



Premises & Equipment

Premises:

The Scheme has a legal requirement to ensure the property is safe and suitable for the purpose. It is a legal requirement to inform Ofsted of any proposed changes to the premises 14 days before the event occurs. This could be any changes that might affect the space to the children and quality of childcare available to them.

The Scheme ensures that the premises and equipment are organised in a way that meets the needs of children.

The Scheme has a specific legal requirement to ensure the safety of the children, staff and others on the premises in case of fire and we have a clear defined procedure for the emergency evacuation of the premises. Fire drills will be carried out so that both the team and children become familiar with the evacuation process. All fire exits will be clearly identifiable and fire doors will be kept free from obstructions. The Scheme is fitted with a Fire System which is certificated and is checked every 12 months.

The main entrance premises has a ramp to assist with anybody with a disability and we also have a designated disabled toilet and wash area. The premises will be cleaned on a regular basis, rooms are kept at a temperature which ensures comfort of the children and the team, adequately ventilated and well lit.

If any maintenance has to be undertaken then we will aim to work out of hours, however if emergency maintenance is required then the children will be moved to another part of the property so that the work can be carried out.

The Scheme have Public Liability Insurance which is displayed in the Entrance foyer.

The premises will only be used solely by the Scheme during the hours of operation. The premises has a kitchen to provide healthy snacks, drinks and high tea for the children.

The Scheme provides at least one toilet and one basin for every ten children.

The premises provide a separate Staff Room for staff breaks, and an Office where confidential information and records are held.

Equipment:

Equipment will be cleaned on a regular basis. The Scheme will provide equipment and toys appropriate for the ages of children. The team carry out risk assessments on all resources to ensure suitability. Toys are cleaned regularly; however, if toys become contaminated then they are cleaned immediately.

It is made clear to all staff that it is their responsibility to maintain safe equipment and report to the manager if any issues arise. Action will be taken for repair or replacement. The Manager is responsible for purchasing and ensuring that there is enough equipment appropriate to the different stages of development.

We have a wide range of equipment, including man-made and natural materials to ensure positive images are reflected and to promote equal opportunities for learning, avoiding racial and gender stereotyping. Toys and equipment are stored at the children's level to promote independence.

Only DVD's suitable for children will be allowed at the Scheme. Under no circumstances will any counterfeit items be allowed to be viewed. All electrical toys/equipment are subject to PAT (Portable Appliance Testing).