Faenol Playgroup CIC

Policy Reference Number:32

Safety and Security

The security of the setting remains a high priority and is reviewed on a regular basis.
All staff continue to be vigilant in order to ensure the safety of all the children and staff. Clear health and safety procedures are adhered to. We will continue to follow good practice guidelines published by the UK government, Welsh Government, Local Authority and CSSIW.

Risk Assessments & Procedures
The carrying out of risk assessments is a mandatory legal requirement. The requirement to carry them out for "all your activities" is defined in the Management of Health and Safety at Work Regulations".

RA's need to be suitable and sufficient and carried out by competent people. They need to be shared with the people who are carrying out the activities. They are organic, should identify the real hazards, who can be harmed and how, the risks and the control measures.

Copies of risk assessments are kept in a central staff resource area. They include the following:

- Fire
- Facility
- First aid
- Outdoor classroom
- Outdoor play equipment
- Educational visits
- Pupil assessments
- Site security
- New and expectant mothers
- Others

Procedures to follow in the case of:
Accident
First Aid
The setting has a number of First Aiders. The names of the First Aiders are displayed. First Aid resources are kept in the central resource area, the ICT room and the staffroom. First Aid bags are to be taken into outdoor classroom and during off-site activities.

Accidents/Injuries
Minor injuries that require first aid treatment are dealt with by one of the supervisory staff. For injuries that require closer attention a first aider should be notified. Minor incidents and accidents should be dealt with appropriately and the child returned to the activity when possible and practical.

All head bumps and injuries that have required the attention of a First Aider must be recorded in the incident book and parents must be notified. In the case of more serious accidents or incidents the playgroup manager should be informed immediately.

Persons administering first aid should wear disposable gloves where body fluids are involved. A second adult should be present if treating an intimate part of the body. Any dressings or materials, which have been in contact with bio-fluids, should be appropriately disposed of.

If a child has an accident that requires urgent hospital treatment, the setting will be responsible for immediately calling an ambulance. Once an ambulance has been called, parents will then be informed. A member of staff will accompany the child until the parent arrives. The member of staff will take the contract form to the hospital in order to have all required information.

In the case of non-urgent hospital treatment, parents will be contacted immediately and arrangements made for the parent to collect their child.

Evacuation/Lockdown Procedures

Emergency Plans

At Y Faenol Playgroup we have plans in place to help staff respond effectively to any emergency at setting or when on an educational visit. Our emergency plans cover a range of potential incidents that could occur including:

- injury to a pupil or member of staff
- fire
- reported incident within the community
- intruder on setting site
- dangerous animal within the setting grounds or vicinity of the school
- severe weather
- public health incidents

Preparing for emergencies is an ongoing process involving:

- risk assessment
- planning
- training
- exercises
- reviewing

Evacuation & Lockdown Procedures

Our Evacuation/Lockdown Procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school/setting. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Evacuation Procedures

Evacuation Procedures involve staff and pupils exiting the setting building as quickly and as safely as possible. Evacuation procedures may be activated in response to any number of situations, but most typically from a report of fire within the setting building.

Lockdown Procedures

Lockdown would involve staff and pupils should remaining in the setting building and all doors leading outside locked. During lockdown no one is allowed to enter or leave the building. Lockdown procedures may be activated in response to any number of situations, but more typically from:

- A reported incident /civil disturbance in the local community (with a potential to pose a threat to staff and pupils in the school
- An intruder on the setting site (with a potential to pose a threat to staff and pupils)
- A warning being received regarding a risk locally,
- A major fire in the vicinity of the school,
- The close proximity of a dangerous dog roaming loose.

Our lockdown arrangements have been determined by our setting on an individual basis, as they are dependant to a large extent on local circumstances such as premises design and layout, class arrangements, resources available etc.

In the event of the need for lockdown parents would be informed by text and through web based platforms (website www.ysgolyfaenol.co.uk, twitter @yfaenol) that the setting was in lockdown. Updates would be provided as regularly as possible.