



# Westfield Nursery School

## Safeguarding Children

### Information for Visitors, Students, Volunteers and Governors

**‘All children need safeguarding; some need protecting.’**

No child should suffer harm. Everyone who works in our school has a responsibility to make sure all children are safe.

This booklet has been given to you to make sure you understand what is expected of you.

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[www.westfieldnurseryschool.org](http://www.westfieldnurseryschool.org)  
Headteacher: Mrs Elizabeth Collins BA(QTS) NPQH

## **Welcome to Westfield**

**The Designated Safeguarding Lead for Child Protection is**

- **Mrs Collins (Head Teacher)**

**The Designated Safeguarding Team is**

- **Mrs Andrews/ Miss Dhenin (Ladybirds), Miss Shaw (Caterpillars), Mrs Begley (Butterflies) and Miss Heading (Bumble bees)**

**The Designated Governor is**

- **Miss Boyle (Chair of Governors)**

If you are unclear about anything in this booklet or are worried about a child, please contact one of Designated Safeguarding Leads.

At Westfield Nursery School we are committed to the safeguarding and well-being of all our children and adults (staff, parents, carers, governors, students, volunteers and visitors). No one should suffer harm either at home or Nursery. Everybody who works in our organisation has a duty of care to make sure children and adults are safe.

Safeguarding and promoting the welfare of children means:

- Protecting children from mistreatment
- Preventing impairment of children's health or development
- Enabling children to have optimum life chances

**To this end we follow certain procedures:**

- Please ensure you sign in and out at the front office.
- You will be supervised on site.
- Please wear your ID/visitor's badge.
- Please be aware of your own and others health and safety whilst on site.
- Please ensure you have a current Disclosure and Barring Service (DBS) certificate.

Westfield Nursery's recruiting and selection procedures specify that all staff, volunteers, students and regular visitors who work with children require an enhanced DBS. This is to help ensure that unsuitable people are prevented from working with young people. Other adults who come into contact with children should never be left unattended. Please do not find yourself alone in a room with a child. Mrs Cavendish in the school office can explain how to undertake a DBS application.

- Please inform the Headteacher if you become subject to any criminal investigation caution or conviction.
- Please refer to a member of staff if a child hurts themselves. Never pick them up.
- Please refer to a member of staff if a child requires help with toileting.
- Please make your way to the nearest exit if the fire alarm sounds with a continuous bell (fire bell) and stay with your class at the muster point.
- Please be aware of the muster point if the fire alarm sounds with a broken bell (this is a lock down). Ensure all outside doors are locked.
- Please ensure mobile phones are not carried or used on the Nursery site during teaching hours. (Mobile phones and other devices which capture digital images may only be used with the express permission of the Head teacher.)
- Please do not photograph children without the permission of the class leader and then using only school camera equipment, and for school purposes, ensuring individual children cannot be identified.
- Please respect confidentiality about things you see or hear in Nursery. This includes comments you may hear, behaviour or academic records you may see. Please do not comment on a child's attendance to people outside nursery or tell people outside nursery whether a child attends Westfield Nursery.
- Please maintain a professional distance
- Aggressive or inappropriate behaviour will not be tolerated

### **What should I do if I am worried about a child?**

If when working with a child, you become concerned about:

- Comments they make about themselves or another child
- Marks or bruise you see
- Changes in their behaviour or demeanour
  
- Listen to what is said without displaying any shock or disbelief
- Do **not** ask any questions but allow the child to talk freely
- Reassure the child that they were right to tell you, but do **not** promise confidentiality, explain to the child you have to tell a member of staff in order to help them
- Do **not** criticise the alleged perpetrator

Immediately record details of what is said, including, where possible, the exact words used by the child, or record the exact positioning of any cut, mark or bruise including size and colour. Do **not** remove or ask the child to remove any clothing and take any pictures. (Green sheets are kept in the staffroom for this purpose.)

Follow the points below:

- Do not stop the child talking
- Record exactly what was said by you and the child
- Time, date and sign the record of events
- Be factual and do not give opinions
- Give the sheet to Mrs Collins/ Mrs Andrews/ Mrs Begley/ Miss Dhenin/ Miss Heading or Miss Shaw as soon as possible

If you see any adult (staff, visitor or parent) behaving in a way which concerns you please report this to Mrs Collins/ Mrs Andrews/ Mrs Begley/ Miss Dhenin/ Miss Heading or Miss Shaw or the Chair of Governors as appropriate. (The Chair of Governors can be contacted via the school office).

Building a positive and caring learning environment involves appropriate physical contact with children. This should always be in the child's best interest and follow Central Bedfordshire guidelines.

We work closely with families and outside agencies to ensure children's best safety and well-being where all stakeholders engage in the process.

**If you have any comment or questions, please speak to Mrs Collins or Mrs Andrews/ Mrs Begley/ Miss Dhenin/ Miss Heading or Miss Shaw. Copies of our Safeguarding and Child Protection Policy and other related policies are available on request or via the Nursery website.**

Note: There are four types of abuse in Child Protection cases;

- Physical abuse (causing physical harm to a child)
- Emotional abuse (persistent emotional maltreatment)
- Sexual abuse (forcing or enticing a child to take part in sexual activities) and
- Neglect (persistent failure to meet a child's basic physical and/ or emotional needs).

**Safeguarding children- Everybody's responsibility**