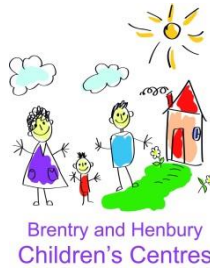


Safety & security of children policy

The Brentry & Henbury Children's Centre will at all times keep the safety and the security of the children in their care as paramount. In the unlikely event of a child becoming lost or missing during the time they are cared for by BHCC, the Lost Child Policy will be implemented immediately. In order to ensure the ongoing safety of the children the following will be constantly observed.

- All children will be supervised by an adult at all times.
- The following ratios for children to adults will be maintained as an **absolute minimum**.
 - 0 - 24 months 1 adult to 3 babies/toddlers
 - 24 - 36 months 1 adult to 4 children
 - 36 - 60 months 1 adult to 8 children
- All children will be signed in and out of the Centre.
- Parents will always inform the staff if their child is to be picked up by a different person other than themselves.
- Children will leave the group area only when accompanied by an adult.
- All persons over 16 years of age will have satisfactory CRB clearance before working in the Centre.
- Handles etc will be at adult height to prevent children leaving the area unattended.
- If entrances are locked, a key/emergency exit switch will be on hand.
- Outdoor play areas will be securely fenced.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Fire exits are never obstructed.
- Plugs, radiators, wires and leads are adequately guarded.
- All toxic materials are stored in locked cupboards outside of the children's areas.
- Children do not have access to the kitchen or to storage cupboards.
- No hot drinks in the child areas.
- A current register of everyone entering and leaving the building will be maintained.
- Whenever any child is being cared for on the premises, at least 2 adults are present.
- Equipment offered to children is developmentally appropriate; recognising that what is suitable for an older child may be hazardous to a younger child.
- Children who are sleeping are checked regularly.
- A fully and correctly stocked first aid kit is available at all times.
- The premises will be checked at the beginning and end of each day.



- This policy is to be observed in conjunction with the Health & Safety Policy, the First Aid & Accident Policy and the Prevention of Fire Policy.
- All accidents will be recorded in the Accident book. Any near misses will also be recorded and the incident explored to prevent future dangers.



Brentry and Henbury
Children's Centres