EYFS Safeguarding Policy

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Author	C Beard
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Effective child protection is essential to Caedmon 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.

This policy details safeguarding arrangements specific to EYFS. Please read this policy in conjunction with the whole school 'Child Protection and Safeguarding Policy'.

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 in the porch/on the yard in Reception 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 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 Arbor. Registers are taken at the start of each morning and afternoon session on Arbor.
- In EYFS, any bumps or scrapes are passed on at the end of the session in Nursery and the end of the day in Reception unless it is felt necessary to ring home and let parents know straight after they have happened.
- 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

At our new starter meeting in the summer term before the children start Nursery, 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. If a child starts part way through the year, parents are asked to complete this form.

Staff distribution:

- Staff on carpet supervising children.
- A member 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 in the entrance. 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. 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. If adults are late, children remain supervised in the classroom whilst staff phone the parent.

Children going to after school clubs are collected by a member of staff and taken to the main hall where a register is taken.