Our ‘Keeping Children Safe’ Guidance

The Team Leader Ms Burns leads the nursery team to:

* regularly update rigorous risk assessments around the building and outdoor play area. This may include individualised risk assessment for some children in your setting, dependent on their needs.
* share risk assessments with all the staff team and make sure that they understand the implications of them.
* regularly reminds staff to be aware of children’s locations at all times; to be alert to the possibility of a child leaving the nursery unaccompanied; and to be aware that it is their responsibility to make sure that a colleague is watching over any children they have responsibility for should they have to leave the playroom or outdoor area for some reason.

Nursery protocols **should a child manage to leave unaccompanied:**

* The **first priority is to locate the child and return him/her safely to nursery**.
* Any incident must be reported by staff Jacqueline Burns Team Leader **and** Caroline Gibson HT immediately.
* Failure to report such incidents is not only a breach of the standards expected by Glasgow City Council but is a breach of the SSSC Code of Conduct. Any such failure may result in disciplinary action and in some circumstances, reporting of that disciplinary action to SSSC to consider whether they also wish to take action.
* Caroline or Jacqueline must take responsibility for informing the Area ELC Manager, Sharon Constable, or the Head of ELC, Heather Douglas. They will offer advice as to any further action needed according to the circumstances.
* A notification to the Care Inspectorate should also be made **on the day** of the incident.
* The **child’s parent / carer must be informed** and given the opportunity to discuss the incident with the Head Teacher. They should also be given information on the Council’s complaints procedure should they wish to make a complaint.

Updated 13.5.22

Review: 13.5.24

Signatures of staff: