

- ❖ There may be times when families need additional support. There are staff at the centre who are able to sign post parents and carers to other services. All our staff at the centre are trained in the Common Assessment Framework.
- ❖ If at any time the centre staff have concerns about a child sustaining injuries at home or having marks upon their bodies which are suspected as non accidental, the parents will be asked for more information about the injuries. As a safeguarding children organisation, we have a duty to share our concerns with the relevant agencies and we would proceed in making a referral to Children and Families Social Care if and when necessary
- ❖ We have Safeguarding Children Designated persons at Martenscroft. A Designated Person is someone who is trained at a higher level in safeguarding and takes the lead should an issue arise

The centre's Designated Persons are:

Liz Hardy

Lisa Taylor

Debbie Keary

Jane Rogers

Shabnam Amin

Michelle Barton

If you would like to know more about any of the information contained in this leaflet please see a member of staff

## How We Keep Children Safe at Martenscroft Nursery School and Sure Start Children's Centre



### A Parent and Carers Information Leaflet

Here at Martenscroft one of our main duties is to ensure children are safe. We do this by maintaining a safe, stimulating, challenging and caring environment where children can learn and develop at their own individual pace. At the same time we ensure we do not put any child at risk of unnecessary harm.

The following will inform you of how we keep children safe whilst in our care;

- ❖ Secure access into the building – no one can gain access into the building unless they have a right to be there. We have an intercom system at the front door and the reception is staffed at all times
- ❖ All visitors apart from the centre's children's parents and carers, are asked to sign in at reception and state their business so we are fully aware of who is in the centre and why
- ❖ Children's time of arrival and departure is recorded in the room registers, these registers are checked throughout the day alongside regular head counts
- ❖ Doors that lead into the childcare areas are secured with digital entry locks
- ❖ Personal mobile telephones are not permitted within the centre. This is to ensure no one is able to take unauthorised photographs of children
- ❖ All staff and workers from partner agencies working at the centre have undertaken an enhanced Disclosure and Barring Service check, which is reviewed every three years. Any person who has not been checked, will never be left unsupervised with children
- ❖ All areas and equipment inside and outside, within the provision have daily safety checks carried out by the centre staff
- ❖ Any chemicals that can be hazardous to health are kept in locked cupboards
- ❖ The centre has a Fire Risk Assessment in place and has regular fire drills to ensure the safe and speedy evacuation of the building
- ❖ All activities are risk assessed to ensure safety. That is, we look at any possible risks to children and adults that could arise then look at what actions need to be put into place to lower or eliminate the risk
- ❖ Arrangements are put in place in agreement with parents and carers about who can collect their children
- ❖ We have a safeguarding policy and we follow the Manchester Safeguarding Children Board guidelines and procedures
- ❖ All the staff are trained in Safeguarding Children and have refresher training every two years
- ❖ If a child has an accident whilst at the centre, the injury is treated, recorded and information shared with the parents at the end of the day. If children have an accident at home, parents are asked to inform the centre staff who will record the information on the child's accident sheet. All the childcare workers are First Aid trained and we have trained designated Paediatric First Aiders.