

# Gloucester Nursery



School



Safeguarding Information  
for Parents and Carers

# Safeguarding Information for Parents and Carers



At Gloucester Nursery School we provide  
a safe and secure environment for all.

We hope that the information in this booklet answers  
any questions you 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 and Carers



Dear Parents,

At Gloucester Nursery School, Safeguarding is a priority that must underpin all that we do.

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 Gloucester Nursery School.

Julia Mann  
Headteacher



# Safeguarding is Everyone's Responsibility



How can you help:



Always supervise your child at drop off and picking up times.

Please always close the gates and slide the bolt when you enter and leave the grounds.

If you ever see something that may be a concern, please come and tell us.

Park your car considerately to others and reduce your speed. Avoid parking in Camborne Close.

# Safeguarding Information for Parents and Carers



## Our Building and School Grounds

Our building is secure and is a safe place for your child to learn.

- The main entrance to the Reception Area in G3 is accessed only through an electronically operated door which can only be opened by a member of the school staff.
- The main entrance operates a signing-in system for visitors which ensures that only known adults enter.
- Visitors are given a lanyard and safeguarding information is provided.
- All contractors carrying out work on site are accompanied at all times and/or have confirmation of DBS security checks.
- The main security door for the Nursery is operated by a security fob, preventing children from getting out and preventing unwanted visitors from getting in.
- Parents/Carers/Contractors are not permitted to use their mobile phones inside the Nursery grounds.

# Safeguarding Information for Parents and Carers



## Our Building and School Grounds

Our building is secure and is a safe place for your child to learn.

- The external double gates at the main children's entrance have sliding bolts at mid-height and at the top (Camborne Close entrance) and a latch at the top and sliding bolt at mid height (Gloucester Avenue entrance).
- On entry, there is always a member of staff to greet parents ensuring that no unfamiliar adults enter the building.
- The entire site is bounded by high metal fencing. Shrubs and bushes in the Nursery garden help prevent pedestrians from looking in.
- Doors are locked in the G2 building 5 minutes after the start of each session.
- The gate to Gloucester Avenue and to the G3 garden are also padlocked during the Nursery sessions.
- We make safety checks to ensure that any rubbish that has been thrown over the fence is removed immediately.
- All staff remain vigilant throughout the day and children are always supervised in the indoor environment and also outdoors.

# Safeguarding Information for Parents and Carers

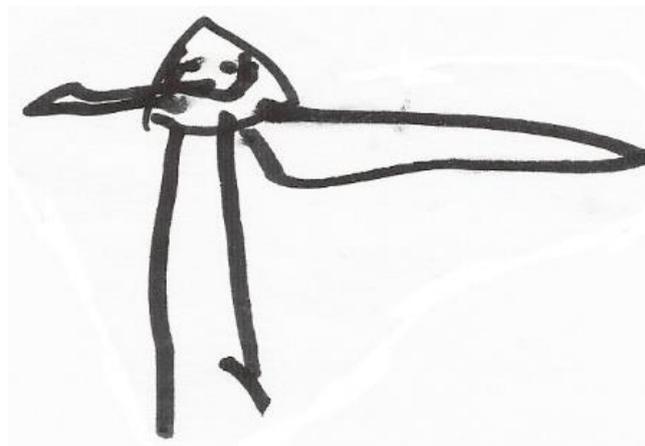


## Collecting your child from Nursery

### 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.



# Safeguarding Information for Parents and Carers



## Changing and Intimate Care

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

We have a Toileting and Intimate Care 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 a change of clothes due to toileting accidents they are supported by a member of staff. Another member of staff is told and the doors are left open.
- Staff never dress children in a room with the door closed.
- All changes of clothes due to toileting accidents are recorded and parents informed.

# Safeguarding Information for Parents and Carers



## On-line Safety

In Nursery we have a number of security measures in place to protect children using computers/other internet enabled devices eg: tablets.

- Our entire system is protected by 'Filters' 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 offended 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 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 on-line are encouraged.

# Safeguarding Information for Parents and Carers



## Child Protection

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 do 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.

# Safeguarding Information for Parents and Carers



## Child Protection

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

### Child Protection

A Designated Senior Person is a member of staff who role is to keep children safe.



Lisa Jeffery  
Headteacher  
Lead DSL  
SENCO



Kerry Wright  
Senior Family Worker  
Deputy DSL

**You can contact us on: 01604 762251**

**Help for Children and Young Families: Child line 0800 1111**

**Help for adults concerned about a child: MASH Team 0300 126 1000**

# Additional Safeguarding Information

## The Governing Body

- There are Governors with specific roles which include those concerned with maintaining a safe and secure environment.
- Governors may visit to carry out monitoring visits which include reviews of safeguarding.
- The children are all involved in practice fire drill procedures every term (6 in total over the year).
- Any issues arising from the fire drill are addressed.
- Any children requiring additional support to evacuate the building have a personal emergency evacuation plan (PEEP).
- Every child learns how to leave the Nursery building safely and where to assemble.
- Registers of attendance are used to ensure that every child has left the building.
- In the event of a real emergency parents would be notified and children would be kept on site until they could be collected. In extreme circumstances if the site was unsafe, children and staff would assemble at the top of Camborne Close.
- Report of internet usage shared at full Governing Body meetings along with Safeguarding report from Headteacher.

## Risk Assessments

**Risk assessments are written and reviewed to ensure safety. Risk assessments include:**

- Safety and security of the building
- Using identified equipment such as the glue guns, hammers and saws
- Cooking
- Trips e.g. Forest School

## Staff Recruitment and Training

- All staff have undergone recruitment checks
- All Designated Safeguarding Leads for Child Protection have refresher training every 2 years
- Staff attend regular training sessions to update their knowledge of safeguarding matters.

Our safety checks include:-

- Water (temperature)
- Fire Alarms
- Fire Extinguishers
- Emergency lights
- All electrical equipment
- All climbing equipment
- Boilers & heaters
- Trees