

Safeguarding Every Day

Early Years Practitioner Pocket Cards

NurseriesAndSchools.org
• Explore • Empower • Decide



Safeguarding is everyone's responsibility.

CARD 1 • COVER

Remember

Use these cards as a quick reference alongside your setting's safeguarding policy, current statutory guidance and training.



Follow your setting's safeguarding policy and current statutory guidance.

Arrival & Handover

Start with a clear picture of every child arriving today.



CARD 2

2 of 12

NurseriesAndSchools.org
• Explore • Empower • Decide

Arrival & Handover



- ✓ Greet the child and parent/carer
- ✓ Record attendance and arrival time
- ✓ Gather relevant information
- ✓ Note and report concerns
- ✓ Confirm the number of children present, expected and absent



Remember

Pass on relevant information promptly.



Follow your setting's safeguarding policy and current statutory guidance.

Safety Checks

A safe environment is **checked**, not assumed.



CARD 3

Safety Checks

3 of 12

- ✓ Check rooms, toys, furniture and outdoor spaces
- ✓ Secure medicines and hazardous products
- ✓ Check gates and access controls
- ✓ Follow risk assessments
- ✓ Report faults



Remember

Act on hazards promptly and record what needs follow-up.

Follow your setting's safeguarding policy and current statutory guidance.

Active Supervision



See, hear and stay close enough to act.

CARD 4

NurseriesAndSchools.org
• Explore • Empower • Decide

Active Supervision

4 of 12

- ✓ Position yourself to see and hear children
- ✓ Maintain required ratios
- ✓ Count children during transitions
- ✓ Intervene when play becomes unsafe
- ✓ Never leave children unsupervised



Remember

Supervision is active, not just being present.

Follow your setting's safeguarding policy and current statutory guidance.

NurseriesAndSchools.org
• Explore • Empower • Decide

Hygiene & Personal Care



Protect dignity, privacy and wellbeing.

 [NurseriesAndSchools.org](https://www.nurseriesandschools.org)
• Explore • Engage • Decide

CARD 5

5 of 12

Hygiene & Personal Care

 [NurseriesAndSchools.org](https://www.nurseriesandschools.org)
• Explore • Engage • Decide

- ✓ Follow toileting and nappy-changing procedures
- ✓ Protect dignity and privacy
- ✓ Use appropriate PPE
- ✓ Follow infection-control procedures
- ✓ Report concerns or disclosures



Remember

Listen calmly and follow your setting's reporting procedure.

Follow your setting's safeguarding policy and current statutory guidance.

Meals & Snacks

Safe eating starts with knowing every child's needs.



CARD 6

6 of 12

Meals & Snacks



- ✓ Check allergies, dietary needs and care plans
- ✓ Supervise eating
- ✓ Reduce choking risks
- ✓ Follow food hygiene procedures
- ✓ Report incidents and reactions



Remember

Check information before food is served.



Follow your setting's safeguarding policy and current statutory guidance.