



## Safety - Policy and Practice

### Definition

The safety of young people is of paramount importance.

### Purpose

To ensure the safety of both children and adults while they are at OSCARS

### Procedure

In order to ensure the safety of both children and adults, OSCARS will ensure that:

- All children are supervised by an adult at all times and will always be within sight of an adult.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident record.
- All adults are aware of the system in operation for children's arrivals and departures and an adult will answer the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on premises, both inside and outside will be made before each day/session.
- The main entrance will be locked by a Yale lock, to prevent unauthorised entrance, but easy exit if needed.
- Window guards will be fitted to each window.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired/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 the kitchen, or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills and /or talks are held monthly and all staff are familiar with fire procedure.
- A register of both adults and children is completed as people arrive so that a

complete record of all those present is available in any emergency,

- There is no smoking in the Terrapin or school grounds.
- A correctly stocked first aid box is available at all times. Staff who hold Paediatric First Aid certificates will renew them every 3 years. There will always be a qualified First Aider on site and accompanying any trips. The First Aider will be accessible to the children at all times.
- Fire extinguishers are checked annually.
- Whenever children are on the premises, at least two adults are present.
- Play equipment belonging to the school is checked through them and copies of inspection reports requested from them. Any defects seen by OSCARS staff are reported to school and appropriate safety measures taken.
- Large equipment, such as Gazebos, tents are checked daily before use.
- Activities such as energetic play receive close and constant supervision.
- On outings, the adult/child ratio will be at least 1 to 5. Ratio of 1 to 3 will be used when involving water.
- If a small group goes outside, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Should children fall asleep they will be checked regularly.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger or less mature children.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of the day/session.

<b>Date first adopted by OSCARS management committee</b>	<b>01.06.02</b>
<b>Date of latest review</b>	<b>23.02.2015</b>
<b>Review signed on behalf of OSCARS</b>	<b>C. Mumby</b>
<b>Position</b>	<b>Chairperson</b>