



**MAYVILLE
HIGH SCHOOL**
Founded in 1897

Early Years Foundation Stage

Premises and Risk Assessments

Premises

The Early Years Department has a suite of classrooms on the ground floor. We use the following formula when calculating the capacity of each room.

- Two year olds: 2.5 m² per child
- Children aged three to five years: 2.3 m² per child

There is a dedicated outdoor area exclusively for children in the Early Years together with the shared playground and playing fields which are a short drive from the school. Outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions).

There are an adequate number of toilets and hand basins available together with suitable hygienic changing facilities for changing any children who are in nappies. There is a plentiful supply of clean towels, spare clothes and any other necessary items and we have our own dedicated washing machine.

We understand our responsibilities under the Equality Act 2010 to make reasonable adjustments for children with disabilities.

Safety

We monitor and check the premises, including overall floor space and outdoor spaces, to ensure they are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. We ensure we comply with requirements of health and safety legislation (including fire safety and hygiene requirements).

We take all reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and have an emergency evacuation procedure. We have appropriate fire detection and control equipment including fire alarms, smoke detectors, fire blankets and fire extinguishers which are checked and maintained on a rolling programme to ensure they are in working order. Fire exits are clearly identifiable, and fire doors are free of obstruction and easily opened from the inside.

We undertake an annual written risk assessment of all spaces used by children and report any health and safety concerns. Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

On a daily basis, practitioners undertake a daily risk assessment of classroom areas to identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. It is the responsibility of all staff to ensure the safety of everyone and staff will encourage children to do the same by pointing out the risk, e.g. toys on the floor and to develop responsibility for keeping the environment safe from hazards.

Equipment

All equipment is checked for suitability before use and is relevant for the age and stage of the children. New purchases are made through early years suppliers to ensure that they are fit for purpose. Staff ensure that toys are suitable as children, particularly those under three, are more vulnerable, especially to choking. The environment will also be resourced to reflect the current ability of the children and ensure the safety of any children with additional needs who may still be placing objects in their mouths.

Staff avoid the following:

- Toys with loose pile fabric or hair which sheds easily, presenting a choking hazard
- Toys with small components or parts which detach
- Toys with sharp points and edges or finger traps
- Loose ribbons on toys and long neck ties on children's costumes

Smoking and Vaping

We do not allow smoking in or on the premises. Staff must not vape or use e-cigarettes on or near the premises.

Sleeping children

Sleeping children are frequently checked to ensure that they are safe and cots/bedding is checked on a regular basis to ensure they are in good condition and suited to the age of the child. Sleep charts are used to record the time and duration of children sleeping and a monitor used in the event that a member of staff is not in the room. This does not however replace staff entering the room and checking children. Children are placed down to sleep safely in line with latest government safety information. There is a plentiful supply of clean bedding, and children are given their own bedding which is then washed.

Meeting with parents

The Blue Room is a designated area where staff may talk to parents and/or carers confidentially

Collection of Children

We only release children into the care of individuals who have been approved by the parent and always ensure that children do not leave the premises unsupervised. We ask that where possible staff meet anyone who maybe picking up before they do so and ask that parents provide a password for anyone who does not regularly collect their child. We have a door entry system to prevent unauthorised persons entering the premises and all visitors to the premises are required to show identification and sign in at the school office.

Insurance

We have public liability insurance to cover all premises used for childcare.