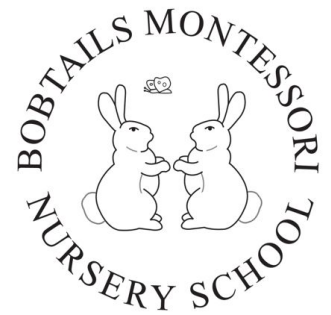


SAFETY POLICIES



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.

Our Safety Policies include:

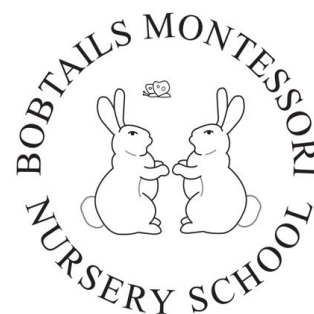
SAFEGUARDING CHILDREN POLICY

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...



SAFEGUARDING CHILDREN POLICY

- 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.



SAFETY POLICIES CONT'D...



CHILD PROTECTION POLICY

We offer a safe and secure environment where children are free to develop and progress at their own speed without anxiety or pressure. We consider that the welfare of every child is paramount.

If a parent is named on registration documentation they will be allowed to collect their child from the setting even in the event of separation or divorce. We cannot disallow this unless we have notice from a court or written authority from the parent who becomes the main carer for that child. It is the parents' responsibility to notify us of any changes in the access arrangements for any child.

We will ensure that:

- We have a designated senior person for child protection who has received appropriate training and support for this role.
- Every member of staff (including temporary, supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- All staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- We notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- We develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- We keep written records of concerns about children, even where there is no need to refer the matter immediately. We will also ensure all records are kept securely and separately from the main pupil file, in locked locations.
- We develop, and then follow, procedures where an allegation is made against a member of staff or volunteer. The first stage will be to suspend the member of staff pending an investigation.
- We always follow safe recruitment practices.

To support the above requirements, we will ensure staff have appropriate training, which will enable them to recognise the symptoms of possible physical abuse, neglect, emotional or sexual abuse.

There are four main categories of abuse:

- Physical
- Sexual
- Emotional
- Neglect

More in depth information is held in 'The Sussex Child Protection and Safeguarding Procedures Handbook' (Volume 1).



SAFETY POLICIES CONT'D...



CHILD PROTECTION POLICY

Children who are in need of support can be categorised as either:

- A child in need or
- A child at risk

A child in need is defined as a child who is not in immediate danger of physical or emotional harm but the child or family may need support and guidance in order to avoid that child becoming a child at risk.

Signs and symptoms of a child in need are many and varied. This need may show itself in a change in the child's appearance and/or behaviour and may be linked to a significant event in the family's life or parental health issues. In this situation a "common assessment" may be appropriate. Examples of when to complete a "common assessment" are in the appendix.

A child at risk is in imminent danger of physical or emotional harm through social stresses and/or the personality of significant adults in the child's life or because of the exceptional vulnerability of the child.

Signs and symptoms of a child at risk are also many and varied. Once again this may show itself in the child's appearance behaviour or attitudes and may be linked to physical, sexual and/or emotional abuse or to neglect of the child.

Child abuse can be defined as physical, sexual, emotional or neglect of the child's needs. It will be characterised by actions or inactions, which have resulted in or are likely to result in significant harm or injury to a child.

Under the Children Act 1989, the responsibility of a child and their wellbeing lies with any person who cares for a child, their parents, carers, teachers and the local authorities to provide services and provisions for every child who needs to access services.

We will ensure that all adults working in the group are aware that such work is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

We will work closely with all associated agencies in the interests of the child. We will continue to work with and support the child's family.

Any suspicion of mistreatment from any source will be promptly and appropriately responded to, with reference to Social Services Legislation and the Child Protection Act.

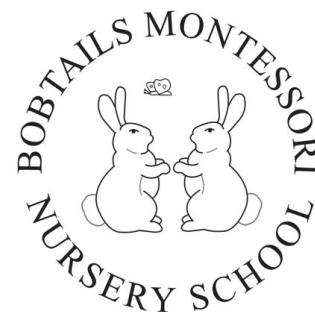
We will inform Social Services & OFSTED immediately of any allegation of abuse.

We are aware that some children who have additional support needs or language delays may be more vulnerable to abuse than others, especially with regard to personal and intimate care. Wherever practical such children will not be alone with an adult.

Any allegation made against a member of staff will be investigated according to the 'Procedure in the event of a complaint or allegation against a member of staff'.



SAFETY POLICIES CONT'D...



CHILD PROTECTION POLICY

All injuries whether incurred at home or at school will be recorded in the accident file. For accidents at school the parent or carer will be asked to sign an accident record.

Concerns regarding a child's behaviour and/or appearance will be discussed only with parents.

Confidential records of any extraordinary behaviour, appearance or comments by the child will be kept. This information will include dates and times of observations.

Our primary duty is to the safety and well being of the child. Wherever possible no action will be taken without the consent and involvement of the parent.

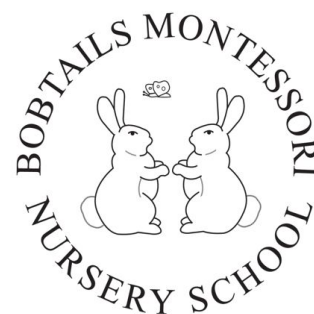
Whereas confidentiality of information is maintained for all child records, in cases of suspected abuse action may be taken without the knowledge of the parent/suspected abuser. In child protection situations the degree of confidentiality will be governed by the need to protect the child. It must be accepted by anybody providing information that confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

We will follow the procedures set out by the Horsham Social Services and the Sussex Child Protection and Safeguarding Procedures Manual. Please see 'Procedure in the event of an allegation of child abuse' in the operational plan.

A copy of 'Information for parents placing their children in registered childcare provision in West Sussex' is displayed on the door at the setting.



SAFETY POLICIES CONT'D...



ACCIDENT POLICY

Although children are supervised at all times accidents do occur. Any obvious injury that has happened at home needs to be recorded and signed for by the parent/carer in the accident book.

Any accident that happens during school time will be recorded in the accident book and the parent/carer advised at the end of the session. For the safety of other children present, parents are asked to wait until the others have left in order to sign the accident book and be advised of any treatment given.

In the event of a serious accident, injury, illness or death, the Principal will notify OFSTED and Horsham Social Services.

At least one member of staff who holds a current Paediatric First Aid Certificate will be on the premises at all times. If we feel unable to deal with a medical situation, we reserve the right to seek medical aid or to have the child taken to a suitable medical establishment. Parents will be notified as soon as possible.

A First Aid box containing supplies as identified by First Aid Training will be checked and replenished regularly.

USEFUL TELEPHONE NUMBERS

Contact	Number
Police	0845 6070999
Social Services <i>If the child does not have a designated social worker</i>	01403 229900 Out of hours: 01903 694422
Social Services <i>If the child does have a designated social worker</i>	01403 229900 Out of hours: 01243 642555
Children's Information Service	01243 777807
Integrated Services Manager	01243 642962
OFSTED	0300 123 1231

