

# Garretts Green



# Nursery School



## Safeguarding Information For Parents

# Safeguarding Information For Parents



Dear Parents,

At Garretts Green Nursery School, we acknowledge that Safeguarding is a priority that must underpin all that we do. We understand that your children are precious and that you entrust them to us in the knowledge that we will ensure that they are looked after and cared for in school as well as you would care for them at home.

The utmost attention must be given to ensuring safety and security in every aspect of school life and in order to achieve this, the school has strategies in place which protect children and prevent harm.

In this booklet, we aim to provide general information about those strategies which may help to inform you and to answer any questions you may have about the safety and security of your children whilst they are attending Garretts Green Nursery School.

Claire Henebury  
Acting Head Teacher



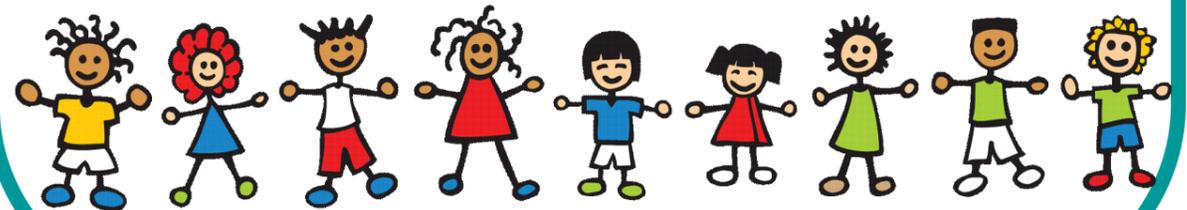
# Safeguarding Information For Parents



At Garretts Green Nursery School we offer  
a safe and secure environment for all.

We hope that the information in this booklet answers  
any questions you may have regarding  
the safety and security of your child.

If you have any further questions or  
would like additional information  
please do not hesitate to ask a member of the Nursery team  
who will be happy to answer your questions.



# Safeguarding Information For Parents



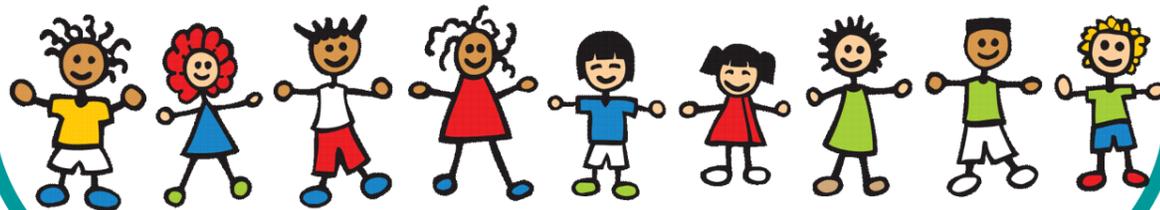
## Family Support

Our school recognises the importance of supporting families as they care for growing children. We have key members of staff who are able to offer a range of support strategies to parents or to signpost them to other agencies or professionals who offer help, guidance and support.

There are members of staff trained and experienced in offering support to:

- Families of prisoners
- Families of children with disabilities
- Parents misusing substances
- Parents and carers requiring parenting advice or support for behaviour management

Please ask to speak to a member of staff who can help you should you need support.



# Safeguarding Information For Parents



## Our Building and School Grounds

Our building is secure and is a safe place for your child to learn. We have made changes over recent years to develop the school's security systems to even greater levels.

- The main entrance to the Reception Area is accessed only through an electronically operated gate which can only be opened by a member of the school staff.
- Security cameras show any visitor before they reach the inner security gate and as they make contact with school staff via an intercom.
- The main entrance operates a signing-in system for visitors which ensures that only known adults enter.
- Visitors are given a lanyard with safeguarding information attached.
- All contractors carrying out work on site are accompanied at all times and/or have confirmation of CRB security checks/
- There are security doors throughout the building which either have coded locks or which are operated by a security job, preventing children from getting out and preventing unwanted visitors from getting beyond Reception.



## Safeguarding Information For Parents



### Our Building and School Grounds

Our grounds are secure places for your children to play and learn.

- The external double gates at the main children's entrance have sliding bolts at mid-height and at the top.
- These gates are locked with a security padlock five minutes after the start of each session and are only opened at the end of the session.
- On entry, there is always a member of staff to greet parents ensuring that no unfamiliar adults enter the building.
- Our caretaker is also available at specific times to ensure security.
- The entire site is bounded by high metal fencing and inner hazel fencing which keeps children safe and prevents pedestrians from looking in.
- At the rear of the school, the Forest School site is bounded by a high fence and has heavily padlocked gates.
- We make safety checks to ensure that any rubbish that has been thrown over the fence is removed immediately.



## Safeguarding Information For Parents



### Our Governing Body

All schools have a Governing Body who are key in ensuring that the school operates safely and effectively to provide a high standard of education and care for all children.

- Our Governing Body consists of staff members, parents, Local Authority members and community governors.
- Meetings are held regularly at least three times each year for the full Governing Body and Finance Committee with School Improvement Committee meetings in between.
- There are governors with specific roles which include those concerned with maintaining a safe and secure environment.
- Governors may visit at times between meetings to carry out monitoring visits which include reviews of safeguarding.
- The Governing Body of our school is involved in all aspects of school life and the members of the Governing Body are able to act as critical friends to ensure that we meet the high expectations we all have regarding security and safety of all involved with the school.

**Chair of Governors: Mr. Colin Cooper (Community Governor)**

**Vice Chair of Governors: Mrs. Jackie Parr (Community Governor)**

# Safeguarding Information For Parents



## Child Protection

If you are ever concerned about the safety of a child please don't hesitate to speak to us.

We have several members of staff who are trained to manage concerns regarding the safety and well-being of children.

Garretts Green Nursery School Child Protection Notice  
A Designated Senior Lead (DSL) is a member of staff whose role it is to ensure that children in school are kept safe.

If you have any concerns regarding the safety of a any child please share your concerns with one of our DSLs



Claire Henebury  
Acting Head  
Teacher/



Emma Ashford  
Deputy DSL  
Nursery



Helen Coleman  
Deputy DSL  
Nursery



Sam Richardson  
Deputy DSL  
Key Worker-  
Nursery



Gaynor Harris  
Deputy DSL  
Key Worker  
-Resource

You may feel more comfortable speaking to your child's Key Worker who may then share information with one of our DSLs.

Or if you are concerned about a child's well-being please contact Birmingham Multi Agency Safeguarding Hub (MASH)  
0121 303 1888

# Safeguarding Information For Parents



## Our Building and School Grounds How can you help us?

- Please always close both gates and slide both bolts when you enter or leave the grounds.
- Please do not leave the gate open for others who may not have quite reached the gate - they may stop to chat to someone, turn back, or simply not be coming in to school.
- Please make sure that when you leave the site you have only your own child with you. It can be very easy for another child to slip through the gate with you.
- Please always close the side gate.
- Please use the one-way system to enter and leave the building to avoid a crowd forming in the corridor.
- Please tell us immediately if you see someone close by who appears to be behaving suspiciously.
- Please tell us if you see rubbish on site.



## Safeguarding Information For Parents



### Our Safety Checks

There are numerous checks made, which includes a Fire Risk Assessment and Annual Risk Assessment. Checks are also made regularly on equipment and on specific parts of the building. These are carried out professionally and include:

- All electrical equipment
- All wiring and lighting
- Electric doors
- Fire extinguishers
- Gas, the boiler and water heaters
- Smoke sensors and carbon monoxide alarms
- Water (temperature, legionella)
- Fire alarms
- Security doors
- Lightning conductor
- All climbing equipment
- Trees



## Safeguarding Information For Parents



### Child Protection

All staff all know that sometimes children say things which may imply that there are concerns.

We have a duty to ensure that the children are safe and we may need to share our concerns with parents.

Please don not be alarmed or embarrassed if we ask you about something we have been told by your child or which we have seen.

Frequently, children disclose details about incidents of their life at home which are entirely innocent but which may cause some concern until we have spoken to you. We must ask you if you have an explanation if this happens but we do not make any judgments and many of these conversations end in nothing more than a friendly chat.

We will also ask you about any bruising or injuries and again we are fully aware that children have injuries caused by the usual rough and tumble of play. However, we must ask you about injuries.

Please don't be offended- this is something we have a duty to do.

## Safeguarding Information For Parents



### Child Protection

Staff are all experienced in identifying concerns regarding a child's well-being. There are procedures in place for the management of any concerns.

- Staff know how to respond if a child discloses information which might be a sign of abuse or neglect.
- Staff are aware of the signs of physical and emotional abuse or neglect.
- They know how to ask questions without leading or influencing the child.
- Staff know how to record information, carefully avoiding any personal judgments.
- Designated Senior Persons for Child Protection know how to ensure that concerns are reported and shared with appropriate services.



## Safeguarding Information For Parents



### Fire Safety

- Our children are all involved in practice Fire Drill procedures each term at least.
- Any issues arising from the fire drill is addressed.
- Any children requiring additional support to evacuate the building have an individual Evacuation Plan.
- Evacuation Plans are shared with all staff and have specific adults assigned to individual children but all staff are aware that they must support these children in an emergency.
- Evacuation Plans are stored in classrooms and also in the Fire Box in the main office.
- The Fire Box also contains all the contact details for the children for use in an emergency, taken outside at every drill.
- Each child learns how to keep safe if a fire is found, usually taught by a fire fighter from the local fire station.
- Fire marshals, caretakers and/or senior staff sweep the building on hearing the alarm to ensure that all are safe.
- Registers of attendance are also used to ensure that every child has left the building.
- Fire hazards are eliminated through regular monitoring by a Fire Safety Officer.
- The building has smoke sensors and carbon monoxide sensors which are serviced regularly. Evacuation procedures are the same for both alarms.
- Children can be kept safe on site until parents can be contacted to collect them. In extreme circumstances if the site was unsafe we would assemble in the right of way on Garretts Green Lane.

# Safeguarding Information For Parents



## Risk Assessments

The main areas within the building are subject to a Risk Assessment which is monitored and reviewed to ensure safety. These risk assessments include:

- Each classroom
- The front garden, climbing frame area (Resource Base) and the back play area
- Forest School
- Sandpit and play house
- Digging pit and Mud Kitchen

Risk assessments for activities include:

- Cooking and food-related activities
- Gardening
- Hatching chicks
- Messy play
- Wild animal visits to school
- The Nativity and other events
- Walks to the post box, shop, cafe
- Swimming
- Trips

(and many others)

# Safeguarding Information For Parents



## Changing and Toileting

How can you help us?

- Please try to encourage your child to use the toilet independently.
- If you have any concerns that your child may not be ready to use the bathroom independently, please tell a member of staff who can ensure that reminders are given to avoid accidents.
- Encourage your children to dress and undress themselves (even just pants and trousers) so that they need minimal support.
- Please send spare clothes if you believe that your child may need regular or frequent changes of clothes.

Thank you.



## Safeguarding Information For Parents



### Changing and Toileting

Many of the children, even those who are toilet trained, will have an 'accident' especially during the early weeks in school when they are engrossed in new activities and do not want to leave their play.

We have a Toileting and Changing Policy which ensures that children are treated with dignity but that they are also kept safe.

- Staff support children to develop independence, using the bathroom without an adult.
- Children are also supported to manage their own dressing and undressing after accidents, usually involving just putting on dry underwear.
- When children need any change of clothes they will use the bathrooms to change, supported by two adults in open view of others in the school.
- Staff never dress children in a room with the door closed.
- All changes of clothes are recorded in the Bathroom Book and parents are informed.

## Safeguarding Information For Parents



### Risk Assessments

#### How can you help us?

It is always useful to have other peoples' views.

- If ever you see something that you think may be a concern please do not hesitate to tell us and we will always listen and act accordingly.
- If you notice something that is damaged or broken please tell us.

Thank you.



## Safeguarding Information For Parents



### Recruitment of Staff

We always follow the procedures that are recommended to us by the Department of Education or by the Local Authority. When we appoint staff we follow procedures rigorously.

- We always ask for official application forms not CVs
- We always check references for interviewees
- Appointed staff are subject to pre-employment checks and CRB checks
- Interview panels always have at least one panel member who has been trained in Safer Recruitment
- All qualifications are checked
- A Single Central Register is kept which shows the checked details of all staff and any others who may have regular access to the school (Governors, for example)



## Safeguarding Information For Parents



### E-Safety

In Nursery we have a number of security measures in place to protect children using computers:

- Our entire system is protected by 'Policy Central' which prevents children and adults from inadvertently accessing sites which may not be appropriate by denying access.
- Staff log on with secure personal passwords ensuring that any misuse would be identified, access denied and the offender traced.
- Children are never permitted to access the internet without adult supervision.
- Staff are aware that use of social networking sites cannot mention school events, children or other staff members.
- The school website uses photographs of children only by prior permission from parents.
- Mobile phones are not allowed in the building for use by staff, parents or visitors.
- Parents are advised to ensure that they have parental controls on home IT equipment and that children use computers in the presence of an adult.
- Although our children are very young, safe practices regarding e-safety are encouraged.

## Safeguarding Information For Parents



### Behaviour Management

#### How can you help us?

- Please read our Behaviour Policy (This is in your starting school pack) and return the reply slip stating that you agree with our strategies.
- Please read our Anti-bullying Policy (also in your pack)

These Policies will provide you with information about how we manage behaviour and discourage unkind behaviour.

- Please encourage your child to be kind at home, ensuring that he or she understands that kind hands, feet and words are essential.
- Please encourage your child to talk to you about Nursery and what he or she has been doing and who their friends are.
- Please try to be positive in your management of behaviour
- Ask any member of staff if you feel that you would like some support regarding behaviour management.

## Safeguarding Information For Parents



### Staffing

The ratio of adults to children meets guidelines and ensures safety. Children have a Key Worker, a special person who knows their needs and to whom they may turn at times of distress or anxiety.

- All staff are fully qualified as teachers, Higher Level Teaching Assistants or Teaching Assistants.
- All staff members undergo updated training to ensure that current issues are shared.
- All staff, including lunchtime supervisors, caretaking and office staff, are given Safeguarding Training every three years.
- All Designated Persons for Child Protection have refresher courses every two years.
- Any new information about how to ensure the safety of all our children is shared in staff meetings

# Safeguarding Information For Parents



## Collecting your child from Nursery

### What can you do to help us?

We will never hand a child over to someone we do not know or whom we have not been informed can collect your child.

- Please always collect your child at the agreed times
- If you are detained and are likely to arrive late we are happy for another adult to collect your child provided that we have prior notice by phone.
- If your child cannot be collected by a specific adult, for example, if there is a legal reason for this, please tell us immediately and if possible provide a photograph.
- Please ensure that we have up-to-date contact details.

Thank you.

"Sharing, caring and working together, helping to make the world a better place."



# Safeguarding Information For Parents



## Behaviour Management

Behaviour of the children is generally outstanding and children are taught to be kind and caring, to listen to each other and to respect each other. They are taught to deal with difficult situations and how to keep themselves safe. They are also taught that words can be more hurtful than physical injuries and they devise rules for behaviour in school.

We are all trained in strategies for the management of behaviour and this is positive and encourages children to do the right thing.

In some cases, however, staff need to know how to use minimal handling techniques in extreme circumstances when a child may be in danger of hurting him- or herself or other children as a result of inappropriate behaviour. This is extremely rare.

All staff have been actively involved in Team Teach training which explores the ways in which we manage the most challenging behaviour without physically handling children.

Staff have been involved in the development of Policies and procedures:

- Behaviour Management
- Care and Control (Team Teach)
- Anti-bullying

