

How do you keep my child safe at Nursery School?



Safeguarding Training

All staff receive Safeguarding Awareness training which is delivered by the Local Authority every 3 years to ensure they have an awareness of the key safeguarding issues, their personal responsibilities, how to respond to concerns, how to record their concerns and when they need to share information.

It also ensures that they are confident in following safeguarding procedures and the Safer Working Code of Conduct.

Safeguarding updates are regularly shared with all staff members to ensure that their knowledge and skills are refreshed and up to date.

Our Headteacher is our Designated Safeguarding Lead (DSL) who takes overall responsibility for the safeguarding of the children. Our qualified teachers are Deputy Safeguarding Leads. All safeguarding leads have extra training. They ensure that safeguarding is understood by all staff and that robust processes for keeping children safe are embedded into practice.



Key Person – Relationship with Family

All children have a Key Person allocated to them when they start Nursery, who has the responsibility of gaining an in-depth knowledge of the child as an individual and build a positive, professional, and respectful relationships with them and their family.

The Key Person will also provide information to the Class Lead regarding the child's strengths and interests as well as areas for development. This information is based on their observations and work with the child. This feeds into the cycle of 'Assess, Plan, Do, Review' which ensures children are supported to make progress.

To ensure that a professional relationship is maintained, all communication is through Nursery channels such as phone calls to and from the Nursery telephone number, and messages through Tapestry (Online Learning Journey). Communication through social media and personal numbers / emails is prohibited.



Recruitment

We implement robust safer recruitment practices and ensure that staff are suitably trained, qualified, and experienced to take on the role. They are also checked for their suitability through enhanced criminal record and barred list checks (DBS).

New members of staff in our nursery are supervised and supported whilst they get to know the children and the routines. Continuous Professional Development and training keeps the skills and knowledge of our staff up to date and refreshed.

Safe Environment

We have exceptionally high staff to child ratios. Typically, a class has 5 staff to 9 children.

Staff and visitors use an electronic system to sign in and out. This safeguards everyone in the building and means that, in case of an emergency, we know quickly who is on site.

Visiting professionals must provide proof of an appropriate DBS check and identification. Visitors are never left alone with the children.

If a child is to be collected by anyone other than an adult that staff have met parents/carers must inform Nursery staff who will be collecting their child. **It is essential that the nominated person knows the individual password.** When a child starts at Nursery, we ask parents/carers to sign to inform us of their preferences around the images and data we share of their child. This ensures that privacy is maintained where necessary.

Ofsted inspections review safeguarding procedures and review practice. The School's Governors also scrutinise safeguarding processes to ensure that children are kept safe.

The premises, equipment and resources are always fit for purpose and suitable for the age and stage of the children using them. Risk assessments are in place for activities to ensure that risks are understood and measures to reduce these can be put in place.

We have Emergency evacuation procedures in the event of a fire or other emergency. Emergency exits are clearly identified and kept free from obstructions. In the case of a fire, the nursery has appropriate detection and control mechanisms in place.





Intimate Care

Here at Menphys Nursery we have an Intimate Care Policy which is followed by all staff. It details the steps that we take to ensure that a child's dignity, privacy, and safety is maintained during intimate care procedures, such as nappy changing.

Children are encouraged to be as independent as possible in their self-care and toileting needs to help safeguard them against possible future harm.



Key Words

Communication contributes to maintaining a child's safety now and, in the future, especially when they are non-verbal.

To support this, we teach key words around consent and emotions through Makaton.

This may be a lifelong learning aim, depending on the child's developmental ability to understand and express themselves, however, it offers a positive method of supporting their ability to communicate their own concerns and feelings.



Injury and Accident

There are always Paediatric First Aid trained staff available, this qualification is renewed every 3 years.

When an accident happens at Nursery, relevant paperwork is completed and logged. A 'Mr Bump' slip is completed and sent home with the child. For more serious accidents, we would always call parents immediately.



Medications and Illness

To care for the children effectively and administer any medications safely all staff receive medical training from the Diana Nursing Team.

Further medical training is undertaken as necessary depending on the needs of the child e.g. epilepsy training, gastrostomy feeding.

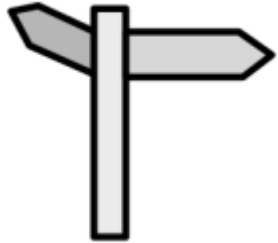
Staff follow strict protocols in relation to the administration of medicines. Please contact us for further information.



Healthy Food and Drink

Staff follow health and hygiene procedures when preparing food for the children at nursery. All staff have received food hygiene training.

We encourage the children to try a range of healthy snacks each day and deliver a supervised toothbrushing programme. We can support those children with allergies and intolerances.



Signposting to Other Services

We operate an open-door policy and are always happy to talk to our families if they have any worries or concerns.

Staff are available to chat to parents/carers when they drop off and collect their child; they can also contact us via phone, email, or Tapestry. We have half termly events for parents/carers to attend where staff will be on hand.

We can signpost to various organisations and are able to refer to Early Help if the family agree.



Tricky Conversations

We have a responsibility to safeguard the children in our care and a duty to record and respond to any concerns.

There might be occasions when we need to contact parents/carers because we are concerned about a child's safety and wellbeing. We recognise that this can be uncomfortable but please be assured, we only have the child's best interests at heart.

If we remain concerned about a child, we have a duty to follow our Safeguarding procedures and ultimately report these to Social Care.