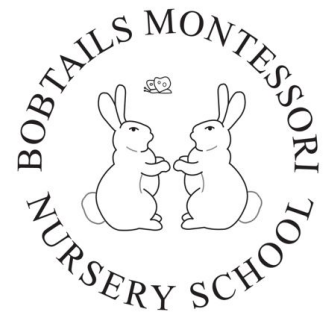


SAFEGUARDING CHILDREN POLICY



Bobtails Montessori Nursery is committed to maintaining a safe, secure and welcoming environment for both children and adults who may be on the premises as pupils, parents, staff, students or visitors.

Bobtails would like to emphasise that we expect the full co-operation of all employees, parents, students, visitors and children to ensure the success of school policies.

Children are often unaware of potentially dangerous situations and activities. For this reason our children will be supervised at all times during both indoor and outdoor activities. Activities may be split between the back and the front of the hall. At least one member of staff will be stationed in each area where children are playing. In order to maintain their safety we will ensure:

- A register is completed at the start and finish of each session.
- Children will only be allowed to leave the premises with a person who has been named on the child's Background Information sheet. (If your child is being collected by any other person, you must complete the authorisation form, held in the register prior to pick up.) If you are unable to complete the form you must telephone the nursery giving a password, which must be relayed to nursery staff before the child is released into their care.
- Children will be prevented from leaving the schoolroom during the session except under supervision for outdoor play. Any uninvited callers will be asked to leave immediately.
- Parents or Carers are responsible for the safety of the child until the child has been handed over to staff inside the nursery. A member of staff will be at the main door until all children are safely within the building. The same will apply at the end of each session when responsibility will be handed back to the Parent or Carer.
- For the safety of the children, parents are requested to ensure that gates and doors are not left open and that great care is taken between car and school as Adversane Lane can be extremely busy at times with fast moving traffic.
- Staff will open the front door only after the caller has been identified.
- The outdoor play area is fenced and gated and will be checked for hazards at the start of each day.
- No smoking is permitted in the nursery or its grounds.
- Mobile phones will not be allowed in the nursery. They must be switched off and kept in handbags or coat pockets. The Bobtails landline number (01403 786176) can be given to friends or family for emergency use and employees will be permitted to use the Bobtails phone if they need to make a call during school time.
- All dangerous materials including cleaning materials and medicines are kept out of the reach of the children.
- Equipment is checked daily to ensure it is in a good state of repair and safe for the children to use.



SAFETY POLICIES CONT'D...



- Parents are encouraged to administer medication themselves at home, except in exceptional circumstances. Any medicine administered at Bobtails will be subject to written instructions from the parent and will be recorded in a medication book.
- Parents advise the school of any allergic reactions to food or other materials prior to admission.
- Children are encouraged to take themselves to the toilet and to wash their hands afterwards and before eating anything.
- Regular emergency evacuation and fire drills are conducted, and the designated place of safety is the forecourt of the bungalow next door to the school. If the Fire Officer deems it necessary we will be escorted across the A29 to the Blacksmiths Arms. Fire extinguishers and blankets are checked annually. Any heating units will be guarded or out of the reach of the children.
- If circumstances demand it, we reserve that right to send a child to hospital and place them in the care of qualified persons. In this event, we will make every effort to contact a parent or carer.
- All accidents are recorded in the accident book and parents are advised, and asked to sign at the end of sessions.
- Staff are trained in first aid and that a first aid box is always available which complies with full day care standards as identified by first aid training. This box will be located in the main hall together with a list of its contents.
- Instructions on what to do in the event of an emergency are displayed near the main exit.
- Children are shown how to carry equipment, chairs, scissors etc. in the classroom and how to move around the classroom safely and with consideration for others.
- Any change in provider or persons with direct responsibility for early years provision, any change to the premises or address of premises or name of the business will be notified to Ofsted.
- Any criminal offence committed by the registered provider after the time of registration will also be notified to Ofsted.
- A register of visitors to the setting will be kept detailing arrivals, departures and the purpose of the visit. Visitors will not be allowed to be alone with the children at any time.
- Visitors will be made aware of evacuation procedures and the place of optimum safety.
- Personal details relating to the children and their families will not be available to visitors, unless they are from an approved and authorised outside agency.

Whilst every care will be taken to ensure the safety of staff and children, accidents do sometimes occur. We have a comprehensive third party liability insurance to cover such eventualities.

