



# Bambino Preschool Safety Policy

## Statement of intent

Bambino preschool believes that the health and safety of the children is of paramount importance. We make our preschool a safe and healthy place for children, parents, staff and volunteers.

## Aim

We aim to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

## Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Our assessment covers adults and children, deciding which areas need attention and developing an action plan which specifies the action required.
- Health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.



## Pickup and Drop Off Procedures

### Drop Off

- Children are not to be left prior to the opening of the school at 8:00 AM. Children will be sent to their classroom starting at 8:10 AM.
- Start of children's school hours are as follows:
  - Toddler - 8:45AM
  - PreK- 8:30 AM
  - K1 and K2 - 8:15 AM
- On drop off, the person bringing the child is responsible to sign the child in on the attendance sheet next to the child's name, indicating the child's arrival at school.
- Any points of communication should be recorded on the daily communication sheets, such as a bump on the leg.
- All the children's temperature will be checked upon drop off and will also be logged in the attendance sheet.
- Every child and adult who enters the school should sanitize their hands using the sanitizer provided by the entrance.
- Children whose temperature is 37 and above will be sent home.



PRESCHOOL

- The person dropping off the child should ensure that the assigned teacher or administrator receives the child/ren before leaving the premises.
- Children will then wait at the lobby. Once a small number of children have arrived, their teacher will escort them to their respective classrooms.
- Parents and only caregivers wearing collection will be allowed to enter the lobby.

Child's Name	Arrival Time	Dismissal Time	Parent's/Caregiver's Name and Signatures	Temperature

## Pickup

### PLEASE NOTE:

**Starting next term we will require caregivers to have the proper Bambino ID card to collect your child. If the caregiver does not have their ID present we will not release your child until a parent has been called.**



- Pick - Up Procedures
- When the time of departure arrives, three (3) teachers will escort every class.
- Children will be kept on the ramp close to the lobby.
- One teacher in front of the class and one teacher behind the children.
- The Head Teacher will stand by the lobby door close to the ramp and will call the children one at a time.
- If parents are unable to pick up their children, only adults with the corresponding Bambino Pick-Up card will be allowed to collect the child.
- If by any chance the person did not bring the collection card, the Front Officer will call the child's parents for confirmation.
- Only caregivers with Bambino Pick-Up card will be allowed to enter the lobby.

## **Safety**

The safety of both children and adults is of paramount importance. To ensure of this safety we as a group will:

- All children are supervised and kept in sight by adults at all times.
- Always have 1 adult at the door on children's arrival and departure.
- Teachers have first aid training and at least one qualified first-aider is present at all times.



- Large equipment is checked regularly and erected safely and with care.
- Children do not have access to the kitchen or storage cupboard.
- All dangerous cleaning materials are kept in a locked cupboard away from the children.
- Electric points are guarded.
- Fire doors/equipment is never obstructed.
- Fire drills are held at least once a term.
- A well-stocked first aid box is available at all times.
- There is always at least one qualified first-aider present at all times.
- Spillages (water, sand, paint) will be cleared up immediately to ensure nobody slips up on it.
- Children are not allowed to climb on chairs or tables.
- Adults only drink hot drinks in kitchen.

## **Security**

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of visitors are recorded.
- Our systems prevent unauthorized access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- CCTV monitors every room in the building. (Except the restrooms for privacy of the children.)



PRECHOOL

## **Doors**

- We take precautions to prevent children's fingers from being trapped in doors. Glass in doors is safety glass.
- Floors All surfaces are checked daily to ensure they are clean and not uneven or damaged.

## **Kitchen**

- Children do not have access to the kitchen.
- All surfaces are kept clean.
- Cleaning materials are stored out of children's reach.

## **Electrical/gas equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Electrical outlets are covered well to prevent children from playing with them.
- Lighting and ventilation is adequate in all areas including storage areas.

## **Storage**

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## **Outdoor area**



- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- All outdoor activities are supervised at all times.

## Hygiene

- Bambino's nutritionist prepares and cooks all snacks. She is aided by the building manager and food is served by the teachers.
- Bambino provides a nut free environment.
- Our daily routines encourage the children to learn about personal hygiene.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. • We implement good hygiene practices by:
  - Cleaning tables between activities;
  - Checking toilets regularly;
  - Wearing protective disposable gloves as appropriate.
- All toys and classrooms are cleaned daily with proper anti-bacterial disinfectant.

## Activities

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending Bambino preschool.
- The layout of play equipment allows adults and children to move safely and freely between activities.



- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store toys safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

- All food and drink is stored appropriately.
- Snack times are appropriately supervised.
- Fresh drinking water is available to the children at all times.

### **Fire Safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Fire fighting appliances are checked regularly.
- Our emergency evacuation procedures are clearly displayed in the premises; Explained to new members of staff,; and practiced regularly at least once a term.
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### **First Aid**

- At least one member of staff with a current first aid training certificate is on the premises at any one time.





### **Our Accident Forms:**

- Are kept safely and accessibly; All staff know where they are kept and how to complete them.

### **Illness**

**(Bambino's Health Policy is on our website with more detail.)**

- We expect the children to be kept at home if they have any type of infection, and for parents/careers to inform the Pre-School so other parents may be informed.
- We allow 48 hours to elapse after an attack of sickness/diarrhea before sending the child back to Preschool.
- We expect children/adults to have cuts and sores covered with a dressing.

### **Safety of adults - Employees and Adult Helpers have to:**

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- So far as is reasonably practicable safeguard the safety and welfare of these persons who they are supervising.
- Take reasonable care of their own health and safety.



- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Adults are provided with guidance about the safe storage, movement, lifting and assembly of large pieces of equipment.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.

### **Smoking and Drinking**

- The Pre-School has a no smoking policy. This applies to staff, parents, visitors and contractors entering Bambino preschool.
- The staff at the Pre-School are not allowed to work under the influence of drinks or illegal substances.