

# **EYFS**

## **Safeguarding Children Policy**

### **Safeguarding and Promoting Children's Welfare**

All staff has up to date understanding of safeguarding children issues and are able to implement the safeguarding children policy and procedure appropriately. Staff must ensure they keep their concern confidential. Staff should respond appropriately to:

- significant changes in children's behaviour
- deterioration in their general well-being
- unexplained bruising, marks or signs of possible abuse
- neglect
- the comments children make which give cause for concern

### **Information and Complaints**

At Doxey we maintain a two way flow of information with parents. We obtain necessary information in advance of a child being admitted including:

- emergency contact numbers
- the child's dietary requirements
- the child's special health requirements
- information who has legal contact with the child and who has parental responsibility of the child
- written parental permission to the seeking of any necessary emergency medical advice or treatment in the future
- nappies and changing

We also provide the following information for the parents:

- the type of activities provided for the children
- the daily routine
- the staffing
- food and drinks provided
- the policies and procedures
- the complaints procedure
- details for contacting Ofsted
- the procedure to be followed in the event of a parent failing to collect a child at the appointed time
- the procedure to be followed in the event of a child going missing

### **Premises and Security**

The premises both indoors and outdoors must be safe and secure. The main gates are locked during the day. The Main entrance has 2 touch key pads to enter. Visitors have to fill out the visitor book to record their names, purpose of visit, details of arrival and departure.

The Sparkles outdoor area has a gate which remains locked throughout the day. The arrival and departure procedures of children and parents are through the gate. Once everyone has arrived the gate is locked. Parents are aware of writing a permission slip when their child is being picked up by another adult.

The Reception and Nursery outdoor area has 2 gates which remain locked throughout the day. The arrival and departure procedures of children and parents are through those gates. Once everyone has arrived the gates are locked. Parents are aware of writing a permission slip when their child is being picked up by another adult.

## **Use of Mobile phones or cameras.**

Photographs of the children are only taken on school (includes Sparkles) cameras and iPads, which do not leave the building. This includes video and pictures taken by both staff and children. These images are saved on a secure server and printed copies are only used within the school for school purposes e.g. Learning Journeys, display boards.

## **Procedure**

Our staff have attended internal Safeguarding training, are aware that having a statement about the settings use of mobile phones and camera's does not prevent child abuse and have a responsibility and knowledge of the processes of reporting incidents.

Staff personal mobile phones are only allowed to be used in the staff room or school office during breaks. The school mobile phone, for use on outings, has no camera.

Parents/carers are permitted to have their mobile phones on them but are not under any circumstances allowed to use them in the building except in the office with a member of staff present. Staff are very vigilant and will remind any parents/carers and visitors if they observe anyone not adhering to the rules. Children are not permitted to bring their own mobile phones to school.

All parents sign a consent form when their child starts nursery to give their permission for photographs to be used in the nursery.

When we have external photographers in parents are asked to sign a disclaimer if they do not wish their child's photo to be taken.

## **Outings**

Children must be kept safe whilst on outings. All staff carry out a full risk assessment which includes an assessment of required adult:child ratios. We always obtain written parental permission for children to take part in outings. Staff takes essential records and equipment on outings that include contact telephone numbers for parents of children on the outing, first aid kit and a mobile phone. Records are kept about the coach company the school uses including the insurance details and the named drivers.

## **Equality of opportunities**

In our school we believe that all our children matter. We give our children every opportunity to achieve their best. We do this by taking account of our children's range of life experiences when planning for their learning (see our policy on school inclusion). The school holds the 'Inclusion Quality mark 2003' which shows that diversity is valued, that all pupils are treated with dignity and that all staff work together as a team to ensure all individual needs are met.

The school achieved Dyslexia Friendly School Status in July 2014 which also demonstrates that all staff are able to identify and provide for those pupils who have special educational needs particularly 'Specific learning difficulties'.

In the Foundation Stage we set realistic and challenging expectations that meet the needs of our children, so that most achieve the Early Learning Goals by the end of the stage. Some children progress beyond this point. We achieve this by planning to meet the needs of boys and girls, children with special educational needs, children who are more able, children with disabilities, children from all social and cultural backgrounds, children of different ethnic groups and those from diverse linguistic backgrounds.

We meet the needs of all our children through:

- planning opportunities that build upon and extend children's knowledge, experience and interests, and develop their self-esteem and confidence;
- using a wide range of teaching strategies based on children's learning needs;
- providing a wide range of opportunities to motivate and support children and to help them to learn effectively;
- providing a safe and supportive learning environment in which the contribution of all children is valued;
- using resources which reflect diversity and are free from discrimination and stereotyping;

- planning challenging activities for children whose ability and understanding are in advance of their language and communication skills;
- Monitoring children's progress and taking action to provide support as necessary. This involves speech therapy for some of our children.

## Medicines

Before the children are admitted to Doxey the parents are asked to give information about any long term medical needs their child may have. If the administration requires technical/medical knowledge then individual training may be given that is specific to the child.

We only accept medicines when it is essential and when they are prescribed by a doctor. We keep written records of all prescribed medicines administered to children. Parents must complete a medical form before we can administer medicines. We keep prescribed medicines in a locked cupboard or the fridge, in the Medical Room. Inhalers will be kept in the classroom out of reach of the children.

## Accident and Injury

In the Nursery and Reception we have a first aid box accessible at all times with appropriate content for use with children. At Doxey we keep a written record of accidents or injuries and first aid treatment. We inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.