Safeguarding children is everybody’s responsibility and we are grateful to all our parents who support us in safeguarding all our children.

At Washwood Heath Children’s Centre we are totally committed to the safety of All our children and we have a number of processes in place to prevent the likelihood of occasional incidents recurring but also we have a multiple checkpoint system to avoid incidents becoming serious.

If parents have concerns or if they think there is anything we are missing in our safety processes please come in and speak to us. We work tirelessly to safeguard the children in our care but we also greatly value the relationships we have with parents to support our vigilance.
Children from Daycare and Nursery School access outdoors areas in all weathers. It is expected that children will arrive at the nursery dressed appropriately for the weather.

We have recently reviewed our risk assessment and children will now be led in by name order to ensure that children are coming into the building together. There will also be a member of staff checking the playground after the children have finished their outdoor session.

Outings

At WHCC we ensure children from Daycare and Nursery School access educational experiences regularly. The likelihood of a child becoming separated from the group or becoming lost is minimal as we maintain higher staff ratios on all trips. A nominated person will be responsible for taking first aid equipment on all outings.

If it is realised that a child is no longer with the group, staff will initially search the area with their group, or may re-allocate their key children to another member of staff. The child’s parents will be contacted immediately. The police will be informed and all the children will be returned to the Nursery on their arrival.
Hand over and collection of children

When a child is dropped off, staff must be made aware of their arrival. The exchange of information is important to make sure your child’s needs are met both during their time with us and when they leave.

A child requiring medication during the day will require a completed medication form, staff will then record this for the child’s key worker. A parent coming into nursery with a child who has an existing injury, ie. bruises, bump MUST inform staff on arrival, so an accident/incident form can be completed.

Late collections, passwords and extended times/ratios

Children will only be released to individuals named by the parent on their registration form. Parents must contact the setting and provide a name and detailed description of the person collecting with the agreed password. A suitable person must be over 16yrs old and be capable of caring for the child in the absence of the child’s parent.

If an unknown individual arrives, parents will be contacted for confirmation. If contact cannot be made or we are unable to identify the person with the details provided, we will not be able to release the child from our care.

From time to time parents may require an additional session. This needs to be booked in in advance with the Daycare Manager to ensure that ratios are maintained and the children’s safety is put first.
Children love using technology and are learning to navigate it from a young age, it is planned to enrich and extend learning experiences. Staff will check that pre-selected resources are appropriate for the child’s stage and development.

Staff will guide children with technology that supports the planned learning outcomes. Children will have access to the internet with staff direction, support and supervision.

In the unlikely event of a significant occurrence

Should any emergency occur which would cause us to leave the nursery building, we would follow our fire drill procedures. The nursery would evacuate the building as quickly and safely as possible, meeting at the nominated assembly points.

If anything should compromise the safety of the children where staff and children are unable to evacuate safely, they would be expected to stay where they are safe, keeping the children calm and together and Emergency Services would be contacted.

Every attempt will be made to contact the parents/carers should any emergency situations occur at the nursery.