



**White House Nursery**

**97 West End Road  
Ruislip  
Middlesex  
HA4 6JN**

**01895-632681**

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**Website: [www.whitehouse-nursery.co.uk](http://www.whitehouse-nursery.co.uk)**

### **Safeguarding Children Policy**

The outcome of this policy is to ensure that children stay safe whilst at the Nursery and to promote the welfare of the children that attend. Children learn best when they are healthy, safe and secure.

#### **Staffing**

The White House employs staff only after an interview, references have been undertaken, and a current CRB check has been completed. The staff are then on a two month probation period where their contact with the children is watched and assessed and an appraisal is given. Appraisals are then given on a six monthly basis or when necessary. The staff are given the policies and procedures to read and are encouraged to undergo any training that is deemed necessary. The staff are encouraged to have a good understanding of how to protect children and should recognize this as their first priority. Any concerns, about any child, should be discussed with a member of management.

#### **Allegations Against a Staff Member**

In the event of an allegation being made against a member of staff, details must be recorded and the local safeguarding board (Local Authority Designated Officer 01895-277463) must be informed. Ofsted (0300 123 1231) must also be contacted asap or within 14 days from the date of the allegation.

#### **Environment**

The White House aims to provide a safe and secure environment in which the children will be encouraged and stimulated to learn through play and from each other. The children can move freely and will be protected from harm. There will be the correct ratio of adults to children at all times. Daily risk assessments are carried out to ensure the safety of the nursery and garden areas before the children access them. The front door will be locked at all times and no unauthorized access will be allowed. Outside adults attending the nursery will need to sign in and will remain with a staff member at all times. Children will only be released to a parent at the end of the day unless prior notification of a different adult collecting. Any outings that the children go on will also be risk assessed and the staff/child ratio correct. Fire emergency plans will be carried out regularly, and smoke alarms tested monthly. All of these are recorded. Gas equipment, electrical equipment and extinguishers will also be checked on a yearly basis.

### Equipment

The children will be able to use an extensive range of toys and equipment that are of a good quality and safe. They will be able to enjoy activities that stimulate and challenge them and will be able to access some resources independently. The nursery will aim to keep the equipment clean and in a good state of repair. Baby toys will be disinfected frequently. Outdoor activities will be on offer daily and equipment will be available for the children to develop their motor skills and physical abilities. Risk assessments on all the play equipment are ongoing.

### Policies and Procedures

Other policies and procedures that safeguard the children are as follows.

Accident Procedure	Health and Safety Policy
Asthma Policy	Lost Child Policy
Behaviour Policy	Medicine Policy
Bullying Policy	Mobile Phone/Facebook Policies
Discipline Procedure	Parent Falling To Collect Policy
Emergency Procedure	Sick Child Policy
Equal Opportunities Policy	Special Educational Needs Policy
Food Hazard Analysis Policy	Suspected Abuse Policy

The designated staff member for Safeguarding is **Debbie Chilcott**