



Safety Protocols

Safety at Little Hearts Cranleigh

At Little Hearts Cranleigh, the safety of both children and adults is our top priority. We have implemented the following comprehensive measures to ensure a secure and nurturing environment:

- **DBS Checks:** Only individuals who have undergone and cleared a DBS (Disclosure and Barring Service) check are permitted unsupervised access to children, including assisting with toileting.
- **Supervision:** Children are supervised and kept within sight of an adult at all times.
- **Arrival and Departure:** To ensure the safe arrival and departure of children, an adult is stationed at the door during these times. Even if parents are coming into the building to collect their child.
- **Equipment Supervision:** Children are closely supervised when using scissors, climbing frames, and other potentially hazardous equipment.
- **Restricted Access:** Children do not have unsupervised access to the kitchen or storage areas. All dangerous cleaning materials are securely stored up high and out of children's reach.
- **Fire Safety:** Fire doors and equipment are never obstructed. Fire drills are conducted at least once per term, with all present individuals registered to ensure a record is available in case of an emergency.
- **First Aid:** A well-stocked first aid kit is always accessible, and there is always at least one qualified first-aider on site.

- **Spillage Management:** Any spills (e.g., water, sand, paint) are cleaned up immediately to prevent slips and falls.
- **Furniture Safety:** Children are not allowed to climb on stacked chairs or tables.
- **Hot Drinks Policy:** Adults may only consume hot drinks in the kitchen to prevent accidental spills around children.
- **Supervised Cooking:** Children are always supervised when participating in cooking activities.
- **Safe Equipment Handling:** Adults receive guidance on the safe storage, movement, lifting, and erection of large pieces of equipment. When reaching high places, safe equipment is provided.
- **Clear Signage:** All warning signs are clearly displayed and, where necessary, translated into appropriate languages if necessary.
- **Ladder Safety:** Staff receive instructions on the safe use of ladders when needed.
- **Staff Safety:** Adults do not remain alone in the building or leave alone after dark to ensure personal safety.
- **Incident and Health Monitoring:** All instances of staff illness and involvement in accidents are recorded and reviewed to identify any potential issues that need to be addressed. If a staff member is absent for more than three days due to a work-related accident, Ofsted is notified.
- **Record Keeping:** We maintain detailed records for both adults and children:

- **Adults:** We record names, addresses, emergency contacts, current medications, and employment details for all staff, including temporary personnel. Attendance times for staff, volunteers, and visitors are also documented.
- **Children:** We keep records of children's names, addresses, telephone numbers, emergency contacts, allergies, dietary requirements, illnesses, attendance times, and any accidents or medication administration. Consents for outings, medication, emergency treatment, and incidents are also documented.

These protocols are in place to maintain the highest standards of safety and care at Little Hearts Cranleigh. We regularly review and update our safety practices to ensure that everyone within our community is protected and supported.

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