

Bankfields Primary EYFS Safeguarding Policy



Review Date	April 2023
Review Frequency	Every year
Date for Next Review	1 st September 2023
	C.Ward

Effective child protection is essential to Bankfields Primary School. The welfare of every child we look after is paramount and everyone (including all staff, students, volunteers and visitors) has a responsibility to ensure that any areas of concern involving a child who may be at risk of harm, are recognised and dealt with immediately.

We ensure the safety and security of the premises and equipment by the following means:

- High security fencing around the premises and secure external doors.
- Strict entry procedures: we encourage all parents to stay on the yard in the Nursery and Reception outdoor areas unless invited into school and escorted by a member of staff.
- All equipment used is suitable and safe for the children.
- All toys and equipment are checked regularly for safety.
- All electrical equipment is checked and professionally tested as required by law.
- Before opening, the classrooms are checked every day for potential safety issues.
- A fire risk assessment is completed by Senior Leadership Team.
- A risk assessment for any potential hazardous activity (e.g. visits) is carried out by EYFS lead and EYFS staff. They will balance educational gains of an activity against any potential risks.

The safety of the children is maintained in the following ways:

- All children register themselves into Nursery with help from an adult. This is then cross checked by a member of staff before the register is completed on SIMS. Registers are taken at the start of each morning and afternoon session in both Reception and Nursery settings by the teacher.
- Children are checked in and out for outdoor play to ensure that a child is never left unattended.
- In EYFS, any bumps or scrapes are passed on to parents in the form of a bump note. In Nursery this happens at the end of each session and the end of the day in Reception unless it is felt necessary to ring home and let parents know straight after an incident has happened. Nursery and Reception have their own pupil accident books where all accidents and injuries are recorded.
- We ban the use of mobile phones in our Nursery/Reception when children are present and only non-camera models are allowed for outside activities and emergencies.

We have identified 'letting out' time as a potential risk to the safety of our children. As a result we follow a strict 'letting out procedure'.

NURSERY

When starting Nursery, parents are asked to complete an 'Admissions booklet' – this details who is allowed to collect the children and who should be contacted in the case of an emergency. These forms are checked if an unknown adult comes to collect a child. Parents are asked to inform staff on a morning or to ring the office if somebody different is collecting their child. If a child starts part way through the year, parents are asked to complete this form.

Staff distribution:

- Staff on carpet supervising children.
- Two members of staff at the door, calling for the children from the carpeted area and seeing safe handover to parents/carers in the cloakroom.

Letting out procedure:

Only staff will handover to parents. (Students may observe but will not have this responsibility). A member of staff calls for a small group of children at a time. (No more than 6) They leave the carpeted area and are reminded to walk to the cloakroom door. Staff members hand children over to their parents one at a time using a phrase such as “***, there’s your mum/dad/grandma.”

We ask parents and carers to be patient while waiting at the door. The safety of the children is our main priority and we must ensure that all children leave with the correct adult.

RECEPTION

At our new starter meeting in the summer term before the children start Reception, parents are asked to complete a 'Collecting your child' form – this details who is allowed to collect the children. These forms are checked if an unknown adult comes to collect a child. Parents are asked to inform staff on a morning or to ring the office if somebody different is collecting their child.

Children collect their things and either sit at a designated table or on the carpet. Adults remind the children to wait until their name is called and then they can go to the door. The children know not to leave the classroom if they have not been told by a member of staff. One by one, the children are called for and are watched walking to their adult. Any children left at 3.25 are taken over to the office so that we can contact parents.

Also see the school 'Safeguarding policy'.