



# Abbey Wood Grange Day Nursery

## Safe Care and Practice Policy

At Abbey Wood Grange the safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Nursery will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult.
- An accident/incident form is available at each session for the reporting of any accidents or incidents.
- Regular safety monitoring will include checking of the accident and incident record.
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on premises, both outdoors and indoors, are made regularly.
- If the main entrance has to be locked, there is a key close by at adults' level.
- Outdoor space is securely fenced.
- Gardens are checked regularly for hazardous materials and animal excrement.
- Equipment is checked regularly and any dangerous items repaired or discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires-heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have access to kitchens, cookers or any cupboards storing hazardous materials.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are held regularly.

- A register of both staff and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually and staff know how to use them.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, and energetic play receive close and constant supervision.
- On outings the appropriate ratios are maintained.

Working with young children to ensure they feel safe, secure and happy involves nursery staff being responsive to their needs, whilst maintaining professional standards. This includes giving children cuddles and changing children's nappy's or clothes.

To minimise the risk of allegations the nursery promotes good practice in the following ways:

- Although it is appropriate to cuddle children, staff are advised to usually do this in view of other children and practitioners. There may be occasions, for example when a child is ill and needs comforting away from others and this will continue to take place. It is the duty of all staff and the manager to ensure that comforting children is appropriate and to monitor practice
- When changing children's nappy's or soiled/wet clothing, the doors remain open, where appropriate. All staff are aware of the whistle blowing procedures and the manager carries out random checks throughout the day to ensure safe practices
- Inappropriate behaviour such as over tickling, over boisterous or inappropriate questions such as asking children to tell them they love them is discouraged.

Management will challenge inappropriate behaviour. If a parent or member of staff has concerns or questions about safe care and practice procedures they are urged to see the manager at the earliest opportunity.

*Internal use only*

<b>Last updated/reviewed</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>
<i>February 2014</i>		