

## Safety Policy

### **Drop Off**

- ❖ The person dropping off the child should ensure that the assigned teacher receives the child before leaving the premises.

### **Pick-up**

- ❖ Only caregivers will be allowed to enter the school lobby and pick-up the child.
- ❖ If parents are unable to pick up their child, parents need to call the school to notify on the person who will come to pick-up the child.
- ❖ If by any chance the parents did not notify the school, the teacher in charge will not release the students. The teacher in charge will call the child's parents for confirmation.

### **Safety Overall**

- ❖ Always have at least 1 teacher at the door on children's arrival and departure.
- ❖ Large equipment is checked regularly for safety and with care.
- ❖ All dangerous cleaning materials are kept in a locked cupboard away from the children.
- ❖ Fire drills are held at least once a term.
- ❖ A first aid box is available at all times.
- ❖ Spillages (water, paint) will be cleared up immediately to ensure nobody slips up on it.

### **Security**

- ❖ Our systems prevent unauthorized access to our premises.
- ❖ Our systems prevent children from leaving our premises unnoticed.
- ❖ CCTV monitors are placed in certain area in the building. (Except the restrooms for privacy of the children and teachers).

## **Kitchen**

- ❖ All surfaces are kept clean.
- ❖ Cleaning materials are stored out of children's reach.

## **Storage**

- ❖ 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 before it is used.
- ❖ All outdoor activities are supervised at all times.

## **Hygiene**

- ❖ All food are well prepares and cooks.
- ❖ Food is served by the teachers.
- ❖ All food and drink is stored appropriately.
- ❖ Snack times are appropriately supervised.
- ❖ Fresh drinking water is available to the children at all times.
- ❖ The toilet area has a standard of hygiene.
- ❖ 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 antibacterial disinfectant.

## **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.
- ❖ Physical play is constantly supervised.

## **Fire Safety**

- ❖ Fire-fighting appliances are checked regularly.
- ❖ Our emergency evacuation procedures are practiced regularly at least once a term.

## **Illness**

- ❖ We expect the children to be kept at home if they have any type of infection, and for parents to inform the Principal.
- ❖ 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.