

Daily Checklist

Visual check both indoors and outdoors for items that have been left by other building users.

Visual check both indoors and outdoors to ensure equipment is in full working order.

Ensure all gates are bolted and cupboards are locked before children arrive.

All staff personal items are locked away.

All cleaning products are locked out of reach of children.

Children are signed in and out on starting and leaving the sessions.

Children are only collected by nominated persons.

Headcount are held at regular intervals throughout the session.

Pre-School mobile phone must ALWAYS be charged and with credit (ALWAYS to be taken on off site visits). **See additional Off Site Checklist**

Full first aid kit to ALWAYS be kept fully stocked (to be checked monthly and signed off).

Date to be reviewed – by end of March 2023