



Sunninghill
PREP SCHOOL DORCHESTER

**Sunninghill
Preparatory School
Baby and Toddler
Group information and
Safeguarding Policy**

Sunninghill Preparatory School Baby and Toddler Group information and Safeguarding Policy

Sunninghill Preparatory School (SPS) baby and toddler group provides an opportunity for pre-school children to experience a different environment to that at their home, developing their social awareness and independence while also allowing their parents/carers to meet other adults who also care for young children. From September 2019 the group is moving to our new home in the Junior Prep area of the school. Activities provided are arranged by the session leader Joannie Culshaw and her assistant.

Health and Safety

- The parent/carer is entirely responsible for their child/carer whilst attending the session.
- Children are provided with water and snack at snack time. If your child has any allergies to food it is your responsibility to ensure that your child does not eat any of these items. We are a nut free environment.
- All hot drinks will be served from the kitchen in cups with safety lids. Hot drinks should never be put down where a child may reach it.
- Children should not be allowed to go into the kitchen.
- Keep potentially harmful or breakable items out of children's reach, particularly if you carry medicines or sharp items in your bags.
- Should your child need a nappy change there are facilities provided with a nappy disposal bin for you to use. We ask that the changing area is cleaned after each use, using an anti-bacterial spray and paper towel ensuring that the area is contamination free for the next nappy change.
- No photographs or videos may be taken at the group on personal devices.
- Mobile phones are not to be used on the premises or within the school grounds where other children are present.
- SPS is a non-smoking environment - both indoors and outdoors.
- Any broken or damaged toys or equipment will be removed from play and handed to the session leader who will then make a decision as to whether they should be mended or discarded.
- Prior to each session a risk assessment of facilities and equipment is undertaken by the group leader.
- Please remember that should your child vomit or have diarrhoea, they must not attend the group for 48 hours after the last time they were ill. Should your child have any infectious disease, they should not attend until they are fully recovered.
- The group is situated in the Pre Prep area of the school. This is accessed via the drive that goes around the side of the school towards Compass lobby. There are double iron gates which will remain open from 10 until 10.15am after this time they will be locked for security. If you turn up after 10.15am there will be a doorbell to alert staff of your arrival they will then let you in.
- SPS has Public Liability insurance.

Child protection

Whilst the staff SPS baby and toddler group make every effort to ensure the safety and safeguarding of the children in attendance it should be stressed that the parents/carers are responsible for the children they bring.

- SPS ensures all existing or potential staff will adhere to the rules and regulations laid down by Ofsted and ISI submitting to checks where appropriate i.e. 'enhanced disclosure' checks with the disclosure and barring service references.
- Volunteers do not work unsupervised.
- Staff and volunteers are expected to leave mobile phones switched off in their bags which will be stored in the kitchen.
- Should photographs be taken for the purpose of sharing an event or for publicity these will be taken on a device registered to SPS and will only happen with the parent/carers permission.
- We work within the Local Safeguarding Children's Board guidelines when responding to any complaint about a member of staff or volunteer.
- We have regard to the Government's statutory guidance 'Working together to Safeguard Children' and "Keeping Children Safe in Education"
- Employed staff will have up to date knowledge of the SPS child protection and safeguarding policy.
- We have a copy of 'What to do if you are worried a child is being abused' and "Keeping children safe is everybody's business" for parents and staff and follow guidelines laid out in these.
- We have procedures in place for contacting the local authority on child protection issues to ensure that it is easy, in any emergency, for the setting and children's services to work well together.
- Our lead practitioner who co-ordinates child protection issues is our Designated Safeguarding Lead (DSL) for the school Mrs Nikki Carr. She is a Level 3 safeguarding trained practitioner who is also a registered Social Worker ncarr@sunninghill.dorset.sch.uk Our Governor for safeguarding is Dr Stephanie Dean.
- The DSL ensures that staff and volunteers working within the group are given training, support and guidance with regards to safeguarding and keeping children safe.
- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- We are aware that children with Special Educational needs are more at risk of abuse.

Useful numbers

- MASH Multi Agency Safeguarding Hub 01202 228866 if you wish to raise a concern about a child or seek advice
- LADO Local Area Designated Officer 01305 221122 if you wish to raise a concern about an adult or member of staff or volunteer.
- NSPCC: 0808 800 5000
- ChildLine: 0800 1111

- Samaritans: 08457 90 90 90

Valuing diversity and promoting equality

- We ensure that SPS baby and toddlers is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds and value the contribution of all families to our understanding of equality and diversity.

Missing child

- It must be stressed that children in attendance are under the supervision of their parents or carers.
- If a child is found to be missing SPS would support and aide the family. A search of the premises would take place and all exits and entry's secured. CCTV would be checked to track any movements of the missing child.
- If necessary the police would be called to escalate the search for the child.

Fire emergencies

- A fire extinguisher is located next to the main entry door into the baby and toddler group.
- Should the fire alarm ring then adults, children and staff would exit through the main door and walk up the drive and assemble on the main front lawn.
- Staff should ensure that all fire doors are closed and not left propped open.
- The sign-in sheet will be checked to make sure everyone is present, bearing in mind that some people may have left the building before the fire emergency.
- If a real fire or other emergency requiring help has occurred the emergency services will be contacted as soon as it is safe to do so.

Activities and equipment

- We provide equipment and resources that are safe for the ages and stages of the children attending the sessions.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any broken items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- In the event of a messy play activity care should be taken when walking around near it as the floor may be wet or slippery.

Illness and first aid

- We ask parents/carers and children who are unwell not to attend the sessions to ensure that they recover from the illness as swiftly as possible and to prevent the infection of other children and adults.
- In the instance of vomiting or diarrhoea, parents/carers/children are asked to wait for 48 hours after the last occurrence before attending.
- There is a first aid kit available for any minor injuries.

The leader Joannie Culshaw is first aid trained

Food hygiene

- We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Food preparation areas are cleaned before use as well as after use. We provide a hand-wash for children and parents/carers to wash their hands before eating. Waste food is disposed of.
- The group leader has undertaken food hygiene training the certificate is displayed in the kitchen area.

General Data Protection Regulation (GDPR)

- Toddler group attendees are asked to provide their email addresses and contact telephone number when they sign up to the group. These details are taken with the adults consent and free will. A paper copy of these details will be stored securely in a locked filing cabinet in the Bursar's office. When they leave the group this information will be destroyed.
- Email addresses and contact telephone numbers are not shared with any third parties. We ask that you provide these details in order that we are able to communicate with you any changes to dates and times of sessions and information that may be of interest to you.

Finances and booking sessions

- SPS baby and toddler group charges £5 per session 10-11.30am. The group takes place on a Friday morning during term time. (Dates may vary to that of the school).
- The session charge includes a drink and a healthy snack for the children and refreshments and pastries for the adults.
- There are a maximum of 15 family spaces available. We would therefore ask that you book and pay a week in advance to ensure a place. You may also book a term in advance this will be secured once you have made a payment for the whole amount (cash please).
- If you do not attend the group for whatever reason the session fee is non-refundable.
- If you are not able to secure a session you can ring our receptionist on 01305 262306 on the morning of the group and she will be able to advise you if there have been any cancellations.

Thank you for taking the time to read this information. If you have any questions then please talk to the group leader Joannie Culshaw. She will be able to help you or if not signpost you to someone who can.

Tel: 01305 262306 E-mail: receptionist@sunninghill.dorset.sch.uk
www.sunninghillprep.co.uk