



BBUFA Crèche Safety Policy

Our crèche aims to provide a safe and secure environment both indoors and outdoors for children and adults.

In order to avoid the risk of accidents we maintain safety by following these safety procedures

- Children will always be supervised by a responsible member of staff and will be kept out of kitchens or areas where hazardous materials are kept.
- A minimum of two adults will be present at all times to supervise children.
- The start and end of each crèche session will be closely monitored. Children will be signed in and out by their parent/carer when they arrive and leave. Children will only leave with a known authorised adult whose name has been provided by the parents and written permission has been provided by the parent.
- A record will be kept of all adults and visitors to the crèche.
- Procedures for entrances and exits will be known by the adults involved and agreed procedures will always be followed.
- Sleeping babies will be frequently checked.
- Babies will always be held whilst bottle feeding.
- Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of every session.
- Hazards will be corrected immediately, if this is not possible, the crèche leader will be informed and the children kept away from the area until the problem is rectified.
- Any faulty equipment will be removed, repaired where possible, if unable to repair the item will be disposed of.
- Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.
- Equipment and activities available to children will take account of safety and the children's age and stage of development.
- Undertake daily risk assessments on the crèche venue, identifying and lowering any levels of risks found to an acceptable level.
- Notify Ofsted of any changes in our facilities that may affect the space and level of care provided.
- Notify Ofsted of any serious injury or the death of any child.

Fire Safety

- Fire extinguishers at the crèche venues will be checked annually, designated adults will know how to use them.
- Procedures for fire/evacuation drills will be known by the crèche staff team.
- Fire doors will never be obstructed.
- Fire exits will be clearly identifiable.
- Appropriate, working fire alarms, smoke detectors and extinguishers will be in place.
- Fire drills will be carried out at the crèche venue at least once per year and a record of date, time taken, people involved, any problems encountered and how they were resolved will be kept.

Major Incidents

In the case of a major incident we would follow our emergency evacuation procedure. If appropriate, we will also be guided by the Major Incident Controller, a senior police or fire officer, who may request that we remain on the premises.