

Look around safeguarding policy – this policy is under rolling review during the Covid-19 pandemic.
Parents are only permitted to look around the nursery after 6pm at the moment.

Field House Day Care Nursery is a safe environment for children to learn and thrive. It is also a safe environment for employees and visitors.

Safeguarding children will always be our primary aim.

Practitioners are qualified, experienced and trained to ensure safeguarding practices are of a high standard and practices remain consistently high at all times.

We value our partnership working with our parents and we are very proud of our working relationships with our families as we know that together, children make good progress and gaps in learning can be closed together.

Our families are informed about nursery updates, safeguarding policies and procedures and operational details through the settling induction visits.

Field House is transparent with all policies and procedures and in return for safe, high quality child care for parents, we do expect our families and visitors to uphold the same safeguarding policies and procedures embedded within the nursery.

We feel that is also appropriate that we encourage our children to develop an understanding of how to keep themselves safe, once they have the understanding to do so. Through play and adult led activities, we raise children's awareness of safety, stranger danger, online safety, protecting themselves from harm, and to be vigilant little people whilst with friends and family and not in nursery.

Our nursery promotes safeguarding in all areas, we have a Designated Safeguarding Lead, and Deputy Safeguarding Lead. We have a Prevent Lead and there are always many qualified Practitioners that hold a current and valid Paediatric First Aid certificate.

Safeguarding children through a strict mobile phone, digital media, social networking and health and safety and staff behaviour and code of conduct policies, which are regularly updated and reviewed by all employees.

These procedures do not currently extend to any extended family visitors that wish to view the nursery for their children or family members. We can only permit a maximum of two adults from the same household to come and view the nursery at any one time.

To maintain our high levels of safety and security within the nursery, this policy confirms the following procedures:

Parents wishing to look around the nursery (telephone / e-mail enquiry)

1. An appropriate date and time will be arranged – we will explain that a look around takes around 45 minutes. This will be when the nursery is closed.
2. The caller will be asked to provide their full name, full address and contact telephone number.
3. The caller will be asked for their child's details – full name, date of birth and details about what sessions are required with a possible start date.
4. We will ask the caller to provide valid photographic ID to bring with them for their look around visit – these details must match the details provided in point two.
5. We will explain that we follow our look around safeguarding policy and to expect the following when visiting the nursery –
 - Photographic ID will be checked, if the details do not match the details provided during the booking, the look around will be re-arranged until the ID details match.
 - A face covering must be worn.
 - Visitors will be asked to wash their hands.
 - Visitors will be asked to sign in with their details, which again must match the details provided. This includes any car registration details.
 - The visitor's mobile telephone / devices will be stored in the allocated box for the duration of the visit. This is in keeping with the nursery safeguarding procedure for staff.

- Any bags / belongings will be stored safely in a lockable cupboard in the office for the duration of the visit. **Please avoid bringing bags if possible.**
- Once the look around is complete, the visitor's mobile phone and or belongings will be returned and the premises will be fully cleaned and sterilised.
- The visitor will sign out and an Information Pack handed to them to take away and browse, although we may have already sent this through e-mail.

Parents wishing to look around the nursery (ad hoc door enquiry) – This is not currently permitted.

GDPR.

*All visitors will be informed about the information stored and the reasons for this.

*Information is collected for validating visitors ID to gain entry to the nursery premises.

*This includes the name, address, date of birth and possible vehicle registration details of parents and name, address and date of birth of children.

*The information will be stored confidentially and in a lockable filing cabinet for 12 months.

*Access to the information will be restricted to avoid any unnecessary information sharing. Individuals will include the Nursery Manager, Owners, staff member booking the look around, staff member carrying out the look around and Police if safeguarding concerns present themselves.