Health & Safety for Children

Preschool responsibilities start when your child has been dropped off at the preschool and ends, when the parent or carer has collected the child at the end of their session. For safety reasons the outer front door to the premises will be locked during the session. Please ensure that a staff member secures the door behind you when you leave the building.
Any persons unfamiliar to the group will be challenged to explain their presence. If there appears to be concern about this person's presence or an unsatisfactory explanation is given by the stranger, then the police will be notified immediately.

We operate a visitor App which is situated just inside the door in the main room. All visitors are required to sign in and out, on the App on arrival, in order that we may record the visit for security reasons.

All children who are not attending preschool sessions ie; siblings are at all times the responsibility of the parent/ carer and must not be left unattended at any time.

On registration parents are requested to state the arrangements for collecting their child at the end of the sessions. Any unauthorised persons who arrive to collect a child/ren will be refused access.
We operate a password system; parents are asked to choose a password for their child. These passwords are kept in a secure place, if for any reason you are not able to collect your child at the end of the session it is possible for you to send along another adult in your place, but they must be aware of the password.
If the correct password is given to staff the child may leave with the adult. It is helpful to both the staff and the child to know if there are going to be any sudden changes, to who is collecting a child from our setting, a quick phone call, email or message on Famly to the setting is advised, to keep both the staff and child informed.
Please do not be offended if the person collecting your child is asked to prove their identity or are requested to produce a password. All staff members take the matter of safeguarding our children seriously; when in doubt we will always check.

If your child suffers from any condition or has any dietary requirements which may affect him or her during the session, please ensure that you have informed the staff prior to your child attending the session.

It is the overall responsibility of the Manager, Staff and Trustees for all Health and Safety matters at our preschools. The Manager is responsible for the day-to-day running of the nursery and all staff on duty share the collective responsibility, for keeping the children safe and to ensure that healthy practices are in place at all times throughout the day.

Health and Safety is brought up for discussion, as a matter for consideration at each staff meeting, which is attended by all staff, any matters arising are addressed and/or reported to the Trustees. Alongside any hygiene issues or concerns over incidents and accidents.
Any issues that are identified by parents, children, staff or trustees are dealt with promptly and at the point they have been raised; records are kept in the diary.

We hold a Public Liability Insurance Policy, and a duplicate of the insurance certificate is displayed on the notice board. The insurance documents are held by the Manager and trustees.

We have carried out risk assessments of the many hazards and potential dangers that we have highlighted in our working day and available to anyone wishing to see them, risk assessments are updated regularly as required.

From time to time; during certain focused activities, it may be necessary to stack chairs in the main room.

Chairs must be staked no more than 3 high.

The Health and Safety Co-coordinator for the Alburgh setting is Karen Edwards.

The Health and Safety Co-coordinator for the Harleston setting is Emily Waterfield.