

**Putnoe Woods
Preschool**



Wentworth Drive
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office@putnoewoodspreschool.co.uk

Putnoe Woods Preschool

Safe Care and Practice Policy and Procedures

Introduction

The staff at Putnoe Woods Preschool take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care and that it is of paramount importance.

At **Putnoe Woods Preschool** we believe that all children need to feel safe, secure and happy. This involves preschool staff being responsive to children's needs, whilst maintaining professionalism. This includes giving children cuddles and changing children's nappies or clothes.

To promote good practice and to minimise the risk of allegations we have the following guidelines:

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice
- When changing children's nappies or soiled/wet clothing, we leave the doors open, where appropriate
- We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to tell them they love them and we advise staff to report any such observed practice
- Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks

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- All staff are aware of the whistleblowing procedures and the manager carries out random checks throughout the day to ensure safe practices.

If a parent or member of staff has concerns or questions about safe care and practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the manager at the earliest opportunity. Management will challenge inappropriate behaviour in line with the supervision/ disciplinary or whistleblowing procedures. If the concern relates to the Preschool Manager nursery or then parents should contact Ofsted (*insert contact number*) or the local authority children's social care team (*insert contact number*).

This policy is in compliance with GDPR (General Data Protection Regulations) May 2018.

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2015		
September 2016		
November 2019	Nikki Adams	New email