



SIMPLY PENDOYLAN

SAFETY POLICIES – GENERAL & LOCKDOWN POLICY

1. General Safety & Safeguarding of Premises

The setting is committed to maintaining a safe, secure environment for all children, staff, and visitors.

- A named **Safety Officer (Amanda Baker)** is responsible for monitoring safety procedures.
- A **safety check of indoor and outdoor areas** is completed at the start and end of each session.
- A minimum of **two adults are present at all times** and children are continuously supervised.
- A **register of children and adults** is taken at each session; children are only released to authorised adults.
- A **first aid kit** is accessible on site at all times.
- An **accident book** is maintained and all incidents are recorded promptly.
- Electrical equipment is **PAT tested annually** by a qualified professional.
- Electrical leads and hazards are safely managed and inaccessible to children.
- All hazardous substances and equipment are securely stored.
- Reasonable adjustments are made to support children with additional needs.

2. Fire Safety

The setting maintains full compliance with fire safety requirements.

- Fire evacuation procedures are clearly displayed and practised **at least once every half term**.
- Fire drills are recorded and reviewed.
- Fire exits are checked each session to ensure they are:
 - clearly marked
 - unobstructed
 - easily accessible
- Fire doors are kept closed and free from obstruction.
- Heating systems and fire safety equipment are regularly serviced and maintained.
- In the event of an emergency, evacuation procedures are followed promptly and calmly.

3. Kitchen & Food Safety

Food preparation is carried out in accordance with strict hygiene standards.

- Children are not permitted in the kitchen unless under direct supervision for planned activities.
- Food preparation areas are cleaned **before and after use**.

- Only staff with responsibility for food preparation access kitchen areas.
- Food is stored appropriately, clearly labelled, and date-checked.
- Fridge temperatures are monitored daily and the fridge is cleaned weekly.
- All spillages are cleaned immediately.
- No food preparation takes place alongside unrelated activities.
- Staff wear appropriate protective clothing (e.g. aprons) when handling food.

Food Hygiene Requirements (Staff)

Staff must:

- maintain high standards of personal hygiene
- tie back long hair
- cover cuts with waterproof dressings
- minimise jewellery (plain band only)
- ensure all equipment is cleaned before use
- use only clean, suitable utensils
- check food dates prior to use

4. Equipment Safety

- All equipment is regularly checked and well maintained.
- Faulty or damaged equipment is removed from use immediately and reported.
- Equipment is age-appropriate and used in line with manufacturer guidance.
- Craft materials are non-toxic and child-safe.
- Electrical equipment is regularly tested and safely stored.

5. Lockdown Policy

The setting has procedures in place to respond to external or internal threats to safety. Lockdown may be activated in response to:

- local incidents or civil disturbance
- intruder on site
- environmental hazards (e.g. smoke, gas leak)
- dangerous animals in vicinity

Partial Lockdown

- Children and staff remain indoors.
- External doors and windows are locked.
- Outdoor activity stops immediately.
- Movement inside the building is supervised.
- Normal activity continues where safe to do so.

Full Lockdown (CLOSE Procedure)

- **Close** all windows and doors
- **Lock up**
- **Out of sight** and minimise movement
- **Stay silent**
- **Endure** until all-clear is given

Actions:

- Emergency services are contacted immediately.
- Children are moved to a secure area.
- Lights, screens, and noise are minimised.

- No movement or external communication unless instructed.
- Registers are taken and checked.
- Staff remain with children until given the all-clear by emergency services or manager.

Parental Communication

- Parents will be informed that the setting is in lockdown.
- Parents must not attend the site or attempt to collect children until advised it is safe.
- Phones may be restricted to emergency use only.
- A full incident record will be completed and shared with relevant agencies if required.