will be checked regularly

## Child not collected

In the event of a child not being collected from crèche:

- a) The Manager will use the contact details from the Registration Form and try to contact the parent/carer
- b) If this is unsuccessful, the Manager will contact the person identified as an emergency contact on the Registration Form
- c) If this is unsuccessful the Manager will contact Social Services and report the incident

## Missing Child

In the highly unlikely event that a child goes missing

- a) A staff member will search the building and the immediate surroundings
- b) The Child's parent/carer will be contacted
- c) The police will be contacted

## Adult Safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies
- Adults in the group will have access to advice on safe lifting
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height
- Adults will not be required to be in the building alone, or to leave after dark alone

## Management

- A book will be available at each session for the reporting of any accident/incidents.
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment.
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- Visitors will also be recorded.
- There will be no smoking in rooms used by children.

- A correctly stocked first aid box will be available at all times.
- A qualified First - Aider will be present at all times during the crèche.

- Fire extinguishers will be checked. Fire exits identified; notification of any fire drills taking place; Fire evacuation procedure in place.

### Special considerations

*Some area and activities pose particular hazards. All staff will be aware of these:*

- Children playing with or near water will be continuously supervised
- There will be safe surfaces beneath and around climbing equipment and such activities will be appropriately supervised
- All cooking activities involving the use of heat will be continuously supervised
- Children will not be allowed in the kitchen for any other purpose
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards
- Access to dangerous areas such as stairways will be physically restricted and closely supervised
- Systems will be in place to ensure that children are not at risk from swinging doors
- Systems will be put in place to ensure that no child can leave the premises unattended

April 2007