



# **SAFEGUARDING POLICY**

**REVIEWED JULY 2018 BY  
THE MANAGEMENT TEAM**

# SAFEGUARDING POLICY

Little hands Little feet endeavours to best protect, care for, educate and safeguard all children in our care. We work closely with our contracted agent HSP (Health and Safety Professionals). This helps to ensure staff, parents, visitors and children's health and safety needs are being met. Risk assessments are carried out regularly; COSHH assessments are carried out on a yearly basis and when a new appliance is introduced to the setting. Policies are up-dated, reviewed, assessed and evaluated regularly. Daily, weekly, monthly and yearly inspection of all toys, fire appliances (including fire doors, fire extinguishers, lights, escape routes), other electrical appliances, interior features, exterior features, indoor play areas and outdoor play areas are carried out. This is to safeguard children and adults from any unnecessary and preventable incident or accident.

With the help of HSP, Little hands Little feet have developed a bespoke Health and Safety file with focus on the following key areas;

- Health and Safety Policy Statement
- Management Tool Kit
- Fire Safety
- Risk Assessments
- Monthly Health & Safety Checklist
- COSHH
- Manual Handling
- Expectant Mothers, DSE Users, Lone Working Young Persons
- Arrangements for Sub-Contractors
- Permit to Work Policy
- Accident Investigation Forms
- Driver Information
- Step Ladder Inspection Forms
- Foot Stool Inspection Forms
- Water Temperature Records
- Toy Inspection Records

We aim to safeguard all children from maltreatment, prevent impairment of children's health or development, ensure children are growing up in circumstances consistent with the provision of safe and effective care and actively taking action to enable all children to have the best outcome in their early years. Measures are in place to safeguard children's privacy by implementing a confidentiality policy, a social networking & ICT policy and a mobile phone policy.