

CHIDDINGSTONE NURSERY SCHOOL CIO

Chiddingstone Castle
Hill Hoath Road
Chiddingstone
Edenbridge
Kent TN8 7AD

Telephone: 01892 871315
Charity Number 1184378



Maintaining Children's Safety, Welfare and Security on the Premises Policy

Written by	Jill McCoy
Ratified on behalf of Management Committee	July 2022
Date for Review	July 2023
Signed – Chair of Management Committee	
Signed – Nursery Leader	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Policy Statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's Personal safety

- The nursery records the child's name, date of birth, name and address of every parent or has parental responsibility and emergency contact details.
- All children are supervised by adults at all times. Staff/ child ratios are adhered to as are staff qualifications.
- Whenever children are on the premises at least two adults must be present and staff: child ratios are observed. The large stable nursery area requires staff and adults to be positioned appropriately to be able to observe all areas.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Staff discuss with children the importance of being 'safe' within the premises.
- Daily and area risk assessments are completed and reviewed.
- Personal risk assessments will be implemented for children as required or necessary.
- Separate Covid risk assessments and preventative measures are in place and reviewed regularly in line with government guidance.
- Children are supervised at meal times and nap times.
- Children's health care and medication is recorded with permission (see separate policies)
- All accidents and behavioural incidents are recorded and parents informed as soon as reasonably possible.
- Arrangements are put in place to support children with SEN or disabilities The nursery SENco is Mrs M Downing and the deputy SENco is Miss Wells.

Child Protection

All staff are trained in Child protection and safeguarding every 3 years and there is a named DSL Mrs J McCoy and deputy Mrs M Downing and committee member Mrs W Madgwick trained as a DSL with updated training every 2 years.

All staff attend annual updates and read all safeguarding documents in Term 1 & 2.

All safeguarding policies and procedures are reviewed annually or following government guidance. Keeping children Safe in Education.

All staff are trained in Prevent, FGM, sexual exploitation

Suitable people, Disqualification and Staff taking Medication/other substances

- We ensure all staff employed and committee members have been checked for criminal records by an enhanced disclosure from the Disclosing and Barring Services prior to working with the

Chiddingstone Nursery - Maintaining Children's Safety and Security on the Premises Policy

children and are registered with Ofsted on the update service. References are also collected.

- Staff are required to disclose at supervision and appraisal meetings if there are any changes to their suitability to work with children either court orders, convictions, changes to health care or medication or disqualification because they live in the same household as a disqualified person.
- Staff members must not be under the influence of alcohol or any other substance.

Staff qualifications, training, support and skills

- All staff are paediatric first aid qualified and a first aid trained member of staff will attend outings and visits.
- We ensure new staff receive induction training and complete a fire drill in the first weeks of attendance and we provide information on safeguarding, child protection and health and safety issues.
- The nursery checks appropriate qualifications, training, skills, knowledge and that they have a clear understanding of their roles and responsibilities of all new staff.
- The nursery ensures staff have sufficient understanding and use of English to ensure the well-being of the children in our care
- All staff receive termly supervision.

Key person

Each child is assigned a key person to build a relationship and secure attachment to support the transition from home to nursery.

Security

- The nursery holds information on the name, address, telephone number of staff and anyone else who has unsupervised contact or regular contact with the children.
- Systems are in place for the safe arrival and departure of children and are reviewed on a regular basis. A new perimeter fence has been erected with secure coded keypad.
- The days of the children's attendance are recorded in the register, to include the morning session and the afternoon session.
- The variation to normal 9:00am-9:15am arrival and departure times of 12noon and 3:00pm of the children are recorded on the form in the entrance hall.
- The arrival and departure times of adults (staff, volunteers and visitors) are recorded in different ways and places this includes:- staff in the office register and volunteers and visitors recorded in named book on the door into the office. Planned visits are written in the diary.
- There are systems in place to prevent unauthorised access to our premises, the door is bolted during sessions, alarm activated and the outside area has a coded security gate which staff check is secure when children are in the courtyard. A keypad operated electric gate is installed to enhance the nursery security. Spy holes are fitted in front and back doors.
- Our systems prevent children from leaving our premises unnoticed. The door is bolted, an alarm

Chiddingstone Nursery - Maintaining Children's Safety and Security on the Premises Policy

to notify staff of door opening without staff supervision, the gate padlocked and checked at regular intervals through out the day. Fencing encloses the outside steps and front garden. The courtyard door has a catch on the outside to stop children exiting.

- The personal possessions of staff and volunteers are stored in the locked cleaning cupboard.
- Children's reasons for absence and holiday destinations are recorded.
- Staff understand the need for confidentiality when they sign the staff code of conduct to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.
- Records are maintained and shared with parents and carers, other professionals working with the child, the police, social services and Ofsted to ensure children's needs are met. These records are easily accessible and available unless confidential then they will be kept securely and only accessible to those that have a right or professional need to see them.
- The certificate of registration is on display in the nursery entrance hall.
- The nursery will notify Ofsted of any changes to the management of the nursery (see separate policy reasons to contact Ofsted).

Premises

- The premises and equipment are organised to meet the needs of the children and meet the indoor space requirements.
- Children under two years: 3.5m² per child.
- Two year olds: 2.5m² per child.
- Children aged three to five years: 2.3m² per child.
- The nursery as far as is reasonably possible would provide equipment and access to the premises to be suitable for children with disabilities.
- The nursery provides access to outside areas and plan outdoor activities on a daily basis unless circumstances make this inappropriate e.g unsafe weather conditions.
- The nursery has a book quiet area for children to relax, play quietly or sleep. Sleeping children will be checked frequently to ensure they are safe.
- The nursery provides adequate toilets and hand basins to meet Ofsted requirements (one toilet and one hand basin for every ten children over the age of two). Catch it, Bin it, Kill it,
- Nappy changing facilities are provided in the IT quiet area and a disposal unit. Spare clothing and other necessary items are available.
- The nursery office is available for confidential conversations between staff and parent/carers and staff breaks as required. There is also lockable storage available.
- Staff are familiar with the procedure for evacuation and lock down of the premises for any such emergency.

Chiddingstone Nursery - Maintaining Children's Safety and Security on the Premises Policy

- Parents must inform staff of regular and daily collection by an authorised adult.
- Children only have access to the office area with an adult. Child gate provided to stop children's access into office area.
- The nursery has a no smoking policy.
- Risk assessments for inside and outside areas are completed as well as prior to outings and visits including adult/child ratios.