

Safeguarding Policies

These policies are written in accordance with the guidance and procedures of the Local Safeguarding Children's Board and EYFS principles. The designated person responsible for child protection & safeguarding is Lucy Colborn. She will provide support, advice and guidance to other members of staff on any specific safeguarding issue. She has attended child protection for the designated person training courses, which enables her to identify, understand and respond appropriately to signs of possible abuse and neglect. All staff are trained to understand our safeguarding policy. The staff are responsible for ensuring they have up to date knowledge of safeguarding issues. Bobtails Montessori will provide appropriate training wherever necessary.

Safeguarding policies include those which relate to:

- What to do in the event of a concern about a child (including concerns relating to radicalisation)
- What to do in the event of an allegation or complaint against a member of staff, student or volunteer
- Internet, Mobile phones, cameras, iPads and social media policy
- Medication
- Children becoming ill at the setting
- Accident, Incidents and Injuries
- Adults in the setting including safer recruitment and staff suitably, Students, Volunteers, Visitors and Intruders
- Whistleblowing policy
- Confidentiality
- Children's arrival and departure from the setting
- Procedure for a child who has not been collected including lateness charges
- Babysitting
- Outings
- Lost children
- Events notifiable to Ofsted

Child Protection

Children learn best when they are healthy, safe and secure, when their individual needs are met and they have positive relationships with the adults caring for them. At Bobtails we offer a safe, secure and happy environment where children are free to progress and develop at their own speed and without anxiety and pressure. The welfare of every child is paramount.

Our policies have been written in line with the guidance and procedures of the local safeguarding children board and with reference to government statutory guidance "working together to safeguard children" 2014.

Ofsted will be informed of any allegations of serious harm or abuse, and any subsequent action taken as a result of allegations against any person working or looking after children at Bobtails premises.

- Children are often unaware of potentially dangerous situations & activities. For this reason our children will be supervised at all times during indoor & outdoor activities. They will be within hearing & sight of the adults present. Activities may be split between the back & 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 that:
- 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 Registration form or Authorised Collectors sheet, and is recognised visually by Bobtails staff. If the child is being collected by any other person, the parent must complete the authorisation form held in the register prior to pick up. If the parent is unable to complete the form they 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. ref: intruder policy
- The parent or carer is 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 safe within the building, at which point the outside gate will be secured with the chain and clip and the front door will be secured with the chain. The same applies at the end of each session when responsibility will be handed back to the parent or carer. Staff will open the front door only after the caller has been identified. ref: visitor policy
- 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.

- The outdoor play area is fenced and gated and will be checked for hazards at the start of each day.
- No smoking or taking of non- prescription drugs is permitted in the nursery or its grounds. ref: staff taking medication or other substances
- Mobile phones & personal cameras are not allowed in the nursery. They must be left in the basket provided and not kept in handbags or coat pockets. The Bobtails landline number 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 ref: use of internet, mobile phone, camera and social network policy.
- All dangerous materials including cleaning materials & medicines, including staff medication will be kept out of the reach of the children ref: Hazardous substances policy
- Equipment will be checked daily to ensure that it is in a good state of repair and safe for the children to use.
- Except in exceptional circumstances, parents will be encouraged to administer medication themselves at home. Any medicine administered at Bobtails will be subject to written instructions from the parent and will be recorded in a medication book ref: administration of medicines policy and form
- Any allergic reactions to food or other materials must be reported by the parent to the school prior to admission ref: administration paperwork
- Children will be encouraged to take themselves to the toilet and to wash their hands afterwards and before eating anything.
- Regular emergency evacuation and fire drills are operated and the designated place of safety is the front garden of Jasmine Cottage (turn left out of the hall). If the Fire Officer deems it necessary we will be escorted across the A29 to the Blacksmiths Arms. Fire extinguishers and blanket are checked regularly. Any heating units will be guarded or out of the reach of the children ref: emergency evacuation procedure
- We reserve the right to have a child sent to hospital and placed in the care of qualified persons should circumstance demand it. We would make every effort to contact a parent or carer ref: parent authorisation form

- All accidents will be recorded in the accident book and parents will be advised and asked to sign at the end of sessions. Staff are trained in first aid and a first aid box is available which complies with full day care standards as identified by first aid training. This box will be located in the kitchen together with a list of its contents. Instructions on what to do in the event of an emergency will be displayed near the main exit ref: procedure in the event of an accident
- A record of any occasion where physical intervention has taken place with a child will be kept & parents/carers will be informed ref: accident/incident book
- Children will be shown how to carry equipment, chairs, scissors etc. in the classroom and how to move around the classroom safely and with consideration for others ref: risk assessment
- 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 ref: changes 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 ref: visitors policy and book
- 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 ref: confidentiality policy
- 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.
- 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 that this person no longer has parental responsibility for the child. It is the parents responsibility to notify us of any changes in access arrangement for any child.
- In accordance with Working Together to Safeguard Children (2014) we

must:

- Ensure we have a designated senior person for child protection (Lucy Colborn, deputy Alexandra Openshaw) who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure 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.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school policies and procedures.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately. Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Follow procedures where an allegation is made against a member of staff or volunteer. The first stage will be to inform the LADO (0330 222 3339) and suspend the member of staff pending an investigation. Ofsted will be informed of any information regarding court orders or convictions of staff.
- Ensure safe recruitment practices are always followed ref: recruitment and suitable persons policies
- We will ensure that staff have appropriate training which will enable them to recognise the symptoms of possible physical abuse, neglect, emotional or sexual abuse ref: training policy
- 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 one).
- 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.
- 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'.
- All injuries incurred at nursery will be recorded in the accident file. The parent or carer will be asked to sign an accident record and given a copy of it.
- Injuries sustained outside of our care will be recorded on an existing injuries form, and the parent asked to sign it.
- Concerns regarding a child's behaviour and/or appearance will be discussed only with parents.
- Concerns regarding inappropriate behaviour displayed by members of staff, for example, sexual comments, excessive one to one attention or the sharing of inappropriate images will be discussed with the staff member and appropriate action will be taken.
- 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'.
- Any support that staff need following a child welfare issue will be provided by the management.
- Useful telephone numbers:
 - Police 101
 - Family Information Service 01243 777807

- Ofsted 0300 1231231
- MASH (social services) 01403 229 900
- LADO (for allegations against anyone who works with children) Lindsey Tunbridge-Adams. 0330 222 3339
- Lindsey.Tunbridge-Adams@westsussex.gov.uk
- Assistant LADO Claire Coles. 0330 222 3339
- Claire.coles@westsussex.gov.uk

Additional references line management structure and whistle blowing policy

Procedure in the Event of a Concern about a Child including concerns relating to radicalisation

Staff members should not discuss any concerns or allegations made with anyone but the manager or safeguarding lead as this could prejudice the outcome of any future investigation. Anything heard or seen within the Bobtails setting is of the highest confidentiality and any breach of this confidence will be treated as a disciplinary offence and may lead to dismissal.

- Staff, parent or carer has a concern about the welfare of a child.
- The designated lead responsibility for child protection lies with the setting safeguarding lead (Lucy Colborn).
- Staff members receiving a concern must discuss it with the safeguarding lead, not other members of staff.
- The safeguarding lead will discuss the allegation with the manager and then make a decision about how to proceed.
- If further action is required the safeguarding lead will contact MASH on 01403 229900 for advice. Staff must have a reply in writing within 24 hours of making the phone call.
- Social services will decide whether to proceed within one working day and will complete an initial assessment within 7 days from referral
- Depending on the seriousness of the allegation social services may decide on emergency action or a programme of support for the family
- In serious cases social services will come to Bobtails with police child protection officers to make an emergency assessment and possibly to remove the child to a place of safety
- Bobtails will cooperate with the social services enquiry and support the child, family and friends of the family throughout any investigation
- In the event of any allegation against a member of staff or student helper they will be asked to leave the premises and remain suspended until an investigation has taken place. In the event of any allegation against the manager it is the responsibility of any member of staff to follow the chain of command to the point where the allegation is being made and to ensure that appropriate action is taken by their seniors (see procedure in the event of a complaint or allegation against a member of staff).
- We have a duty under the Prevent duty guidance 2015 to take seriously any concerns relating to radicalisation of a child or their family members.

- British Values are about promoting a tolerant, democratic society where freedom of speech lives comfortably alongside respect for all. At Bobtails we support children to have a positive sense of themselves and to feel confident to speak up and be heard and have the opinions valued. We do this through helping the children to understand that their way of life may be different from other children but that all cultures and religions are equally valuable and should be respected.
- Bobtails is fully committed to safeguarding and promoting the welfare of all its pupils. We recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. Staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views.
- Staff are expected to be fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen here and ensure that we work alongside other professional bodies and agencies to ensure that our pupils are safe from harm.
- The principle objectives are that all members of staff will have an understanding of what radicalisation and extremism are and why we need to be vigilant in school.
- Staff will know what the nursery policy is on anti-radicalisation and extremism and will follow the policy when issues arise.
- All parents will know that the nursery has policies in place to keep pupils safe from harm and that the nursery regularly reviews its systems to ensure they are appropriate and effective.
- Although serious incidents involving radicalisation have not occurred at Bobtails to date, it is important for us to be constantly vigilant and remain fully informed about the issues which affect the region in which we teach. Staff are reminded to suspend any professional disbelief that instances of radicalisation 'could not happen here' and to refer any concerns through the appropriate channels (currently via the designated person for safeguarding or their deputy).
- Our curriculum promotes respect, tolerance and diversity. Children are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

- It is recognised that children with low aspirations are more vulnerable to radicalisation and therefore we encourage our children to be confident, respectful and tolerant as well as setting high standards and expectations for themselves.
- Safeguarding procedures are followed if a member of staff has any concerns regarding radicalisation. The contacts for West Sussex are listed below.

The Lead Professional, Community Safety and West Sussex Panel Lead, Communities and Public Protection, West Sussex County Council is Beverly Knight: beverly.knight@westsussex.gov.uk 0330 222 4223

MASH 01403 229900

Sussex Police Prevent team call 101 or email prevent@sussex.pnn.police.uk

Procedure in the Event of a Complaint or Allegation against a Member of Staff, Student or Volunteer

Bobtails aims to provide a high quality of education and care for all children. We offer a welcome to each individual child and family and provide a warm and caring environment within which all children can learn and develop through their play.

We welcome comments from our parents about our provision and recognise that parents are the prime educators of their children. We recognise that comments, whether positive or negative about our group are made with the child's interest at heart.

- Positive comments are a good way for parents to let us know that our work is valued and appreciated.
- Concerns and problems should be made known to either Lucy, Alexandra or Stephen at the earliest possible time. We hope that the majority of problems can be resolved quickly in this way.
- Where there has been an allegation of improper behaviour that is a child protection issue, the LADO will be contacted by Lucy and the member of staff concerned will be suspended pending an investigation. If the complaint is about Lucy, then Alex or Christina will contact the LADO.
- An outside mediator can be invited to help clarify any issues and offer advice on how and when agreement can be reached.
- A complaints book is available for any parent or staff member to document any complaint or allegation.
- OFSTED may need to be involved if the concern involves the requirements set by The Children Act. A full investigation will be made followed by appropriate action. Please refer to the Procedure for Child Protection.
- Written notes, which have been agreed by all parties, will be made.
- Confidentiality. Everyone involved in this process will be expected to treat information as confidential and will not discuss the matter with anyone else.
- Parents may take their concerns direct to Ofsted should they feel that the setting will not be able to resolve the situation satisfactorily.
- Ofsted's contact telephone number is displayed on the notice board as is the certificate of registration detailing the setting reference number EY539047.

Additional information:

Bobtails OFSTED URN

OFSTED telephone number: 0300 1231231

Local Designated Officer Lindsey Tunbridge-Adams (LADO) 03302 223339

Assistant Designated Officer Claire Coles

DBS helpline 03000 200 190

Policy on the Use of Internet, Mobile Phone, Cameras, iPads and Social Media

We live in an age where digital technology has increased the use and misuse of photography and video images of children.

In accordance with Ofsted requirements, mobile phones and cameras must not be used after entering the nursery. This applies to staff as well as parents and other visitors. Staff mobile phones will be kept in a basket or left in cars outside of the setting. Any concerns with regard to unacceptable use of mobile phones/cameras must be reported to the supervisor of the day and action will be taken immediately. Use of the school camera will be controlled through a system of logging users on a daily basis. The recording, taking and sharing of images, video and audio on any mobile phone is not permitted unless it is authorised by management who will ensure any such use is monitored and recorded. All mobile phone use is open to scrutiny by management. Any private phone calls that need to be made or received during nursery hours must be made using the nursery landline (01403 786176)

Parental permission will be sought for the taking and publishing of any images of children ref: photographic images of children consent form. It is the nursery policy to allow parents to take photographs and videos of their children at the Nativity production. However, they are requested not to post these images to any social network sites without the permission of other parents whose children appear in the photos.

Photographs will be maintained securely and for authorised use only. Digital images will only be held on the nursery iPad until they have been added to the online learning journal. The masters will then be deleted from the iPad. Some photographs will be used on our Facebook site or our website, but only if appropriate written permission has been given by parents. When a professional photographer is invited to take school photos of the children we will ensure that this person is known to us and whether or not they have a valid DBS/CRB check.

Whilst recognising the benefits of the social interaction generated by social networking sites the following restrictions on their use by members of the Bobtails staff team, volunteers or students are as follows:-

Work related comments, photos or other information on facebook, twitter or any other social networking site which are of a bullying, intimidating or defaming nature will not be tolerated and will be dealt with as if the comments were made at work.

References to Bobtails and the discussion of any work related matters are strictly prohibited and contravention will result in disciplinary action and potentially dismissal.

Any comments likely to damage the reputation of Bobtails Nursery or comments that might destroy or damage relationships between the business and its customers, employees or outside agencies will be subject to immediate disciplinary proceedings.

Students and staff members who need to use their laptops will be required to sign an agreement that the contents of their laptop will be accessible to the supervisor of the day.

Emergency/planned Administration of Medicines policy

- In general medicines should be administered outside of school hours by a parent or carer.
- On those occasions when medication needs to be given at school, written instructions from a parent must be given. Instructions must include circumstances under which medication should be given, frequency and levels of dosage and the time the last dose was administered. Whenever there is a variation in the pattern of dosage new written instructions should be completed.
- All medication must be clearly labelled with the child's name and dosage instructions and it is the parent's responsibility to ensure that any medicines held at the school are 'in date' and that the necessary forms have been completed.
- Where it may be necessary for a member of staff to administer an inhaler during school time, a letter of authority must be supplied by the parent from their G.P.
- Where it may be necessary for a member of staff to administer an epi-pen during school time, training must be provided from a qualified health professional and should be specific to the individual child.
- The administration of all medication will be recorded in the Medication Book.
- All medicines will be kept out of reach of children.
- At Bobtails we do not keep a stock of calpol or similar – if a child is ill enough to require such medication then they should be resting at home. However, if a child is otherwise well but requires pain medication for a specific condition, we are able to administer it in the same way as any other medication (it would need to come in with the child and be signed in using the medication form).
- Where staff feels unable to deal with a medical situation, the school reserves the right to seek medical aid or to remove the child to a suitable medical establishment. Parents will be notified as soon as possible.

Procedure in the Event of a Child becoming Ill whilst in the Setting

The following procedure should be followed with any member of staff taking charge of the situation.

1. If the child has vomited or has diarrhoea it is important that all the other children are moved away from the child who is unwell.
2. The child will be washed and changed if necessary and then kept with and comforted by adult. At the same time if possible another member of staff will be cleaning and disinfecting any contaminated surfaces.
3. If the child has a fever they will be offered a comfortable place to lie down (e.g. one of the sleeping mats) and made as comfortable as possible with a blanket and other bedding until their parent or carer can collect them.
4. Parents or carers will be notified, asked to collect the child and advised of the exclusion period.
5. All bedding that has been used by the child will be bagged up and taken home by a member of staff and washed on a high temperature to reduce the risk of infection. The mat will be wiped down with antibacterial wipes or spray.

Accident, Incident & Injury Policy

Although children are supervised at all times accidents do occur. Staff are required to wear protective clothing when dealing with major accidents, illness or incidents.

- 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.
- Parents will be advised of emergency procedures and asked to authorise emergency medical treatment for their child as part of the registration process.
- Every effort will be made to contact the parent before taking a child to hospital. If a parent or named contact is not available the senior member of staff will make the decision if hospitalisation is needed and will ensure that another member of staff accompanies the child and takes any relevant paperwork such as permission forms, care plans, known allergies and medication forms. **STAFF SHOULD NOT TAKE ANYONE TO HOSPITAL IN THEIR OWN VEHICLES. AN AMBULANCE SHOULD ALWAYS BE CALLED**
- Signed records of all accidents and incidents will be kept and signed for by parents. These will be recorded on one page per child.
- Accident records will contain details of:
 1. Any obvious injury that has happened at home needs to be recorded and signed for by the parent/carer in the accident book.
 2. Time, date and nature of any accident that occurs on the premises or outside
 3. Details of the children involved
 4. A description of the type and location of any injury, a body map will be used if it is considered necessary
 5. details of any action taken at the time, later and by whom with a signature
 6. The circumstances of the accident, names of adults and children involved and any witnesses
 7. Some incidents show no obvious injury. Any bumps to the head will be recorded in case of subsequent symptoms such as concussion
 8. A counter signature of parent when collecting the child
 9. Accident records will be reviewed regularly to identify any

trends or recurring causes of injury

Incident records will take the form of a STAR observation (Situation, Trigger, Action, Response) and will contain:

- Reports of any bullying or fighting together with any intervention that was used
- Any extreme reaction of common situations such as hysterical response to thunder
- Any change in the child's abilities that might increase their risk of accident or injury
- Time, date and nature of any incident that occurs on the premises or outside
- Details of the children and others involved
- Any obvious triggers to the incident and the nature of it
- Details of how the situation was handled at the time, later and by whom with a signature
- The circumstances of the accident, names of adults and children involved and any witnesses
- Any form of restraint that was needed and any consequences
- A counter signature of parent when collecting the child

- In the event of a serious accident or illness requiring hospital treatment, or death, the Principal will notify OFSTED and LADO. If the child or adult dies as a result of something that happened at the setting Ofsted must be informed regardless of where they died.

- If a child in our care is taken to hospital for more than 24 hours as a result of something that happened at the nursery Ofsted will be informed. For definitions of serious and minor injuries see www.ofsted.gov.uk and type in reference 110009 in the search box.

- Ofsted will not be informed of an adult incident on the premises, a child incident once they have been picked up by their parents and any incident off premises such as on an outing.

- RIDDOR will be informed of any death, major injury or dangerous occurrence or if a child or adult is sent to hospital. They will also be informed if an employee is absent for more than seven days due to an injury. This report must be made within 15 days of the accident; however, broken fingers and toes are not reportable. Ref: www.hse.gov.uk 0845 300 9923

- For any injuries, accidents or incidents a risk assessment will be undertaken as soon as possible

- 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.

Social Services (LADO) Lidsey Tunbridge-Adams 0330 222 3339

Lindsey.Tunbridge-Adams@westsussex.gov.uk

Ofsted 0300 123123

Procedure in the Event of an Accident, Incident or Illness requiring Hospitalisation

The following procedure should be followed with any member of staff taking charge of the situation.

1. Assess the situation.
2. Ensure that you and other children are not in danger and make the area safe.
3. Reassure the patient and other children who may be alarmed.
4. Remove other children from the scene.
5. Assess and deal with the condition as First Aid. (First Aid box is sited in the kitchen)
6. Continue to reassure the patient and other children. If the child is well enough allow them to return to activities but keep an eye on how they are in case they need further treatment.
7. If necessary call for help from another adult or child.
8. If you are dealing with a minor injury that needs no further treatment complete the Accident book and inform the parent at the end of the session.

If you are unable to deal with the injury or condition and you need outside assistance follow the procedure below

1. Get someone to call 999 on the school telephone.
2. Request ambulance, fire or police.
3. Give contact telephone number and full address of the school

BOBTAILS MONTESSORI NURSERY
ADVERSANE HALL
ADVERSANE LANE
BILLINGSHURST
RH14 9JN

01403 786176

4. Describe the situation and give details.
5. Report back to the First Aider/person in charge and wait for the ambulance to arrive.
Ring the parent or emergency contact. Reassure them and describe incident and condition of the casualty. If the emergency service has arrived let the parent know which hospital the child is being taken to.
6. When emergency services arrive report details of the incident and any First Aid given. Advise of any pre-existing conditions such as asthma, diabetes and epilepsy. Continue to reassure the casualty & other children.
7. Ensure that the casualty's background information and parent conference notes, together with the Parental Permission Form for Emergency Treatment are taken to the hospital with the child.

In all instances, clear up, replenish the First Aid box, record the incident and inform the Manager if they are off-site.

The Manager is responsible for notifying the relevant authorities if necessary.

The Manager will review the incident and make changes to the environment and procedure if appropriate.

N.B. Decisions on treatment should not be taken by nursery staff but by a parent or guardian or medical professional.

Adults in the Setting

Staffing Policy

To include temporary staff, regular staff, students, work experience students and volunteers

Bobtails is led by the owner and the manager (Stephen Wall and Alexandra Openshaw). We welcome volunteers and students who are undertaking childcare courses at colleges, and students on work experience from secondary schools, to work within the nursery, whenever possible.

- Information gained by staff, students or volunteers about the children, their families and other adults in the group must remain confidential
- Staff are not permitted to smoke or consume alcohol or illegal substances on the premises.
- Staff are not allowed to use mobile phones in the nursery. These must be switched off and kept in the lockable cupboard in the nursery. The Bobtails landline number 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. 01403 786176
- Regular staff meetings will be held every half term and minutes taken. Staff opinions & suggestions will be favourably received & acted on.
- Staff will be encouraged to improve their qualification level, and will be supported in this by the manager to ensure that they offer a quality learning experience for children that is continually improving.
- All staff must have undertaken induction training and read a copy of the policies and procedures of the setting.
- Any staff working with children must not be under the influence of drink or any other substance which may affect their ability to work with children or other adults. This includes prescribed medication. Staff medication at Bobtails must be securely stored and out of reach of children at all times. The designated place of storage is the top shelf of the lockable First Aid box in the kitchen. They must only work with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly.
- No member of staff may threaten or give corporal punishment to a child. Failure to comply will lead to instant suspension, investigation and the likelihood of dismissal.

Suitable People and Safer Recruitment

Principles

The purpose of this policy is to outline how we ensure that the staff, students and volunteers at Bobtails are suitable people to work with children.

Ofsted will be notified of any change in provider or person with direct responsibility for Early Years Provision, any change to the premises, address of premises or name of the business. All staff must be DBS checked and staff are required to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children (before or during their employment at Bobtails). Annual health and suitability declarations will be required from all members of staff, including managers and owners of the business. A record of DBS reference numbers, the date of disclosure and detail of who obtained it will be kept for all persons working at Bobtails. Where information which may lead to the disqualification of an employee becomes apparent, action will be taken to ensure the safety of children and the DBS and Ofsted will be notified of any action.

- All staff are expected to maintain a watchful presence and work on their own initiative. Safeguarding is everyone's responsibility and staff must immediately inform the manager or designated safeguarding officer of any concerns.
- All staff working at Bobtails will have undergone an enhanced Disclosure and Barring check (DBS check).
- All staff will have provided application forms, references, employment history, qualifications, identity checks and a medical questionnaire. Staff must complete an annual suitability and health declaration
- Every term there will be an opportunity for staff to discuss any concerns that they or we have about their performance, their personal lives and any concerns regarding the children. Meetings will be logged. Bobtails management has an open door policy where staff can talk openly and freely about any personal or health issues, concerns about training, a child, a child's education or issues in the work place.
- On the advice of our child care development officer, three yearly DBS checks are not necessary as long as we are comfortable with the continuing suitability of our staff. New staff members are required to sign up to the DBS updates service.

- Members of staff are expected to declare all convictions, cautions or court orders which may disqualify them from working with children.
- Work experience students, volunteers & any other member of staff who has not had a DBS check will not be allowed to work unsupervised.
- All staff are required to disclose any new criminal offences which might have occurred after their employment commenced. This information will be passed on to Ofsted.
- It is the overall responsibility of the Nursery Manager to ensure that all staff are adequately checked and are suitable to work with children.
- Every prospective member of staff will have to provide proof of identity, complete an application form giving details of previous experience, qualifications, references, medical questionnaire and explanation for any gaps in employment history.
- Certificates of disclosure from the DBS are issued directly to the individual. A record of the disclosure form registration number is made.
- If Bobtails has to remove or dismiss a member of staff for working with children we have a legal duty to inform the Disclosure and Barring Service on 03000 200 190. Should the member of staff resign during an investigation or before dismissal the DBS should still be informed. This does not mean that the person will automatically be barred from working with children. Knowingly employing someone who is barred is breaking the law.

Staff:Child Ratios

- Staffing arrangements will meet the needs of all children and ensure that they are all adequately supervised and safe at all times.
- Children will always be within sight and hearing of staff.
- At Bobtails we aim to maintain a ratio of 1 adult to every 4 children, regardless of the age of the children. Only staff are included in this ratio (not students or volunteers).
- The statutory ratios are as follows:
 - 1:4 for children under 3 years with one member of staff with a minimum level 3 qualification and half of all other staff at level 2.
 - 1:13 for children over 3 years where one member of staff holds EYPS status, with at least one other member of staff at level 3 and half of all other staff at level 2.
 - 1:8 for children over 3 years where one member of staff holds a level 3, plus another member of staff at level 3 and half of all other staff at level 2.

Students

Bobtails welcomes the opportunity of taking suitable students from local schools and colleges on work experience of appropriate duration and as approved by the Head Teacher or the college course tutor. We recognise the value of this experience for the student. We also recognise that the students will not have the level of maturity, awareness and experience as that of our staff and so as part of our duty of care, the level of induction, instruction and supervision will need to be higher in order to safeguard the student's health, safety and welfare.

Students will be made aware of slipping and tripping hazards, including steps, equipment on the floor and uneven surfaces inside and outside of the building. They will be cautioned about lifting objects and children appropriately and the safe use of electrical equipment. The safe use of kitchen equipment including knives and hot objects will be explained as will rules regarding hygiene and hot objects in the vicinity of children. All students will be given the same induction as permanent full time members of staff. They will be advised on suitable clothing and shoes and after this advice it becomes their responsibility to ensure appropriate clothing and shoes are worn.

- Students on work experience are not included in the staff child ratio as set out in the standards.
- Long term placement students (e.g. Apprenticeships/Teaching Practice) may be counted as part of staffing ratios when appropriate.
- Students on work experience will be deployed to work alongside full time members of staff.
- Consideration must be taken into account when an initial visit is made by a student to identify;
- How many days the work experience/practice is to be.
 6. How many hours daily will the student be present.
 7. What particular aspects of work/child observation are part of the designated course and are essential to the work undertaken.
- What previous experience/practice has the student already undertaken.
- What the children will call the student.

Considerations when Planning Work/Practice

- The student's age, experience, self-confidence and level of maturity

should be considered when planning the work

- Students are expected to be polite and well mannered both with adults and children, setting a good example for the children to see.
- Students must be appropriately dressed for working with children and parents.
- Students must be made aware of the policies and guidelines within the setting.
- Any information gained by the student about the children, families or adults in the group, must remain confidential.
- Unless an enhanced disclosure certificate is provided, students will have restricted access to children, and will not be left alone with a child or children.

Parents and Volunteers

Parent helpers and volunteers will be invited to assist in specific activities or for special occasions. They will be given an induction and will be made aware of the guidelines of the setting.

Visitors

We welcome visitors to our nursery in a variety of ways. Some will be prospective parents others may be outside agencies. Security for the children and staff is of paramount importance and all visitors must sign in our visitors' book, stating arrival and departure times. Visitors will not be left alone with any children. When a visitor arrives the following procedure must take place:

- a. Greet the visitor and if they are not expected determine the purpose of their visit.
- b. Where appropriate check identification & ensure that visitor does not appear to be under the influence of alcohol or drug. The member of staff checking identification needs to initial the visitors book
- c. Record the organisation or link to the child and the purpose of their visit, arrival and departure times
- d. Point out the requirements shown on the visitors book : no smoking, mobile phone policy, evacuation procedure, supervision of visitors
- e. Ask them to sign the visitors book
- f. Supervise the visit at all times
- g. Ask them to sign out when they leave

Any person arriving at the nursery under the influence of alcohol or any other

substance will be refused access to the premises. Any parent attempting to collect their child under the influence of alcohol or any other substance will be asked to nominate another responsible adult to take both parent and child home.

Intruder Policy

An intruder is any person who enters the premises without permission. Some intruders may simply be lost and present no threat to staff or children. Any suspicious intruder must be considered to pose a risk. A member of staff should alert all other staff before challenging any unexpected visitor. They must establish their reason for being there and consider whether they present any danger to staff or children. All unexpected visitors must be supervised and directed off the premises. Should the supervisor of the day feel there is any danger at all they must ensure that someone contacts the police as soon as possible. Every effort must be made to keep the situation under control and to keep the intruder, staff and children calm. No attempt should be made to restrain the intruder and if possible children should be evacuated to a place of safety. If the intruder leaves of his/her own accord take note of the appearance and method of transport so that the police can alert other settings to any potential risks. Details of the incident need to be documented in full. If the intruder is armed you must alert all members of staff and contact police immediately. Give details of the setting and description of the intruder and any weapon involved. Take whatever action you can to ensure the safety of staff and children and advise emergency services of the action you have taken. Where children and staff are stopped from evacuating the premises which may develop into a hostage situation it is important to remain calm and to reassure both children and adults. Take no action against the intruder and await the arrival of police and hostage negotiators.

Whistle Blowing Policy

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult it is important where the welfare of children may be at risk. Whistleblowing applies when you are acting as a witness to misconduct that you have seen and that threatens other people or children.

You may be the first to recognise something is wrong but may not feel able to express your concerns out of feelings that this would be disloyal to colleagues. Remember it is often the most vulnerable children who are targeted.

You have a responsibility to:-

Raise concerns about unacceptable practice or behaviour.

Prevent problems worsening or widening.

Protect or reduce risk to others.

Prevent becoming implicated yourself.

Voice your concerns, suspicions or uneasiness as soon as you feel you can. Try to pinpoint exactly what practice is concerning you and why. Approach your immediate manager or child protection liaison officer.

If your concern is about your manager contact the Local Area Designated Officer Lindsey Tunbridge-Adams 0330 2223339 Lindsey.tunbridge-adams@westsussex.gov.uk and Ofsted. Make sure you get a satisfactory response. Put your concerns in writing outlining the background and history giving names, dates and places. You must demonstrate sufficient grounds for concern.

You should be given information on the nature and progress of any enquiries. Your employer has a responsibility to protect you from harassment or victimisation.

No action will be taken against you if the concern proves to be unfounded and was raised in good faith.

However, malicious allegations may be considered as a disciplinary offence.

Self- reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Absolutely without fail- challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong" (reproduced with acknowledgement to "Sounding the Alarm"

Barnados

Ofsted whistleblowing hotline (Mon-Fri 8-6pm) 03001233155 or
whistleblowing@ofsted.gov.uk

Confidentiality Policy

The nature of our work will sometimes involve us in information of a confidential nature. It is necessary to protect the privacy of children in our care and a legal requirement exists to ensure that information relating to children is handled and stored in a way that ensures confidentiality. Parents and carers must be allowed access to all records regarding their child as long as no relevant exemptions apply under the Data Protection Act. Certain information must be recorded and retained for children in our care. This includes full name, date of birth, name and address of parents, information about any person with parental responsibility with whom the child normally resides, emergency contact details.

Confidentiality will be respected in the following ways:

- All files and records for the children will be kept in a safe and secure place. Parents will have access if required to their own child's records but access to any other child's file will be refused.
- Staff do not have permission to take the children's files home to work on. We use an online learning journal system, which can be accessed on iPads – it is accessible on the nursery iPad, and the personal iPads of the manager, owner and lead Montessori practitioner only. The nursery iPad is kept onsite at all times apart from for outings (including forest school). The online learning journal is logged out whenever it is not in use.
- All data is held in accordance with the Data Protection Act 1998 and is retained or destroyed periodically with reference to Ofsted and Education Authority timescales.
- Personal data concerning members of staff is also kept securely. Staff details are kept in the register, which is kept in the secure filing cabinet. Staff personal files, including paperwork relating to appraisals, peer observation and medical declarations is kept in a separate secure container which only the manager and the owner have access to.
- All members of staff, visitors and students will be advised of our policy and be expected to adhere to it.
- Staff will only discuss individual children's progress with parents or guardians of that child.
- Unless the health or welfare of a child appears to be at risk, all information received by staff will be treated with the utmost confidentiality.
- All relevant staff will be made aware of any concerns or evidence concerning the personal safety of a child.

- The above policy is subject to our primary responsibility, which is to the safety and well- being of every child.

(Reference Safeguarding Children Policy and Child Protection Policy)

Arrival and Departure Policy (Children, staff and visitors)

Staff and Children

The nursery has a daily register for both children and staff. This shows the expected arrival and departure times. The supervisor of the day is responsible for logging in/out staff and children at the beginning and end of each session. In addition we operate a self- registration system for the children so that they begin to recognise their own names. Registers will be retained for 3 years and then destroyed. Details of persons authorised to collect children will be kept at the back of the register and in the personal details folder. No child will be allowed to leave the nursery without an approved adult.

The register is kept in a lockable cupboard by the front door. Personal details are held in a folder that is kept in the lockable cupboard. These details are confidential and are only accessible by authorised members of staff.

For outings a special register will be kept and personal details will be held by the outing supervisor.

The register will be used for emergency evacuations and it is the responsibility of all members of staff to ensure that if they allow someone into or out of the nursery a record is kept of arrivals and departures.

Procedure for children leaving and entering the building

1. A member of staff will sit with the children and another member of staff will be in the coat area.
2. The children will sit in a line near the internal gate and will go 4 at a time to put their coats on.
3. They will go back through the gate and sit back in the line until all the children are dressed and ready to go outside
4. The children will be counted before the door is opened.
5. A board will be attached to the garden gate and the number of children outside will be recorded on this.
6. If a child leaves the garden (with an adult) to use the toilet he/she will be marked out and then back in again on his/her return to the outside play area. If a child arrives for the afternoon session he/she will be recorded on the board
7. When it is time for the children to re-enter the room a member of staff will stand outside near the front door until all the children have

been led into the classroom, counted, and taken through the internal gate.

8. When all the children have gone through the internal gate and are sitting the member of staff outside will come in and put the safety chain on.
9. At this point, if it is lunch time, the children will take their coats off, 4 at a time, and wash their hands for lunch.
10. At going home times the children will either sit in the book area or at the table, with the internal gate closed, before the main door is opened for the parents.
11. Children must not run to their parents, they must wait until the member of staff at the door calls them by name.

Authorised Collectors

- All new starters are issued with registration forms. This form asks for a copy of the birth or adoption certificate and a list of people who are authorised to pick the child up from nursery, as well as anyone who is specifically unauthorised from doing so.
- We are unable to bar anyone with parental responsibility from picking up their child, even if the other parent has requested that we do so.
- We will record the birth or adoption certificate number.
- In the case of a child in foster care, we will contact the child's social worker at the time of registration to confirm the identity of the foster carer and to obtain permission for the child to be registered with us.

Procedure for a Child who has not been Collected

For every child we have a list of people who may or may not be allowed to collect him or her from nursery. In the event of a child being left at nursery for more than ten minutes after the end of the session the following procedure will be implemented.

- Staff should check the Authorisation for Collection Form at the back of the register, to see if there is any change in the person collecting the child. A phone call will be made to the appropriate person either at home or on their mobile phone.
- If there is no reply a message will be left if possible and any alternative mobile or work number contacted.
- If we are unable to reach the first contact person we would then try all alternative authorised adults in the order that parents have given us.
- Two members of staff would stay with the child for as long as necessary until an authorised adult has been found.
- It is inappropriate and unacceptable for any member of staff to take a child to their home. In exceptional circumstances where a parent or carer asks for the child to be brought home we will do so in accordance with our babysitting policy, and only if the staff member has suitable insurance and car seats.
- If for any reason none of the authorised contacts are available we would contact our local MASH on 01403 229900 during office hours, 0330 222 6664 outside office hours.
- A full written report of the incident will be recorded and filed and Ofsted will be made aware if social services or the police are contacted.

Late collection charging procedure

Principles

This policy is for protection of children who have been left at the Nursery over the agreed collection time or once the nursery has closed.

Our session end times are 12:30 and 4:15.

- The nursery has a duty of care to the children and parents to ensure that collection of very young children is made at the agreed time. Late collection causes additional staffing costs for the nursery and potentially unnecessary distress to a child. Children remaining in our care after the agreed collection

time or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

- We appreciate that sometimes there may be circumstances beyond parent / carer control affecting the prompt collection of your child. If you know you are going to be late collecting your child please call at the earliest opportunity and discuss with the manager/deputy manager the arrangements for the collection. Please note that a late stay fee will still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

Procedure

- All parents/carers will be given a five minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended (12:35 p.m. or 4:20 p.m.), then a £10.00 charge will be levied and for every ten minutes thereafter.
- If you are late collecting your child, they will be cared for where possible, by their key person and a senior member of staff. Your child will be inside the Nursery and reassured by the staff members. Any specific needs will be addressed.
- If your child(ren) remains uncollected **5 minutes** over the set time: Nursery Manager and staff team will be made aware of the situation. No late fee is charged unless this becomes a regular occurrence.
- If your child(ren) remains uncollected **5-10 minutes** over the set time: The parents or carers will be contacted; late stay fees will be collected of £10.
- If your child(ren) remains uncollected **10-20 minutes** over the set time: If we have been unsuccessful in contacting a parent, the manager/deputy manager will contact the first emergency contact on your child's registration form. Late stay fees will be collected of £20.
- If your child(ren) remains uncollected **20-30 minutes** over the set time: If we have been unsuccessful in contacting a parent or the first emergency contact, the manager/deputy manager will contact the second emergency contact on your child's registration form. Late stay fees will be collected of £30.
- If your child(ren) remains uncollected **30 minutes** over the set time: If none of the child's emergency numbers have made contact with the nursery, the manager/deputy manager will contact the local authority's Multi Agency Safeguarding Hub (Social Services) for advice on their next course of action. Please note that late stay fees will be collected and charged at a level relative to the circumstances and lateness.

- Ofsted will be notified in the event of collections after 30 minutes where no notification was given.
- Late fees will be added to your child's account and collected with the next fee invoice. Unreasonable and / or persistent lateness may regrettably result in the nursery terminating your booking. Please inform the Nursery Management team of any changes in your contact details.
- Please note that if the manager/deputy manager sees fit she/he may contact the local authority's MASH earlier than it states in the set procedures for advice if necessary.

West Sussex MASH 0140320229900

Babysitting Policy

- At Bobtails we do not provide a babysitting service outside of our normal operating hours. However, we understand that parents sometimes ask nursery staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents. Please also refer to our Safeguarding Children Policy.
- The nursery is not responsible for any private arrangements or agreements that are made, this is between the staff member and family, however we do expect staff members to inform us if they are babysitting or caring for a child that attends the nursery outside of the setting. We require the staff member and parent to sign a copy of this policy which we will keep on file for the child and staff member.
- Each time a staff member babysits it should be recorded in the 'babysitting diary' before the babysitting takes place.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and CRB/DBS checks as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting.
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of nursery hours. The member of staff will not be covered by the nursery's insurance whilst babysitting as a private arrangement.
- Out of hours work arrangements must not interfere with the staff member's employment at the nursery.
- All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the Nursery, other staff members, parents or other children.
- The nursery has a duty of care to safeguard all children attending the setting so if a staff member has some concerns for a child following a private babysitting type arrangement they need to pass these concerns on to the Safeguarding lead within the setting.

- If a staff member is to take the child at the end of that child's nursery session (which may not be the end of a nursery day) the manager will require written permission from the parent/carer. It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting them in

Outings and Special Events Policy

- As part of our curriculum planning and in order to offer additional learning experiences, we may occasionally want to take the children off the premises. When undertaking such outings every care will be taken in the planning and organisation for the safety and welfare of the children. Adult child ratio needs will be assessed for each outing and adjustments made. However, in general parents are invited to all outings and a one adult to child ratio is usually achieved.
- We sometimes take the children on country walks. We obtain parental permission for these impromptu outings when children join the setting.
- We regularly count the number of children in our care in order to ensure no child is missing.
- A risk assessment will be made by the outing supervisors prior to the visit and necessary steps taken to minimise risks and hazards. This may not necessarily be documented.
- Outings may have to be cancelled if sufficient help is not available.
- Behaviour and safety whilst on an outing will be discussed during circle time and adults will be advised on their responsibilities for the outing.
- Where animals are involved in the outing children and adults will wash their hands after touching or handling them.
- The school mobile phone, school iPad , first aid kit, personal details folder and any prescribed medication will accompany the group. Children will be carefully supervised throughout the visit. Ipad and phone will be checked at the end of the outing to ensure no inappropriate photos have been taken.
- At least one person who holds a Paediatric First Aid Certificate will accompany the children on outings.
- Car insurance and MOT's will be checked for business use if a member of staff has to transport children. Where possible, we will avoid transporting children in staff cars.
- Details of the destination and emergency contact number will be issued to all parents of children involved.
- Written parental permission for children to take part in outings will be required.
- Written lists of all children and adults on the visit, together with

emergency contact details will be taken by the supervising adult.
Children and adults will be marked in and out on the register.

- When parents have been invited to attend a production by the children, the safety of the children will be of prime importance.
- A special register for the event will be created and children will be marked in as they enter the building.
- Parents will not be allowed to enter the hall until the children are safely seated away from the main door.
- The internal safety gate will be closed during the performance.
- Once the show is over one adult will stand at the exit door to ensure that children cannot leave the premises unescorted. Children will be marked off on the register as they leave.
- Once children have been handed over to their parents they assume full responsibility for their safety.
- Regular trips to Terra Amata farm for forest school on a Friday morning are undertaken in accordance with our outings policy.

Procedure for a Child Lost on an Outing

- At the start of the outing children will be told to approach a uniformed adult or an adult with children if they find themselves separated from the group.
- If a child goes missing all other children will be asked to sit on the ground with a supervising adult.
- All adults will be informed immediately
- An immediate search of the area will take place
- On site security if applicable will be notified and a description of the child will be given
- Should the child not be found within 5 minutes the police will be notified, followed by the parents if they are not present.
- If a child has been lost on an outing without parents, the supervisor will remain at the site looking for the child and will be the liaison person with the police and parents.
- Other members of staff will escort the other children back to the

nursery or to another secure place of safety.

- Any incidents must be recorded in writing and Ofsted informed.
- Outing supervision will be reviewed to find out what went wrong.

Procedure in the Event of a Lost Child in the Nursery

Our policy is to ensure that access/exit doors are closed and cannot be opened by the children on their own. We also take care that safety gates are in place and that the outside play area is secure and supervised. When children are taken outside of the school boundaries they will be adequately supervised at all times.

In the unlikely event of a child being lost:

- The first indication that a child might be missing would be that one of the adults would notice that fewer than expected children were present.
- A member of staff would check that no children are anywhere else in the building or in the outside area – including the toilet and kitchen
- The children would be asked to sit together in order for the supervisor to check the children off against the register for the day
- A member of staff would be asked to search outside the immediate area
- The children would be asked if they have seen the missing child leaving the school boundaries
- The parent would be contacted in case the child had managed to get out of the building or had been collected without the staff's knowledge
- The police would be alerted (999) after all the procedures had been followed
- Information for the police:
 - a. Name and address of the setting
 - b. Child's name and address
 - c. The time the child was first identified as missing
 - d. Where they were last seen and what they were doing
 - e. Whether or not there were any indications of a problem
 - f. Child's age, sex and what they are wearing
 - g. What steps has been taken to find the child and who is still looking for them
 - h. An up to date photograph of the child taken from the child's learning journal
- If the manager is "off- site" at the time of the incident they will be notified immediately.
- It is important not to alarm the other children. It is also important to ensure that the attendance register is completed daily, that any

telephone messages regarding absent children are noted and that any parent collecting a child early informs a member of staff before the child leaves the premises and the time of the departure should be recorded in the register.

- Whoever accepts a child into or out of the premises is responsible for recording the information in the register and informing the supervisor.
- If a child were to go missing a full risk assessment will be implemented immediately after the child has been found. The incident will be documented at a suitable time after everything has been resolved and Ofsted informed in writing of the outcome of the incident

Events that must be Notified to Ofsted

Ofsted must be notified of:-

- Any change to the address of the premises; to the premises which will affect the space available to children and the quality of childcare available to them; in the name or address of the provider, or the provider's other contact information; to the person who is managing the early years provision.
- Any proposal to change any hours childcare is provided.
- Any significant occurrence that might affect the suitability of the provider or of any person who cares for or is in regular contact with children on the premises to look after children.
- Where the childcare is provided by a partnership any change to the nominated individual and any changes to the individuals who are partners.
- Any change in the registered person will be notified to Ofsted and will include name, former name and any aliases, date of birth and home address.
- If there is a change of manager Ofsted will be notified in advance if possible but otherwise within 14 days of the new appointment.
- Any food poisoning affecting 2 or more children.
- Any child having meningitis or an outbreak of any notifiable disease Public Health (control of diseases) Act 1984 within 14 days.