





KEEPING SAFE POLICY

- The group leaders are committed to keeping everyone safe at Worstead Parent, Baby & Toddler Group and carry out safety checks and risk assessments to help to ensure this. However, in addition, it is vital that everyone gets involved to help keep everyone safe when they are in the group.
- Worstead Parent, Baby & Toddler Group holds adequate and appropriate levels of insurance cover.
- Prior to the session, group leaders will safety check the room and resources and notify venue/remove resources if necessary. If safety concerns mean that the group cannot take place, a sign will be displayed/posted on A frame outside village hall entrance and on Facebook – Social media groups
- All parents/carers and visitors must sign in and out of the group at every session.
- All parents/carers are responsible for their children at all times at the group.
- No child should ever be left unsupervised at the group (parents should not ask group leaders to watch their child while they go to the toilet or leave the room).
- Doors and safety gates must be kept securely closed. Should a child be reported as lost, an adult is to remain by any doors ensuring that they remain closed while a search both inside and outside of the venue is carried out.
- All fire exits must be kept clear of bags, toys, rubbish, pushchairs and prams.
- No children are allowed in the kitchen area.
- Do not have hot drinks when around children. If they are provided, they are to be kept next to the serving hatch, away from children's reach
- Personal bags must be kept closed and out of the reach of children.
- Rubbish and dirty nappies must be put in the yellow bin provided.
- All adults are responsible for the safety and wellbeing of all the children at the group – if staff/volunteers see something that is a concern, they must tell a group leader

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Any resources such as toys that are used in the group must comply with relevant toy safety standards. Any battery-powered toys will have battery compartments that cannot be opened by a child.
- Any donated toys to the group must comply with relevant toy safety standards.
- In the event of emergency services needing to be called the address and postcode of the group is Queen Elizabeth Hall, Ruin Road, Worstead, North Walsham, Norfolk. NR28 9WH and our what3words location is “commander.gripes.wonderfully”

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
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Position	Committee Chair
Signed	
Date:	1 st September 2025
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