

**HUXLEY BEAR LIMITED**

**THE ASCOT DAY NURSERY**

**POLICIES & PROCEDURES**

**2023/2024**

**Huxley Bear Limited**

**The Ascot Day Nursery**

Policies reviewed and prepared October 2023

Next review due: October 2024

Name: Amanda Jarvis

Signature:…………………………………………………

Position: Nursery Manager

Date: October 2023

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## Admissions to the Ascot Day Nursery

We admit children into the Nursery regardless of sex, race, culture and ability. We may care for children within the Early Years age group. New enquiries to the nursery are invited to attend a visit giving them an opportunity to see the nursery environment, the staff, the children in our care and the routine. They are able to ask as many questions as they wish and spend time speaking to the staff and proprietors. If the parents wish to, they complete the registration form at that point or are able to take it away with them to consider, complete and return. A place is not guaranteed until an offer and starting date is agreed and a non-refundable registration fee secures a place. We reserve the right to decline registration if our ethos and general principles are not acceptable to the parents/carers.

* Parents / carer will need to complete a registration document that details the following:
* The child’s name and home address.
* The sessions / hours required each day and approximately when from.
* Name, address of parents / carers, including home, work and mobile telephone numbers.
* An emergency contact person – grandparent/close relative or friend that can be contacted in the event of not being able to contact the child’s parent(s) / carer.
* Details of special diets.
* Details of allergies.
* The name, address and phone number of the child’s GP.
* Details of the child’s medical history.
* Parental consent on emergency procedures.
* Signature of parent(s) / carer.
* A guideline of which month would be convenient to start.
* Parents / carers will be expected to fill in a ‘All about me’ booklet which provides information on the child, in keeping with EYFS recommendations.
* Parents must note, before signing the registration form that they are entering into a legally binding contract with The Ascot Day Nursery. The agreement is for a notice period of one calendar month or the payment of fees in lieu thereof. This is binding from the moment the place is confirmed and registration fee is paid with The Ascot Day Nursery.
* Parent will need to provide a copy of the child’s birth certificate.

If there is no immediate place for a child, they will be placed on the waiting list and parents will be notified as soon as a place becomes available. Four to six weeks before a place becomes available parents will be notified verbally. No place is guaranteed until offered, a starting date agreed.

Once a place has been offered, the Nursery Manager and child’s Key person will ensure the following details are completed:

* A registration summary is completed and filed with the registration form. This outlines a brief detail of name and hours.
* A Key person is immediately assigned to the child.
* An ‘Information sheet’ has been completed by the child’s parent / care indicating sleep routines, meals to be taken, aids for going to sleep etc.

## Settling in Procedure

The Nursery staff will work in partnership with each child’s parents/ carers, to ensure that settling into nursery environment is made as ‘gentle’ as possible.

Once a place has been offered, arrangements will be made for parents to visit the Nursery again with their child on several occasions prior to their start date. Parents/carers are encouraged to stay with their child as long as they feel is necessary to familiarise themselves and their child with the Nursery layout, staff and routine. It also offers time to ask any further questions. During the first and subsequent settling in sessions parents/carers and children are introduced to their child’s Key person. The Key person system is explained to the parent/carer, making opportunity for all relevant staff to be introduced and communication links to be established at this very early stage.

In addition, at this settling in stage, parents/carers are informed and sent logins for the Famly app. Within the Famly app children’s observations are added to the journey and these observations are mainly completed by the key person. Parents/carers are encouraged to highlight areas of development in the ‘All about me’ information sheet and liaise with us about any interesting ‘home life / getting to know me’ things that they feel are relevant and parents are able to add their own observations to their children journey, via the app. By doing this the parent/carer and child are developing early communication with the nursery. This enables the nursery to accommodate the individual needs and requirements of each and every child and provide the individual relevant care and resources.

Settling is a most important time for a child coming into Nursery. All staff are aware of new children coming in for settling and are all on-hand to offer whatever help and support is required by the parent/carer, and a caring, gentle approach to the child enabling them to build up trust in their new environment.

The children can naturally progress to The Old School Day Nursery. The Old School Day Nursery will contact families prior to the transition and make arrangements for the children to visit the setting.

This policy has been adapted to ensure the safety of families and staff during the COVID-19 pandemic

## Staffing, Employment and Safer Workforce Policy

A strict staff : child ratio is essential in order to provide good quality nursery care. It is policy to ensure that there is always sufficient staff to give the children the care and attention that they need, and in particular that staff numbers do not fall below the recommended staff : child ratios set by Ofsted. We ensure there is always 2 staff on duty but individual staff may work alone with a small group of children

The legal requirement are as follows

Under 2’s 1:3 ratio

2 to 3 years 1:4 ratio

3 to 5 years 1:8 ratio

3 to 8 years 1:8 ratio

Early years teacher 1:13 ratio

Over 8”s 1:13 ratio

On outings and trips staff: child ratios will be maintained at the same level.

The nursery has a standby list of people who can be called on to fill in if necessary, in the event of staff absence. The people on the list may already work part-time in the nursery.

All of the following are observed when recruiting staff for the Nursery:

* We work towards an equal opportunities employment policy, seeking to offer job opportunities to both men and women, with and without disabilities, from all religious, social, ethnic and cultural groups.
* At least half of our staff holds the NNEB or NVQ II or III qualifications.
* Training courses are available for staff.
* We support the work of our staff by means of regular staff meetings, peer to peer observations, monitoring/supervisions and annual appraisals.
* We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
* All staff are issued with contracts of employment, Nursery policies and procedures are explained in full as part of an induction procedure upon starting employment at the Nursery.
* New staff are given relevant paperwork to complete to allow the vetting process to begin. (DBS checks, etc…) The Proprietor sends these off to the relevant authorities.
* All non-confidential paperwork is kept on file on the nursery premises. Confidential paperwork is kept in a locked filing cabinet.
* It may be that a member of staff, qualified or otherwise, be asked to become a Lead Professional for any other agencies that become involved in the care and welfare of any child in the setting in line with the Common Assessment Framework. This is outlined in staff contracts.

## Safer Workforce

Recruitment and Selection

Advertisement posts and application packs should make explicit reference to The Ascot Day Nursery’s commitment to Safeguarding, including.

* Intention to seek enhanced DBS disclosures
* Requirement for two references of previous employment or education
* Clear statements in the Job Description that explicitly reference the individual’s safeguarding responsibilities
* Providing information about Safeguarding Policy and Practices to applicants

The selection process should.

* Seek and enhanced DBS
* Always use application forms (CV’s should not be accepted)
* A minimum of two people should check any gaps in employment history and explore these gaps during the interview.
* Ensure at least one referee is from a previous employer and specifically ask if there have been any concerns or allegations about the applicant’s behaviours towards children, any disciplinary action, and confirmation of the applicant’s responsibilities. Compare this information with that provided by the applicant. Any inconsistencies or concerns regarding the information provided in a personal referee must be followed up directly with the referee.
* Seek to explore the applicant’s attitudes towards children, their motivation for pursuing the role, and managing boundaries at interview.
* Always ensure that any other uncertainty or inconsistency about the information provided about the applicant is followed up and resolved.
* This includes procedures to ensure that if anyone has any court orders or restrictions around children must disclose to management and be followed through with the appropriate agencies.

## Staff Appraisal and Supervision Policy

Performance appraisals will take place annually. This will be a meeting between the individual staff member, the Nursery Manager and proprietor.

The staff member will be given a letter advising them of the date of the meeting, and a form asking them their views on specific areas of their job and the nursery for example:

* How the individual sees their role in the nursery.
* What changes could enable them to carry out their role more effectively.
* Their strengths and weaknesses.
* Their long-term goals.
* Any Safeguarding concerns.
* Any changes they would like to see made.

The Manager and Proprietor will complete a similar feedback sheet on the individual and at the meeting the two will be discussed. A copy of all notes will be given to the individual on completion of the meeting.

If there is any action or reviews considered necessary as a result of discussions at the meeting, a date will be set to ensure the action or review has been followed through.

Staff appraisals remain highly confidential, and notes will be locked in a cabinet.

Staff supervision reviews are completed quarterly. The manager will arrange an individual meeting and discuss any concerns, questions and changes. A form is completed with all the details discussed and saved in the staff member’s individual file. Any action plans will be actioned and reviewed in the time frame agreed.

## Policy Statement on Race and Culture

The Nursery believes that it is the right of every child, parent/carer and employee to be treated as an equal and with respect, and that no religion or culture is inherently superior to any other.

The nursery will not tolerate racism of any form. Nursery staff are committed, and parents/carer are encouraged to:

* Promote positive role models.
* Actively promote equal opportunities.
* Challenge those who do not do so.
* Challenge any form of racial abuse and report any incidents of this to the Manager.

All toys and books will be selected in order to provide positive images of all races and cultures. The nursery acknowledges the diversity of religious practices and customs and will provide opportunities for all parents to share in these whenever possible.

## Policy Statement on the Inclusion of children with Special Needs

We believe that ***all*** children must be provided with a broad and balanced early years environment. The Ascot Day Nursery is committed to the inclusion of ***all*** children whatever their individual needs and our philosophy is that ***all*** children should have the opportunity to develop to their full potential alongside other children in an educational environment. In order to achieve this, we work closely with parents/ carers, and where necessary, other agencies.

The Ascot Day Nursery aims to have regard to the DfE SEND Code of Practice on the Identification and Assessment of Special Educational Needs and to provide a welcome and appropriate learning opportunity for all children.

Admission and Integration of children with Special Educational Needs

There is no discrimination against the admission of children with special educational needs. The nursery welcomes the opportunity for both parents/carers and children to come prior to starting nursery and to discuss ways in which the nursery can meet the child’s individual educational needs. This makes the child’s integration into the nursery less frightening.

Graduated Response

Our system of observation and record keeping, which operates in conjunction with parents/carers, enables us to monitor children’s needs and progress on an individual basis. In line with the Code of Practice for children with special educational needs the following response is adopted.

* **ASSESS –** Each child’s key person will observe the child’s progress to inform an assessment of the child’s needs and determine what progress has been made. Progress will be regularly reviewed and the SENCO will be informed of any concerns about individual children.
* **PLAN –** Parents/carers will be notified if it is felt that a child has SEN and we will work in co-operation with /carers to plan interventions through a SEN action plan. The action plan will include agreed targets, desired outcomes, relevant interventions and support and will be regularly reviewed with the parents/cares.
* **DO –** The child’s key person will implement the agreed interventions within nursery and in conjunction with the SENCO, give guidance to the parents/carers in how they could support their children at home.
* **REVIEW –** We will review the action plans regularly with the parents/carers in order to monitor progress and to make appropriate adjustments or set new outcomes.

At each review stage, in which the Individual Provision Map (IPM) will be discussed and plans made for the next stage. There will also be 6-8 weekly reviews made by the Key worker that will be incorporated within the Learning Journal. The parent/carer will be involved at every stage.

If despite the interventions implemented on the action plan, the child may not be making sufficient progress. The SENCO in agreement with parents/carers will notify the local authority inclusion officer to obtain further advice and support and refer to other agencies where appropriate to meet the needs of the child.

Special Needs Coordinator (SENCO)

The nursery has designated members of staff who has the responsibility of monitoring and assessing the needs of children with Special Educational Needs. The SENCO is Amanda Jarvis.

Education

All our planning for activities and play takes full account of the early years goals and the needs and interests of the children. Each child’s ability is considered when planning and carrying out any activities, making sure each child’s individual needs are met and positive images are portrayed.

Each staff member has a group of key children and they are responsible for the induction and monitoring of that child’s progress. The key group’s staff member will regularly report to parents/carers, sharing and discussing the child’s progress and achievement.

Weekly activities are planned and carried out for each individual child.

Developing a positive partnership with parents

Within any nursery or school, a good working relationship with parents/carer is paramount to the education and development of every child. Parents/carers are always welcome in nursery to help or discuss any concerns they might have. We welcome a parent’s guidance and knowledge because they know their child best and we can draw on that for planning provision for their child. Parents/carers are the children’s first and most enduring educators. When parents/carers and practitioners work together in early years settings, the results have a positive impact on children’s development and learning. The key person will contact the parents monthly to plan and discuss a focus for the child’s learning and activities will be planned to support the child’s intent for learning. Observations will be recorded to ascertain how effective the implementation was and how the child has progressed.

Multi professional links

We see the value of working closely together with other professionals to meet the child’s specific needs and are committed to developing this further.

Where appropriate, funding will be sought to employ an extra member of staff or obtain the necessary resources. Outside agencies are used when the setting cannot cater for the individual child with support from other professionals.

Complaints

If any parents/carers or members of staff have any complaints about our provision for children with special educational needs they should follow the procedure set out in our Complaints Policy.

Staff Training

Whenever the opportunity arises staff will attend different courses to broaden their knowledge on Special Educational Needs. We will also take advice and support from the Bracknell Forest Early Years department and Area SENCO and other appropriate agencies.

Confidentiality

To meet the needs of all our children in our care it may be necessary at times to share information with parents/carers and with staff to support the children’s development. We may also need to seek help and advice from outside professionals. All information will be on a need-to-know basis and the contracting parent’s/carer’s permission will be requested.

Access for children with special needs

We provide suitable access to all our facilities;

* Wide doorways are available for wheelchair access
* The play area is all on one level.
* There are suitable bathroom facilities.
* The needs of each child will be assessed each in terms of access and adapt our facilities when appropriate.

## Special needs policy and procedures

Our nursery aims to have regard to the DfES code of practice and the guidelines supplied to private and voluntary providers of pre-school education. We aim to provide welcome and appropriate learning opportunity for all children.

* Children with special needs, like all other children, are admitted to the nursery after consultation between parents and keyperson.
* Our aim is to provide for the developmental needs of each child in the group.
* All children in the group, irrespective of their needs, are encouraged to join in with all activities should they choose to.
* Our system of observation and record-keeping, which operates in conjunction with the parents, enables us to monitor children’s needs and progress on an individual basis.
* The needs and progress of children who have special educational needs are monitored by our nursery’s special educational needs co-ordinator (SENCO) and the child’s keyperson.

## Policy statement on parental participation and responsibilities

The Ascot Day Nursery offers an ‘Open Door’ policy to parents. Through this, we aim to enable parents / carers to feel comfortable and welcome in the Nursery. The Nursery aims to achieve this by:

* Parents/carers invited in to meet keyworker and complete an “All about me” document to help provide the setting with as much information as possible to support the child’s learning, development, and experiences within the setting.
* Ensuring that key person liaises with and seeks guidance from parents/carers when planning and implementing childcare practices
* Ensuring that parents/carers have the opportunity to work with children alongside their child’s key person.
* Ensure a buddy system operates alongside key person.
* Ensuring that parents/carers have the opportunity to review their child’s progress on a regular basis with the key person, with the aid of the observations and assessment within the app. Parents also have the opportunity to add ‘at home’ observations to the app.
* Ensuring that parents/carers are informed of the policies, procedures and guidelines of the Nursery.
* Offering parents/carers the opportunity to participate in all Nursery events.
* Ensuring that parents/carers can meet with keyworker to discuss relevant issues and concerns.
* Information provided by parents/carers about their children will be kept confidential.
* Information regarding the children’s activities throughout the day is always available to parents/carers through post on the Famly app.
* If there are any concerns about a child’s well being during the day every effort will be made to contact the parents or their emergency contact.
* Parents/carers are encouraged to keep us informed of any changes to personal circumstances which may have an effect upon a child e.g. change of address, family situations, telephone number, doctor etc.
* Parents/carers are encouraged to keep us informed of any circumstances which may have an effect on a child’s emotional well being, e.g. bereavement, separation etc.
* Parents/carers are children’s first and most enduring educators. When parents/carers and practitioners work together in early years settings, the results have a positive impact on children’s development and learning.

## Policy on Health and Safety

The Ascot Day Nursery has a Health & Safety policy statement, which is attached to the back of this policy document.

Aims and objectives

The aim of the policy statement is to ensure that all reasonably practiced steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this, we will actively work towards the following objectives:

* To establish and maintain a safe and healthy environment throughout the Nursery.
* To establish and maintain safe working procedures amongst staff and children.
* To make arrangements for ensuring the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
* To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the Nursery to avoid any hazards. Health and Safety training will be provided regularly.
* To maintain a safe and healthy place of work with safe access and exits from it.
* To formulate effective procedures for use in case of fire and other emergencies and for evacuating the Nursery premises.
* To follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation, including the Department of Health Guidelines for Communicable Diseases.

## Fire Regulation

Safety is paramount within the Nursery. Fire drill procedures are displayed at both fire exits for the purpose of staff, parents/carer and visitors. All are made aware of this when entering the Nursery.

The FSRA will be written by our competent person and reviewed on a regular basis.

Fire Drill practice is carried out every 4 – 6 weeks to ensure all staff are aware of how to evacuate the building quickly and safely ensuring the safety of the children, their parents or any other visitors.

The fire drill practice will be recorded in the diary and fire folder, on the correct date, identifying how many children were present, how many staff were present and how long it took to evacuate the nursery. These details will also be recorded on the risk assessment as a supporting record. These details will also be recorded in the Fire Drill Log Book which will record the date and time of the evacuation, the staff and numbers of children involved and the fire exit taken and any risks encountered. By using different exits during different drills risks are being minimised.

Fire extinguishers are tested by the authorised company of issue once per year. A certificate is issued and displayed on the buildings main notice board.

## Policy for DBS disclosures and ensuring supervision for people who have not had police checks (DBS’s –Disclosure and Barring Service)

All staff require immediate DBS disclosure, when joining the nursery. The forms will be completed online and submitted to ‘GBGroup’ who is the nominated agency for the Ascot Day Nursery. This is an Ofsted requirement and must be adhered to.

Staff that have clear DBS status are under obligation to inform The Ascot Day Nursery immediately of any changes that could / would affect their DBS status. If they do not inform us immediately, they will be committing Gross Misconduct which results in dismissal. All staff are asked to complete a Staff Disqualification Declaration.

Any staff / people who have not been police checked must be supervised at all times. This includes volunteers, work experience people, trades people and new staff. Until positive clearance has been given by the DBS a new member of staff cannot be left alone in a room with children or carry out baby changing or toileting unsupervised.

Appropriate cover must be obtained to ensure these conditions are adhered to at all times.

Agency staff:

* Any staff supplied by an agency should be vetted and checked by the agency.
* Police checks must have been carried out by the agency.
* References sought and checked and qualifications validated by the agency.
* The agency takes full responsibility for the appropriateness of any staff supplied to work with children.

# **Safeguarding and Child Protection**

Anyone working in the nursery environment will be subject to a DBS check. This is and Ofsted requirement and must be adhered to and in line with guidelines. This is supported by the staff’s handbook which is updated annually. The Handbook sets out all procedures which we have in place to ensure all welfare requirements are met.

 This includes procedures to ensure that if anyone has any court orders or restrictions around children must disclose to management and followed through with appropriate agencies.

 The Handbook also responds to suspicions of abuse effectively and deal with allegations against staff members appropriately (parents can obtain a copy from management if required). Amanda Jarvis is the named Safeguarding Lead for the nursery.

 The nursery has a duty to be aware that abuse does happen in our society. The statement lays out the procedures that will be taken if there is reason to believe that a child in our care is subject to any form of emotional, physical, sexual abuse or neglect.

 Our prime responsibility is the welfare and well-being of all the children in our care. As such, we believe we have a duty to the children, families and staff to act quickly and responsibly in any instance that may come to our attention.

 The nursery has a duty to report and suspicions of abuse to the Local Authority. The Children Act 1989 places a duty on the Local Authority to investigate such matters.

 The nursery will follow the procedures set out in the Local Safeguarding Children’s Board and the Local Authority’s Multi-Agency Safeguarding Hub (MASH) documentation and when necessary, will seek their advice on all steps taken consequently.

 In the event that a parent makes a complaint of child abuse against a member of staff or volunteer we will follow the guidance from the LSCB and MASH and report any allegations to the Local Authority Designated Officer (LADO)

 01344 351572 LADO@bracknell-forest.gov.uk

## Policy Statement on Child Protection and Safeguarding Children

**(Includes non mobile babies Bruising Protocol, Safeguarding Cue Card and Referral ‘What to do’ Flow chart)**

Whilst reading this policy, please make yourself familiar with the ‘Bracknell Forest Local Safeguarding Children’s Board Safeguarding Toolkit’ Folder that is kept alongside the Policies Folder and are held in Nursery and available to view. There is also a useful link at the bottom of this policy.

In accordance with current legislation and our policy on Safeguarding Children, The Ascot Day Nursery is committed to the protection of children and their families from abuse and neglect.

All staff are aware of possible indications of abuse and / or neglect and the procedure for dealing with these cases in accordance with the Bracknell Forest LSCB (Local Safeguarding Children’s Board), Social Services and Ofsted. The procedures to be followed when a concern is raised are outlined below.

Staff MUST refer to the LSCB Safeguarding ‘Cue card’ and the Referral ‘What to do’ Flow chart (both found after this policy) for any suspicions.

The designated member of staff for Safeguarding Liaison is Amanda Jarvis (Nursery Manager). In her absence, staff will notify and liaise with the Nursery Owner Colleen Caddow.

Confidentiality regarding any concerns of neglect or abuse will be maintained at all times in accordance with the Ascot Day Nursery’s Confidentiality Policy.

Safeguarding services are provided by the LSCB and Bracknell Forest Social Services, which supplies support for families whose children are in need of safeguarding to promote their welfare and upbringing.

**Bruising Protocol**

**Non independently mobile babies;**

Accidental bruising on non-independently mobile babies (those not crawling, cruising or walking independently) is rare and should always warrant further investigation. The younger the child, the greater the risk that bruising is non-accidental. Once referred, assessments will be led by Children’s Social Care and a lead medical professional. All referrals should be followed up in writing within 48 hours. Children’s Social Care will co-ordinate multi-professional information sharing assessment.

A bruise/injury must always be assessed in the context of medical and social history, developmental stage and explanation given. Children's Social Care and a Paediatrician will determine whether bruising is consistent with the explanation provided or is indicative of non-accidental injury.

As far as possible, parents or carers should be included in the decision-making process, unless to do so would jeopardise information gathering (e.g. information could be destroyed) or if it would pose a further risk to the child.

Staff and volunteers should explain at an early stage why, in cases of bruising in not independently mobile children, additional concern, questioning and examination are required.

If a parent /carer is uncooperative or refuses to take the child for further assessment, this should be reported immediately to Children's Social Care Services. If possible, the child should be kept under supervision until steps can be taken to secure his or her safety.

**Referrals of Child Abuse**

1. **If a child arrives with injuries the staff should:**
	* Ensure immediate medical attention, if necessary.
	* If possible, ask the parent/carer how the injuries occurred.
	* Explanations, however puzzling, should be accepted and accusations should not be made. Make a written record, including diagrams, of observations and explanations given. Have a witness wherever possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make an appropriate referral to the Social Services Department if necessary.
2. **Suspicion of Abuse and / or Neglect**

If through conversation and / or other contact with the child you have cause to suspect physical, sexual or emotional abuse and / or neglect of a child in your care:

* Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.
* It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying.
* Write down exactly what the child says, or what actions concern you, and what you have said in responses. Sign it and date it.
* Do not make assumptions about whom the allegation might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children.
* Inform the member of staff in charge of your suspicions; they will contact immediately the Duty Social Worker at the District Social Services Office under which the child lives, or the Emergency Duty Team if out of hours. The member of staff in charge must also contact the LADO (Local Authority Designated Officer) who will provide advice and support in any allegation process, although they will not be responsible for conducting enquiries into allegations or suspicions.
* Once a child is referred to Social Services, they and the Area Safeguarding Committee will make an assessment of the child’s needs.

**Subsequent Action**

Following such a referral, enquiries will be undertaken by Social Services and possibly the police. Staff may be required to provide statements and attend an Initial Safeguarding Conference.

**Confidentiality**

The Nursery has the right to share any information regarding safeguarding with other childcare professionals. All information will be kept confidential.

In line with legislation, access will be permitted to the CAF (Common Assessment Framework) by nominated staff. Being highly sensitive this is treated in strictest confidence.

**Useful telephone numbers;**

\*Bracknell Forest Children’s Social Care (Social Services) (Mon –Fri 9-5)

 01344 352020

 Bracknell Forest Multi-Agency Safeguarding Hub (MASH)

 01344 352005

\*Berkshire Out of Hours Duty Team

 01344 786543

\*Confidential Anti-Terrorism Hotline

 0800789321

\*Windsor and Maidenhead local safeguarding children’s board

 01628 683234

\*LADO

 01344 351572

\*Thames Valley Police

 0845 8 505 505

\*NCPCC Child Protection Helpline

 0808 800 5000

**For full guidance on child protection investigations and all multi agency safeguarding procedures please see;**

**http://www.bracknell-forest.gov.uk/living/liv-children-and-families/liv-child-protection.htm**

## Policy Statement on Equal Opportunities

The Nursery welcomes and recognises all legislation and existing codes of practice produced by the appropriate authorities for the promotion of Equal Opportunities for all.

The Nursery aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements. In this respect, the Nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, sexuality, marital status, religion, colour or culture.

The nursery and its staff are committed to:

* Encourage positive role models, displayed through toys, imaginary play etc. that promote non-stereotypical images. Books will also be selected to promote such images of both men and women, boys and girls.
* Encourage all children to join in all activities. i.e. dressing up, shop/home corner, dolls, cars etc.
* Regularly review our childcare practice to remove those practices that discriminate unfairly on the grounds of gender.
* Acknowledge that preconceptions relating to gender and sexism are abundant within language and will challenge such language where appropriate.

**Cultural Capital**

As an early year provision, we understand the importance of the impact we make as practitioners on a child’s earliest experiences in life. We believe that cultural capital is about giving children the best possible start to their early education and future success.

We know that children arrive at our early year’s settings having had a range of different experiences in their learning and play.

As an example, research tells us that there is correlation between the number of words a child knows and their future success therefore, we believe that as a setting all the children should have the opportunity to access a variety of resources and gain experiences, that they may not gain through their home environment.

We aim to use cultural capital within our everyday practice through the Early Years Statutory Framework Learning Goals and the interactions the children have with their peers and other practitioners.

We believe giving the children a richer learning environment with different learning tools and experiences will aid in preparing the children with the knowledge and skills for further developmental success.

**British Values**

BRITISH VALUES IN THE EYFS - A Guide For Practitioners

The ‘Fundamental British Values of Democracy’, ‘The Rule of Law, Individual Liberty and Mutual Respect’ and ‘Tolerance of Different Faiths and Beliefs’ are already embedded in the EYFS curriculum and practice. Here are some ideas and suggestions of how British Values are actively promoted within the Early Years:

**Democracy**

* Encouraging children to know their views count and their opinions are important, for example following the children’s interests for topics and activities.
* Encourage children to make decisions together e.g. when sharing a group toy like a large train set.
* Encourage children to see their role in the ‘bigger picture’ e.g. linking to part of a family, class, group, school, community etc.
* Encourage children to value each other’s views and beliefs and to talk about their feelings - for example when they do or do not need help, ideas about how to organise an activity or circle time activities about likes and dislikes.
* Provide opportunities for the children to vote for activity choices, for example, choosing a theme for their role play area, choosing a book for story time or a song for song time by a show of hands.
* Encourage children to complete activities that involve turn-taking, sharing, discussion and collaboration e.g. model making, role play activities and using equipment.
* Use group times and circle times to encourage children to take turns, listen to others, and to value and respect the contributions made by others in the group.
* Work together to create an environment where it is ‘safe’ to make mistakes, share thoughts and ideas, and to explore different options e.g. promoting forgiveness after an argument, opportunities to retry an activity and tolerance for different views.

**The rule of law**

* Encourage adults and children to work together, to create group rules.
* Discuss the need for rules and how they should be administered fairly e.g. the need for rules to keep everyone safe and happy.
* Teach children to understand their own and others’ behaviour and feelings, along with their consequences.
* Work together to create an environment where actions are consistently followed through e.g. adherence to nursery rules, follow-ups on discussions and other choices explored.
* Encourage and support children to learn how to distinguish right from wrong.
* Encourage children to take turns, share and compromise.

**Individual liberty**

* Encourage children to develop a positive sense of themselves.
* Provide opportunities for children to develop their self-esteem and confidence in their own abilities. For example, by sharing achievements and successes and promoting independence.
* Provide opportunities to take on risks, challenges and responsibilities also encourage children to explore and discuss their thoughts, feelings and ideas with those they trust.
* Encourage children to try a range of different activities and opportunities, and to discuss and select their own preferences.
* Encourage children to ask questions and trust that their opinions and ideas will be respected and valued.
* Provide opportunities for children to follow and develop their own interests and ideas.
* Provide activities for all children to engage in and actively challenge gender-specific tasks and activities.
* Encourage children to reflect upon their similarities and differences and appreciate and respect that others may have different views.

**Mutual respect and tolerance of different faiths and beliefs**

* Work as a group to create an environment that includes values and promotes different faiths, cultures, views and races.
* Provide opportunities for the children to make links with the wider community, for example outings to local places, inviting family members or speakers to visit the setting.
* Encourage children to learn about other faiths, cultures, traditions, families, communities and ways of life. Encourage the children to share their experiences with the group and allow the children to recognise similarities and differences between themselves and others. For example, by learning about festivals and special days, different types of family units, different occupations and places around the world.
* Encourage children to learn about the world around them – both locally and further afield. For example:
	+ local trips
	+ using books, stories, posters etc. to learn about places far away
	+ local events and activities
	+ national celebrations

## Behaviour Management Policy

The Ascot Day Nursery believes that children and adults flourish best in an ordered environment, in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We have also introduced the new initiative into our behaviour management policy called ‘*Five to Thrive’* which we will be incorporating into our everyday practice to help individual children who require additional support to understand and self-regulate their emotions following the 5 main key aspects of the guidance:

* Respond
* Engage
* Relax
* Play
* Talk

This initiative is used to build resilience, recovery from trauma and promote secure attachments. Enabling the children to self-regulate and produce positive relationships and managing difficult situations.

 ***“Discipline within the Nursery is fair, consistent, and levelled at the child’s development…”***

* The Nursery believes in promoting positive behaviour.
* The staff will encourage self-discipline and consideration for each other, our surroundings and our property.
* By praising the children and acknowledging their positive actions and attitudes, we hope to ensure that children see that we value and respect them.
* Nursery rules are concerned with safety, care and respect for each other. Children who behave inappropriately may be removed from the situation. The child who has been upset will be comforted and the adult will calmly reiterate to the other child that their behaviour was unacceptable.
* The child will be asked to apologise verbally where possible, or by means of gentle physical contact if needed.
* Parents/carers will be informed if their child is persistently unkind.
* Children do need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children’s feelings and to help them understand how others may be feeling.
* By positively promoting good behaviour, valuing cooperation and a caring attitude, we hope to ensure that the children will develop into responsible members of society.
* Staff must never shout or physically punish a child or label a child as “naughty”.
* Staff should never say ‘no’ to a child without offering a reason or alternative.
* Direction and commands given to children must always be followed up with actions.
* Children will only begin to trust adults around them if they do what they say they are going to do.

The nursery has a nominated person who will oversee behaviour management. They will attend relevant Early Years courses and train staff in-house. The nominated person is Colleen Caddow.

##

## Food Management Policy

**Aims**

The Nursery will adopt a policy that will ensure the standards of table manners and behaviour is consistent. Meal times should be a happy, social occasion for children and staff.

**General Procedures:**

* Individual dietary requirements will be respected.
* Staff will set a good example of good table manners.
* Children will be encouraged to say ‘Please’ and ‘Thank you and remain at the table during mealtimes.
* Any child who shows signs of distress will have their food removed without any fuss.
* Children will be encouraged to eat everything.
* Children who are slower eaters will be given plenty of time and will not be rushed.
* Menus will be on display for parents to see.

We have introduced a new initiative to our behaviour management policy called ‘*Five to Thrive’*

We will be following the new guidance issued and adding it into our everyday Practice.

**Formula Policy**

All formula bottles of milk must be clearly labelled by the child’s parents/carers. Parents/carers must either prepare or measure (for the staff to mix as required) the formula at home, ready to be stored in our fridge. If the latter option is taken, both the boiled water and formula

MUST be pre-measured by the parents.

If a bottle of formula needs warming for a child’s feed this is done in the nursery’s bottle warmer or in a jug of boiled water that is kept away from the children.

 **Healthy Eating and Diet Policy**

We encourage children to develop a positive attitude to food and healthy lifestyle. This is achieved through adopting a whole nursery approach to reducing the amount of sugar we have in our diets. Early years is an important time to shape food preferences and habits, therefore we encourage a balanced healthy diet by ensuring:

* All meals and snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, colourings and preservatives.
* Children’s medical and personal dietary requirements are respected.
* Menus are planned in advance and food offered is fresh, wholesome and balanced.
* A multi-cultural diet is offered to ensure that children from all backgrounds encounter familiar tastes and that all the children have the opportunity to try unfamiliar foods.
* The dietary rules of certain religions, along with vegetarians and vegans, are known and respected.
* Milk is whole and pasteurised and is offered for snack-time.
* Water is provided for the children at all meals, and throughout the day as required.
* The following elements are included in meals: Protein for growth, Carbohydrate for energy and essential vitamins and minerals.
* Staff will be good role models for the children by only drinking water and eating the same sort of healthy meals the children consume.

To reduce the children’s sugar intake Parents and carers will be unable to bring in any celebration cakes for the children. We will still celebrate their birthday by singing happy birthday and giving them a birthday card from the nursery

**Nut Policy**

No food with nuts or traces of nuts will be used in Nursery.

**Milk Policy**

The Nursery participates in the Welfare Food Scheme allowing each child free milk whilst in attendance at nursery.

**Food Poisoning**

Any outbreak of food poisoning affecting two or more children in the care of The Ascot Day Nursery will be reported to The Health and Safety Executive and Ofsted.

## Accident Procedure

**Major Accidents**

In the event of any major accident involving a child, the following procedures will be carried out simultaneously:

* An assessment made of any physical injury to the child
* A member of staff is to stay with the child offering comfort, but not moving the child except if the child’s whereabouts is not considered safe.
* Another member of staff will call an ambulance followed by a call to the parents, explaining calmly the nature of the accident, and the steps taken so far, along with an update of where the child will be taken to hospital.
* The nature of the accident will be recorded immediately on and accident form and stored in the child’s individual folder in order to avoid any misinterpretation of the accident at a later point in time.
* A member of staff will accompany the child to hospital or if the parent has already arrived they will.
* A report will be made to Ofsted and the Local Authority in accordance with RIDDOR.

**Minor Accidents**

If a minor accident occurs, the procedure is as follows:

* The staff must wear protective clothing. i.e. disposable gloves and apron.
* The child must be moved to a safe place.
* The injury will be assessed to decide whether it can be treated or whether a hospital visit is required.
* If appropriate the injury will then be treated and the child will be resettled back into the group and observed.
* The incident will then be recorded on an accident form, which will be given to the parent to read and sign upon collection. This is then stored in the child’s individual folder.

##

## Accidents or Injury to staff or other persons

Accidents involving staff will be dealt with in the same manner as children and a report will be made in the Staff Accident folder.

If the accident is of a serious nature a report is made to Ofsted and the local authority in accordance with RIDDOR.

Our Health & Safety Competent Person will report a RIDDOR to the HSE within the allotted time.

Any serious accident or injury to, or the death of, any person on the premises of the Ascot Day Nursery must be reported to Ofsted.

##

## Complaints Procedure

We aim to offer a welcome to each individual child and family to provide a warm and caring environment within which all the children can learn and develop as they play. We believe children and parents/carers are entitled to expect courtesy and prompt careful attention to their needs and wishes. Our intention is to work in partnership with parents/carers and we welcome any suggestions on how to improve the Nursery at any time.

If a parent/guardian has an issue involving either their child or the Nursery as a whole, they should:

* Speak to the Manager (Officer in Charge) regarding their complaint.
* The officer in charge will relay the complaint to the Proprietor who will discuss the issue and the way in which to solve it with the Officer in Charge.
* The Officer in Charge will contact the parent/carer concerned and explain the outcome.
* The proprietor will follow-up with a letter outlining the solution or their comments to the issue, inviting the parents/carer to discuss it further in person with them if they feel it appropriate.
* It is clearly understood that parents/carer have the right to phone Ofsted regarding their complaint if they feel they have not received a satisfactory response to their complaint.

Complaints by staff should be dealt with by the officer in charge immediately.

**The role of the Registering Authority**

If a complaint cannot be resolved in-house it may be necessary to involve the registering authority OFSTED. Parents are made aware of the appropriate channels to follow when raising concerns with OFSTED by way of OFSTED complaints literature being made available on the Nursery Notice Board.

**Ofsted Early Years Complaints & Helpline Line 0300 123 1231**

**Ofsted’s Address for Complaints:**

**Ofsted**

**Piccadilly Gate**

**Store Street**

**Manchester**

**M1 2WD**

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Nursery and parents/carers that complaints should be taken seriously and dealt with fairly, and that confidentiality be maintained at all times

##

## Allegations against a member of staff / volunteer

Concerns for the safety and well-being of children could arise in a number of different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about a professional or volunteer’s relationship with a child, particularly if they have.

* Behaved in a way that has harmed, or, may have harmed, a child;
* Possibly committed a criminal offence against or related to, a child;
* Behaved towards a child or children in a way that indicates she / he is unsuitable to work with children.

If an allegation is made, or a concern arises, about a member of staff or volunteer, ensure that the Manager and Director is informed immediately and Bracknell Forest Social Care Duty Service (01344 351572) are informed. The Local Authority Designated Officer (LADO) is available to provide advice or support in any allegations process, including advising whether or not immediate suspension of the person concerned should be initiated.

If there is any concern about the immediate welfare of a child or if the information suggests that a criminal offence may have been committed the Police and Social Care Duty / Out of Hours Services should be informed immediately.

Records should be secured and be limited to relevant staff and if required external professionals on a need to know basis.

The member of staff / volunteer should be treated fairly and honestly, helped to understand the concerns expressed, the process being followed and any outcomes of the process. The manager and proprietor should seek advice from the LADO and Social Care / Police before informing the person who is subject to the allegation.

In the event an allegation is made against a member of staff the following steps will be taken:

Immediately following the allegation being received:

* Ofsted and legal representation for The Ascot Day Nursery will be notified of the allegation made and the steps that will be taken. Guidance will be sought from those bodies.
* A letter would be sent to the person making the allegation recognising that their complaint has been registered. The letter will outline contact details for Ofsted in order that they may take their complaint to the governing body.
* The member of staff about whom the allegation was made would be invited to attend a meeting with the Officer in Charge and the Proprietor to establish the course of events leading to the allegation. They will be informed that they may bring legal representation. This meeting would be documented and any documentation signed and dated to confirm the facts and discussions
* Following this meeting the member of staff concerned would be suspended on full pay pending an investigation.
* The person making the allegation would be invited to attend a meeting with the Officer in Charge and the Proprietor to establish the course of events leading to the allegation. They will be informed that they may bring legal representation. This meeting would be documented and any documentation signed and dated to confirm the discussions
* Any other persons who may have been present at the event leading to the allegation would be questioned, with their statements being recorded.
* All statements would be considered by The Ascot Day Nursery, OFSTED, the police and legal representatives for all parties and the appropriate action taken.
* Should the member of staff in question be found guilty of the allegation they would be instantly dismissed on the grounds of gross misconduct. If they are proven innocent the member of staff would be re-instated with consideration being given to the location of their work in relation to the child of the parent who made the allegation.
* All matters would be dealt with in strict confidence.

Allegations made from one staff member towards another would be dealt with in an almost identical fashion ensuring that the staff members are kept apart at all times to maintain privacy and confidentiality. If the allegation was non-serious, all investigations and courses of action would be dealt with in-house.

**‘Whistle blowing’/ confidential reporting policy**

It is very important to enforce a strong and effective ‘Whistle blowing’ ethos within the nursery. All staff are aware of ‘best practice’ and also the high standards of care that are expected at The Ascot Day Nursery and if anyone is not following this we encourage staff to support each other in recognising this and offering guidance to keeping to best practice.

If a staff member’s conduct (in whatever fashion) is worrying to another member of staff a confidential report must be made to either management and / or the proprietor which will be followed up in the appropriate fashion whilst ensuring that confidentiality is kept at all times to limit any bad feelings and repercussions.

The course of events will mirror the bullet points in the ‘Allegations against a member of staff policy’

##

**Disciplinary and grievance procedure**

**Purpose of the procedure/introduction**

The Ascot Day Nursery’s aim is to encourage ongoing improvement in individual conduct and performance. This procedure sets out the action which will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

**Principles**

Employees are expected to know the standard of conduct and work expected of them. Employees will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case. An employee is entitled to be accompanied by an representative or work colleague at the meeting. No employee will be dismissed for a first breach of discipline, except in cases of gross misconduct. Employees have the right to appeal against any disciplinary action.

**Misconduct at work**

Examples of minor misconduct

Below are listed examples of misconduct which may warrant either a verbal warning or a first written warning. Staff must refer to their policy and procedures and health and safety document to ensure that they are working with legislation at all times.

* Persistent lateness and poor time keeping.
* Unauthorised absence from work.
* Failure to work in accordance with legislation.
* Inappropriate conversation and language around the children or parents.
* Unreasonable standard of dress or personal hygiene.
* Failure to observe company policies and procedures.

**Gross misconduct at work**

Listed below are examples of misconduct which may be considered to be gross misconduct and may warrant a final warning, demotion or dismissal.

* Theft, including unauthorised possession of company property.
* Beaches of confidentiality, prejudicial to the interest of the company.
* Being unfit for duty because of the misuse/consumption of drugs or alcohol.
* Refusal to carry out a management instruction which is within the individual’s capabilities and which would be seen to be in the interest of the company.
* Breaches of confidentiality / security procedures.
* Physical assault, breach of the peace or verbal abuse.
* False declaration of qualification or professional registration.
* Failure to observe company rules, regulations or procedures.
* Wilful damage to property at work
* Incompetence or failure to apply sound professional judgement.
* Coerce any member persons into untruthful behaviour.
* Corporal punishment.
* Failure to disclose criminal or medical records.

**Informal discussions**

Before taking formal disciplinary action, the manager will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the dired improvement will a formal disciplinary procedure be implemented.

**First or formal verbal warning**

If conduct or performance is unsatisfactory, the employee will be given a verbal warning or performance note. Such warnings will be recorded but disregarded after 6 months of satisfactory service, providing there have been on subsequent disciplinary action.

**Written warning**

If the conduct is regarded as more serious of the employees work or conduct is considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called. The employee will be given the opportunity to bring someone to the meeting and to state their side of the case. If after hearing the employee’s case the management would discuss the case and decide which of the following options was appropriate. If a written warning is issued this will stay on the employee’s record for 12 months and will then be removed if no further disciplinary action has been required.

**Final written warning**

If the employee’s work or conduct fails to improve, or where the allegations are particularly serious, the manager will follow the same procedure as a written warning. If proven, a final warning will be given to the employee warning that any further misconduct will result in a dismissal with appropriate notice. Employees will be paid for this notice period. After a period of 18 months, if no further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

**Gross misconduct**

An employee can be dismissed without notice on the grounds of gross misconduct. The employee will be suspended without pay while the circumstances of the alleged incident are investigated.

A dismissal must be confirmed in writing within 5 days of the disciplinary interview.

Where the member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child, management will inform Ofsted, all the other relevant agencies and follow Local Safeguarding Children’s Board guidelines.

If the employee wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.

**Grievance Policy**

An employee who has had a grievance, should raise the matter with theirmanager immediately either verbally or in writing. If the matter itself concerns the employee’s immediate manager, then the grievance should be taken to their manager.

If the manager is unable to resolve the matter at that time than a formal written grievance letter should be submitted. The manager should then respond within 2 working days (i.e. the manager’s normal working days) to the grievance unless an extended period if time is agreed upon by both parties. The response will give a full written explanation of the manager’s decision and who to appeal to if still aggrieved.

In most instances the company would expect the managers’ decision to be final and for the matter to come to a close. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the manager concerned.

The appeal, to the proprietor must be made within ten working days of the original response to the employee’s grievance. The appeal must be in writing and contain the original formal grievance letter. The proprietor will attempt to resolve the grievance. A formal response and full explanation will be given in writing within 7 days. If the employee remains aggrieved the employer acknowledges they have the right to seek legal advice.

**Exclusion Procedure for Illness / Communicable Disease**

It is essential to control the spread of infectious disease therefore the Department of Health’s Exclusion for Communicable Diseases is our guide in the event of an infectious disease in the Nursery. A copy of the current DoH guide is available at Nursery and we are happy to discuss the matter with parents should they have any doubt.

In the event of a child becoming unwell with such an illness – or suspicion of such by a member of staff, the child’s parents/carers will be notified immediately and asked to collect the child. We then request that a Doctor is seen and parents keep us updated of the diagnosis and any further information. Should a communicable disease be diagnosed, a sign is displayed at Nursery so that other parents/carers may be aware of it.

In the event of a child becoming ill at Nursery, the parents/carers will be contacted. If the child needs to be sent home, a member of staff will tend solely to the sick child in a quiet area of the room until the parent/carer arrives.

Please see COVID-19 policy for guidance on how to manage and support illness through the pandemic.

##

**Confidentiality and Sharing Information Policy**

The Nursery’s work with children and their families will often bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

* Parents/carers will have ready access to the files and records of their own child, but will not have access to information about any other child. Access to their child’s files would be at an agreed time in the form of a private meeting between staff and those parents whereby only those child’s records would be removed from the files for viewing. Children and families information is also added to the Famly app and their information is accessible to the individual parent via their login.

* Any relevant written/recorded information on any child will be kept in an individual file along with registration details. Each child has a registration file.
* All children’s records and some general staff records are kept in a locked cupboard at the setting.
* Staff will not discuss individual children or any matters concerning any child with people other than their parents.
* Information given by parents/carers to the managers or staff will not be passed on to any other adults without their permission.
* Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personal decisions.
* Any anxieties/evidence relating to a child’s personal safety will not be shared within the group, except with those concerned.
* Trainees, new staff and temporary staff will be advised of our confidentiality policy and required to respect it. All staff sign both a contract outlining confidentiality and a confidentiality clause in the Staff Induction & Training Manual outlining the implications of not adhering to it.
* Should outside agencies become involved in a child’s welfare whilst at the setting, the parents will be informed of the need to share information on their child with that agency.

**Information Sharing Protocol – Multi Agency**

* **Consent MUST be sought to share information! –** Unless there is a significant need, e.g. risk of harm and then information can be shared without consent.
* The **Consent MUST be informed –** The parent must understand what they’re consenting to. Written consent is the recommended approach wherever possible to clearly evidence that consent has been given. If verbal consent is sought it should be recorded on file somewhere.
* If agreement is made to either request information, or to share information, **this agreement must be recorded somewhere on file.** Using a simple letter / email to state that information will be shared on a particular child and that it is being shared on the understanding that consent has been sought by the requesting agency.
* The detail of the information shared should be shared following agency policy. It is anticipated that most of this will be verbal.
* The level of information shared **must** be proportionate to the ‘need to know’. Only share information that is in the best interest of the child. Information should only be shared that enables the practitioner to provide an appropriate level of support for the child. Be particularly conscious with sensitive service information e.g. sexual health, mental and emotional well being, etc…
* **Please also see our GDPR policy located at the back of the policies.**

**INFORMATION MUST BE SHARED AND STORED SAFELY AND SECURELY AT ALL TIMES**

**Policy for the delivery and collection of children**

**Delivery**

All children must be brought in by a responsible adult and any information concerning the child e.g. medication, feeding times, must be passed on to a member of staff. The staff member then relays that information on the diary page for that day so that all staff are informed. Incident forms are also available at delivery time to note anything out of the ordinary eg; a bruise, which may have happened at home. Parents/carers are to give a brief description of the matter and sign below.

**Collection**

Most importantly, a responsible adult must collect the child. If someone other than the parents/ carer is to collect the child, staff must be informed. A name, brief description and password must be given, and where possible to meet the person concerned prior to them collecting. We also require the parent to complete a ‘consent of collection’ form. If however a situation arises throughout the day, where the parents/carer cannot collect their child, we must be notified over the telephone with a description of the person and a password.

Under no circumstances will a child be handed over to the adult, unless Nursery staff have been notified.

**Visitors**

Any visitors such as prospective parents/carers, handyman etc must sign into the visitor’s book on arrival.

Security is of great significance to the nursery. The main entrance into the building has a keypad entry system and doorbell. Only main users of the centre have the key code and this number is changed regularly, with the doorbell being used by other visitors. All persons not known to the nursery are approached for identification purposes and asked as to their business in the building. Any persons acting suspiciously are reported to the police immediately. A corridor separates this main entrance from the Nursery entrance. The nursery door is a stable door, which remains latched at all times.

All measures are in place to ensure the security and welfare of the children is paramount.

## Policy on Lost Children

There are a limited number of situations where a child could be lost and these are:

* Where a child wanders off on a nursery outing.
* Where a child escapes from the playground or park.
* Where a child is taken from the nursery by an unapproved adult.

Should a child become lost, the following action should be taken:

* Alert the Officer in Charge or proprietor who will make enquiries of the relevant members of staff as to when the child was last seen, where and who with.
* The safety of the other children must not be compromised with regards security and supervision.
* Ensuring the remaining children are sufficiently supervised and secure, two members of staff should search the building, play area and the immediate surrounding area.
* If the child cannot be located within 10 minutes the Police and the child’s parents/carers must be contacted and informed.
* Continue searching the area, liaising with other staff authorities and parents/carers all the time as to the results of the search.
* Once the situation has been resolved, staff should review the reasons why the child was able to escape. Effective risk assessment and measures must be taken to ensure that it does not happen again.
* Ofsted must be notifies of the incident and the outcome.

##

##

## Policy on Outings

For all outings, the following procedures must be followed:

* Permission is obtained from the parents/carers in the registration form.
* A risk assessment must be done prior to the outing, taking into account the journey, the location of the outing and any possible risks that may be encountered.
* Staff ratios should be in accordance to those in Nursery, according to the age group of the children. Guidelines according to age are available from Ofsted. Parents/carers could be encouraged to participate and thus be responsible for their own child to allow staff to focus on the remaining children.
* A first aider must be present as must the first aid kit, registration details, contact phone numbers and a mobile phone.
* The children must be head-counted before the journey and regularly during the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting at regular intervals.
* Toilet facilities must be provided regularly during the outing.
* Food and drink must be provided (a packed lunch) and taken at similar times to the mealtimes at nursery. Regular drinks must be offered.
* Meeting points and times must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
* Transport must be fully taxed, insured and have a valid MOT certificate (if required). It must also have satisfactory harness details and the maximum seat capacity not exceeded.
* There is at least one outing a week, parents are reminded to have their children in by 9.30am, arrangements can be made in exceptional circumstances.
* The Manager is contactable on a mobile number whilst on the outing.
* A sign is displayed on the Nursery door with all the relevant information and a contact number.
* When walking in traffic areas, children are positioned with either a staff member or a pushchair between them and the traffic

## Policy on Play

The nursery understands that play is something that a child enjoys best. A child’s play has a purpose and can be a step towards the learning and understanding of valuable skills. It can help a child fit into the world physically, intellectually, emotionally and socially and grow to be a healthy and competent individual.

The nursery will endeavour to provide children with a stimulating environment in which to play and learn. A varied selection of activities will be provided throughout the day, both inside and outside.

Activities and resources will be adapted to cater for each individual children needs and development.

**Outside Play**

Outside play is paramount and essential to the children’s learning, stimulation, health and enjoyment. There is constant access to outside area through the side where we have access to a small gated, Astro area which the children can have free flow access to during playtimes at nursery. On this area we set up activities such as puzzle, building blocks sensory play etc.

To the rear of the setting there is a secure playground area which provides level concrete on which to play with balls, cars and push along toys. There is a large sandpit, a mud kitchen and a water feature in the playground so the children can explore through sensory play. There is also a chalk board for mark making and a musical area to explore sounds outdoors.

There is also a gated public park area to the rear of the playground to which we have access to through our own private gate. The Park area provides play equipment – swings, slides and climbing equipment all aimed at very young children. The Park also provides a large lawned area, which is used for sports activities. All children are encouraged to go outside at least twice a day this is dependent on the severity of the weather conditions.

**Messy / Malleable Sensory Play**

A large variety of sensory and malleable items will be used, e.g. play-dough, jelly, soap flakes, gloop, magnetic sand. These will encourage language and provide different tactile experiences.

**Sand and Water play**

Sand and water play both provide scientific and mathematical concepts and develop good social behaviour and language development.

**Physical Play**

A ball pool, balls, hoops, push along toys, cars & bikes, a tunnel and slides/climbing frame etc are provided both inside and outside and we have planned group activities such as music and movement, sports and gym sessions to promote children’s physical development.

**Books**

Books are available for the children to self-select or for group story time.

**Role Play**

Role play is very important to children, even when they are very young. The playhouse is available at all times, set out with different contents from time to time. Dressing up clothes, kitchen, road mats and cars, the dolls house all provide the opportunity to use their imaginations for role play and develop self esteem.

Within the hall we have planned themes throughout the year which explore different continents around the world. Within these themes there are resources available to support role play and explore different cultures.

Construction toys are also always available to provide and encourage good hand / eye coordination.

**Creative Activities**

Painting, sticking and so on will be done on a rota each week or in the moment when meeting children needs. Small group time will encourage conversation with shapes and colours being discussed.

In addition, musical instruments will be provided and used to encourage the children to think about sound and rhythm. The I-pad and speaker are available to support singing and music time.

Different songs are sung during our themes from different countries around the world. This helps children build a deeper understanding of the world we live in.

## Terrorism and Major Incidents

As we are placed in the vicinity of Broadmoor Hospital, staff and parents must note the following policy:

* In the event of an escape the nursery should receive a phone call from the local authority.
* The nursery is also registered on the police Thames Valley Alert system . This system allows us to receive messages directly from the police in the event of an emergency.
* Ofsted will be notified of the incident taking place and the action plan to be followed. This action plan will incorporate any up to date advice given by the emergency services managing the incident.
* Parents will be notified of the escape but are asked to keep phone calls to a minimum keeping phone lines free for information from the Authorities.
* Due to road closures (lock down) in the event of an escape (or other major incident), care may need to extend beyond the child’s normal registered hours as parents may find difficulty in reaching the nursery. In the event of this happening, staffing will be maintained and meals and drinks supplied to children where appropriate. Sleeping areas will also be provided. Provision for overnight care would be made available if needed.
* Collection of children may take place during the escape (or other major incident) but only by the child’s parents, or a responsible adult nominated by the child’s parents and known to the staff. Collections by unknown parties, even with descriptions, will not be permissible.

In the event of a terrorist attack, the staff would follow the above instructions in terms of a nursery ‘lock down’.

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

You should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline 0800789321.

## Lockdown policy for intruder

In the event of an intruder on the premises the code word RED will be used to alert staff of the intruder.

* The staff will remain calm and encourage the children to stay in their designated areas.
* Secure all doors and windows and await further instructions.
* Stay away from windows and doors,
* Stay low and keep calm.
* Do not make unessential call on mobiles or landlines.
* If the fire alarm is activated remain where you are and wait further instruction from emergency services (unless fire is in your area)
* Do not answer the door unless you are sure it is emergency services.
* Do not travel down long corridors.
* Do not assemble in large open areas.

In the event of this situation parents are going to want to come to the setting to collect their children. They must be discouraged from doing so, until the emergency services give the all clear.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times.

## Policy on Essential Records

The following records must be kept on the premises at all times:

* Name, home address and date of birth of each child registered at the nursery.
* Name home address and telephone number of parents/carers of each child registered.
* Name, home address and phone number of every person employed on the premises.
* Details of any person who will be in unsupervised contact with the children at any time.
* Daily record of children on the premises and their hours for attendance.
* Record of any accidents.
* Record of any medicines supplied to the children at the request of the parents/carers.
* Procedures for and records of any fire or accident.
* Procedures to be followed in the event of a parent failing to collect a child at any time.
* Procedures to follow in the event of a child being lost.
* Record of any complaints from a parent about the service offered by the nursery.
* Procedures for the protection of children in the event of an allegation of abuse or neglect.
* Copy of the standard contract with parents.
* Staff rotas and cover for staff illness.
* Qualifications of everyone employed in the facility.
* Planning permission documents where necessary.
* Environmental health and fire officer reports.
* Maintenance and cleaning of premises and equipment log.
* Gas and electrical safety check.
* Collection of children in the event of an emergency.

**Information on the retention of files;**

* Registers of Attendance – date of register plus 3 years
* Accident / Incident forms – date of child plus 25 years
* Child Registration forms – date of last entry in book plus 6 years
* Staff details – Personal files – 7 years after termination
* Injury – 12 years
* DBS – 6 months

## Policy on Contracting Parents/carers

When registering a child at Nursery, parents are required to sign the registration form. This forms a binding contract between the parents and the nursery. Parents/carers are required to read and sign the form (where appropriate both parents/carers).

##

## Policy on Invoice Payment

Invoices will be issued on the 1st of each month. Registered hours will be charged for in advance, and any extra hours will be invoiced for in arrears.

Payment of invoices must be made by the 15th of the month in which the invoice is issued.

Failure to make payment by the 15th could result in a 10% surcharge being made.

**Policy on Cleaning**

The nursery environment must at all times be clean and hygienic. To maintain this, we must work as a team and follow a cleaning rota. The lino floors are to be swept and washed after mealtimes and after messy activities. The carpet floor is to be hovered at the end of each day or as required. All toys should be cleaned after each use and sides and shelfs cleaned daily. Toys should be sterilised after each use to prevent cross contamination and a deep clean should be conducted at the end of every week. These applies to the settings rooms as the rest of the provisions are cleaned by an external company after nursery hours.

Staff are responsible for clearing away thoroughly after each activity ensuring paint pots are washed, messy items cleared away and all toys returned to their correct place intact.

##

## Policy on Photography

Parent’s/carer’s permission must be sought to take, process and display photographs of their children. This permission is sought on the registration document where parents have the right to agree or disagree to photographs being taken and used.

Photographs may then only be used for nursery purposes and may not be displayed outside of nursery or copies given to any parents or people unknown to the nursery.

We use the online company free prints to print our nursery photos. I have attached a copy of their policy on GDPR.

Photographs are regularly added to the Famly app for parents to see what the children have been doing during their day and to support observations. Only parent who children are in the photograph post will be able to view this post. Parents and carers are informed they cannot post photos of other children on social media and we ask them not to screen shot images that the nursery have added to the app.

## Policy on Smoking and E-Cigarettes

The nursery, and the entire premises is designated a smoke free area. Furthermore, any staff or parents wishing to smoke are prohibited from doing so in the grounds of the building.

Any persons visiting the building found smoking will be asked to extinguish their cigarette and refrain from doing so.

 All staff are responsible of ensuring the children have a completely smoke free environment, this includes e-cigarettes.

All staff are made aware of this policy.

**Alcohol & Drugs Policy**

Under no circumstances will use of alcohol and / or drugs by staff whilst at work be permitted at the nursery. Any use of alcohol and / or drugs whilst on nursery premises is Gross misconduct and will result in immediate dismissal.

Under legislation the setting, have a duty to ensure so far as is reasonably practicable, the health, safety and welfare of all employees, children and families as well as visitors and similarly staff have a responsibility to themselves and others. The use of alcohol and drugs may impair the safe and efficient running of the nursery and/or the health and safety of the children and staff.

If performance or attendance at work is affected as a result of alcohol or drugs, or we believe that a staff member has been involved in any drug related action/offence, this will lead to disciplinary action and, dependent on the circumstances, this may result in dismissal.

## Procedure for Late Collection and Uncollected children

The nursery has an obligation to stay with any uncollected child at the end of the day, until that child is collected.

**Late Collection**

The nursery must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name, address and a physical description of the unauthorised person, as well as a password. The officer in charge should check these details before permitting the child to leave.

A record will be kept of the children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child and the reason given.

In the event that the child is not collected by the due time on three occasions during one year, the parent/carer will be written to by the nursery pointing out the difficulties involved in continual late collection.

## Uncollected children

If a parent/carer fails to arrive and no contact has been accomplished with authorised collectors, the ‘Out of Hours’ team at Social Services will be contacted and their directive followed. The governing body, Ofsted will be informed.

## Poisonous Plants

The following list contains some of England’s most commonly grown plants, which are poisonous. Awareness of these must be raised. In the event of a child coming into to contact with any of the following, the parent must be contacted and hospital advice sought. A sample of he plant should be taken for information and testing.

**Latin Name Common Name**

Aconitum Monkshood

Arum Arum Lily

Atropa belladonna Deadly Nightshade

Brugmansia, Darura Datura, Angels Trumpets

Colchium Autumn Crocus

Convallaria Lily of the Valley

Daphne Daphne

Dieffenbachia Leopard Lily, Dumb Cane

Digitalis Foxglove

Euphorbia Spurge

Gloriosa superba Glory Lily

Hedra Ivy

Helleborus Hellebore, Lenten Roses

Laburnum Laburnum, Golden Rain

Latana Lantana

Nerium Oleander

Primula obconica The poisonous Primula

Prunus laurocerasus Cherry Laurel

Ricinus Communic Castor Oil Plant

Ruta Rue

Taxus Yew

If there is any doubt or concern regarding a child’s contact with any plants, seek medical attention.

**Animals**

At The Ascot Day Nursery we promote a positive and caring attitude toward animals in the nursery environment. The children are encouraged to treat all animals with respect and learn how to care for them. Such as feeding, walking and playing.

Children and the animals will be supervised during any interaction.

Hand washing is promoted after handling the animal.

Animal food will be stored safely away from the children reach and toileting will be cleaned sanitized and dispose of appropriately.

Animals will be safely placed away during mealtimes.

All animals are vaccinated, wormed and flee treated on a regular basis.

## The Early Years Foundation Stage (EYFS)

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. All children develop at different stages and meet developmental levels at different ages. The children’s ability to develop these skills depends on each unique child having opportunities to interact in positive relationships and enabling environments. Early intervention is paramount between the ages of birth and 5 years old, by giving the children enabling environment this enables the practitioners to identify any areas of development in which the child needs extra support.

The Early Years Foundation Stage (EYFS) sets the standards that all early year’s providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life

The Early Years Foundation Stage (EYFS) seeks to provide four significant areas in a children’s learning environment. These are put in place to ensure that every setting is catering for each individual child.

* Quality and consistency
* A secure foundation
* Partnership working
* Equal of opportunity

The four themes of the EYFS underpin the practice within an Early Years setting.

**A Unique Child**

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self assured.

Practitioners –

* Understand and observe each child’s development and learning, assess progress, plan for next steps
* Support babies and children to develop a positive sense of their own identity and culture
* Identify any need for additional support
* Keep children safe
* Value and respect all children and families equally

**Positive Relationships**

Children learn to be strong and independent through positive relationships.

Positive relationships are –

* Warm and loving, and foster a sense of belonging
* Sensitive and responsive to the child’s needs, feelings and interests
* Supportive of the child’s own efforts and independence
* Consistent in clear boundaries
* Stimulating
* Built upon key person relationships in early years

**Enabling Environments**

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Enabling environments -

* Value all people
* Value learning

They offer –

* Stimulating resources, relevant to all the children’s cultures and communities
* Rich learning opportunities through play and playful teaching

**Learning and Development**

Children develop and learn in different ways. The framework

Covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

They foster the characteristics of effective early learning –

* Playing and exploring
* Active learning
* Creating and thinking critically

There are 7 Areas of Learning and Development in the EYFS.

3 of these are ‘Prime’ Areas and 4 are ‘Specific’ Areas.

**Prime**

* Personal, Social and Emotional Development
* Physical Development
* Communication and Language

**Specific**

* Literacy
* Mathematics
* Understanding the World
* Expressive Arts and Design

**As we a predominantly, a baby nursery catering for children aged birth to 2 years we focus on the prime areas however, some of the children’s learning intentions and activities fall into the specific areas as they may be required to meet the children’s individual learning goals.**

**Nursery Learning Ethos and Approach**

The setting aims to ensure that we follow a learning approach which aids in our inclusive ethos. We follow Vygotsky’s Scaffolding and Zone of Proximal Development theory to encourage the practitioners and children to engage with each other and build on the children’s knowledge through what they already know without help and what they do know with help. We believe this theory encourages children to progress further in their learning development and shows the practitioner what they can do to support the child. Scaffolding also aids in early intervention, to prevent any developmental milestones being missed.

**Learning Journals**

Each child has a learning journal which is on their profile within the Famly app. The learning journal consists of observations carried out within the nursery and by parents/carers at home. The children’s key person will also plan focus weeks for the child, and these will be communicated to the parents via the message option on the app. Parents can then work with the key person to identify areas of development they would like the key person to work on and can also inform the key person of any new interests their child has. The provision follows the three I’s: Intent, Implementation, Impact, to influence the children’s learning goals for the month.

**Provisions of an Early Years Setting**

**Funding**

Children are eligible for either 15- or 30-hours funding when they are just over three years of age with some children being eligible for 2-year-old funding. Parents have to meet a certain criterion to be eligible. This is available to those families the term after the eligible child’s 2nd birthday.

The funded hours times and days are discussed and agreed with the parents and the 15 hours a week can be stretched throughout the year rather than only term time.

The funded child’s invoice will be clear, transparent and itemised to show clearly the free funded hours are deducted correctly.

##

## Policy on Risk Assessment

In conjunction with the Health & Safety statement, risk assessment of the premises, its contents and the outside areas must be risk assessed every day. By doing this we are identifying and dealing with potential hazards that may lead to potential health risks and hazards.

Risk assessments will be carried out twice daily – once in the morning and once in the afternoon. Details of these are found in the risk assessment sheets, which are kept daily with the signing in sheets and then filed in the Risk Assessment folder.

All staff are responsible for carrying out risk assessments. This includes the room itself, toys, vital equipment i.e. cots etc, any areas used by the children, their parents or the staff, the playground and play park. Details of any potential hazards must be recorded in the relevant section, along with who is at risk. Any action to be taken must be detailed, with realistic dates and timescales set and the signature of the person carrying out the risk assessment.

When the risk / hazard has been dealt with, the action must be written up in detail in the risk assessment folder.

A Fire Log Book will be maintained and retained on the premises in line with legislation. This is kept in the kitchen area of The Old School Day Nursery.

The proprietor is ultimately responsible for the overall Health & Safety of the Nursery and any persons within it.

## Policy on playground use

Before using the playground, adequate risk assessment must be made to ensure the safety and welfare of the children and the staff. A member of staff prior to the children leaving the building must close the gates.

The following items must be taken:

* A mobile phone for emergency contact
* The First Aid Kit
* List of children’s names
* Water for children to drink
* Warm soapy water for washing hands.

**Policy on trips to the park**

The park, situated at the rear of the playground is a Parish Council maintained public park for use by young children. No ball games, skating, biking or rollerblading are permitted.

On registration, parent/carers sign authority that they permit their child may be taken to the park with the adequate care and supervision and appropriate staff ratios being maintained.

The route to be taken to the park is through the playground ensuring all gates are closed before entry. A key is available for the gate to the park at the far end of the playground to avoid use of the public footpath.

All trips to the park must be risk assessed prior to departure, ensuring the senior member of staff takes the following items:

* A mobile phone for emergency contact
* The First Aid Kit
* List of children’s names
* Water for the children to drink
* Wipes for washing hands

Children should be wearing appropriate clothing and footwear, and sun cream applied where appropriate.

**Policy on Sun cream**

During the summer months sun cream should be applied to the children to ensure protection from the sun.

Parent’s/carer’s sign their consent for us provides and apply sun cream on their child’s registration form.

Parents/carers must be given the option of supplying their own sun cream based on medical grounds. This should be brought into nursery clearly labelled with the child’s name.

We have a safe sun certificate and policy from the Preschool Learning Alliance. This will be renewed annually.

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##  Policy on Daily Registration

The attendance register must be always kept on the premises, showing accurate records of children attending nursery at any given time. Emergency contact numbers should also be maintained.

The register/signing in sheet will be completed throughout the day by staff as well as a computerised log which is used by the parents/carers on dropping and collecting their child. This allows for children who have left during the morning and those who have joined over the lunchtime period.

Staff complete a separate signing-in sheet for their attendance in the diary. This is completed daily on arrival and departure as a fire and safety precaution.

Due to the current COVID-19 pandemic staff are ensuring children are signed in on the electronic register each morning and parents are signing out at collection times.

## Policy for the administration of medication to children

Any prescribed medication to be administered during a child’s session at nursery must be documented. The medication must be prescribed to the child by their GP or another medical practice and within the expiry date. It must be in the original container or packaging as dispensed and must include the instructions for administration. Medicine not in the correct packaging will not be accepted. Where required, specific training will be attended whereby the relevant healthcare professional will instruct staff on relevant use and administration of certain medications and apparatus.

The child’s parent/carers and a staff member must complete and acknowledge the medication consent form on the Famly app before the medication can be administered:

* The child’s name
* The date
* Time medication was last given
* The time the medication is to be administered
* The name of the medication
* Batch/Lot number and expiry date
* The amount (dose) of medication to be administered
* The signature of the parent / carer

Staff will check the details given by the parent against the medication details on the packaging. The medication will then be stored appropriately until the time indicated for administration. Only qualified staff can witness and acknowledge medication, getting another member of staff to witness the dosage. After administration, the staff member will complete the following details on the medication form.

Non-prescription medication must not be administered.

Non-prescription medication such as teething gel and Calpol may be given but only with written consent. (Blanket cover may be obtained which is on the registration form.) If a child is taken ill unexpectedly during the day, and needs Calpol or Nurofen to be administered, the parent must be contacted to give instruction of their wishes. A medication form must be completed and acknowledged on the app before the medication can be given.

Individual emergency medication may be required for certain children, e.g., asthma inhalers. Blanket consent should be obtained for these items, with the above procedure being followed through if the emergency medication is administered.

Each individual child’s medical requirements are treated with the utmost confidentiality, and they are dealt with dignity, respect and privacy.

**Policy on Staff Medication**

Staff medication must also be kept in the staff room and if taken within the nursery day the Manager must be informed. This will remain confidential.

If in any way any medication affects a staff member’s performance at work, leave may be required until they have finished their course of treatment.

Each individual staff member’s medical requirements are treated with the upmost confidentially and dealt with dignity, respect and privacy.

**Fit to work policy**

Working with children although extremely rewarding does demand that staff are physically fit to do the job, emotionally stable to always support the children in our care and alert and aware. If a member of staff feels that they are not FIT TO WORK, it is their responsibility to inform management and seek relevant support. Management will, where necessary do a fit to work procedure and review.

**Policy on Infection Control**

At The Ascot Day Nurserywe promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the health protection in schools and other childcare facilities guidance1 which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from spreading around the nursery. Our staff:

* Encourage all children to use tissues when coughing and sneezing to catch germs
* Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
* Develop children’s understanding of the above and the need for good hygiene procedures in helping them to stay healthy
* Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
* Clean and sterilise all potties and changing mats before and after each use
* Clean toilets at least daily and check them throughout the day
* Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
* Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser, or through washing in the washing machine
* Wash or clean all equipment used by babies and toddlers as and when needed, including when the children have placed it in their mouth
* Store dummies in individual hygienic dummy boxes labelled with the child’s name to prevent cross-contamination with other children
* Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
* Provide labelled individual bedding for children that is not used by any other child and wash this at least once a week

**Policy on Social Networking**

The nursery uses Famly to share information and photographs with parents/carers during the nursery day. This platform is also used to communicate with parents and record the children’s development.

Parents/carers are asked not to’ share’ or copy any images of children in our care.

Nursery staff are not permitted to be ‘friends’ with parents or families on ‘Facebook’ or any other social network sites. Staff are not permitted to link their private facebook with the nursery. Staff are not permitted to put photos or comments regarding the nursery or the children on their private accounts.

Staff are also reminded of their conduct whilst on these sites, such as status, updates, comments, etc……

**Policy on Mobile Phones**

We operate a NO personal mobile phone policy within the nursery. This policy is to safeguard the children and also protect the staff against possible allegations. Staff are asked to keep their mobile phones away in their bags in the locked staff room.

Staff are allowed to access their mobile phones on their break but they are not to be used on the nursery premises

The Ascot Day Nursery has their own mobile phones which are used for photographs, Famly app and outings enabling the staff to keep in contact in case of emergencies.

It is the responsibility of all staff to be vigilant and report any concerns to the nursery manager. The Director, Manager or Deputy Manager have the right to check the image content of a staff members phone, should there be cause for concern.

Should inappropriate material be found our LADO will be informed immediately. We will then follow the guidance provided by our LADO for the staff members dismissal. (LADO 01344 351572).

All parents/carers and helpers will be asked to follow the same policy.

Staff are able to wear smart watches in the setting, but we must ensure that the smart watches are on aeroplane mode so that staff are not distracted by calls and messages which may take their attention away from the children and put the children at risk from harm. All staff must make management aware that they are wearing a smart watch, and these will be checked to ensure they do not have a camera built into the watch. Any smart watches with built in cameras are not allowed in the setting.

Photographs can only be taken on other smart watches with the use of a mobile phone. Staff are reminded to leave their mobile phone locked away in the staff room so therefore this does not currently cause a risk. As technology evolves this policy will be updated accordingly. Staff are also encouraged to remind others of this policy if they see anyone interacting with their smart watch within the nursery.

**Staff conduct and appropriate behaviour policy**

All Staff are reminded of the upmost importance of their behaviour and conduct both within and out of the nursery.

When in Nursery uniform, staff are reminded not to become intoxicated in any way, they are not allowed to behave disrespectfully or in a lewd manner. If smoking, they must conceal their uniform, so the nursery logo is not visible.

In social situations where Nursery parents/carers may also be present staff must ensure their behaviour is acceptable and they act in a manner that will not bring shame on the nursery or its reputation.

The following guidelines apply to all staff and volunteers whether acting in a paid or unpaid capacity;

* Always avoid unnecessary physical contact
* Wherever possible avoid taking a child alone in a car, however short the journey
* Do not take a child to the toilet unless another adult is present or only if another adult is aware
* If you find you are in a situation where you are alone with a child make sure that other can clearly observe you
* Maintain appropriate relationships with a child
* Do not divulge personal contact details such as email address, telephone number, etc…
* Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this can be misinterpreted
* If a child makes any kind of accusation regarding a member of staff, you should report this immediately to the Manager or Proprietor
* Participate in any training which is available to you to support you in your work with children
* Remember that those who abuse children can be of any age, gender,

ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place

* Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive, racism, sectarianism or sexism
* Except in an emergency, no employee should be left alone with an individual child.

**English as an additional Language (EAL) Policy**

Children with English as an additional language may be joining the nursery having recently moved from another country. Alternatively, they may already be in the UK but speak a language other than English at home. We feel it is important to speak to parents/ carers to establish as much as possible about how their child’s first language is developing and which languages they speak and understand at home. This will be done initially during the settling in sessions with the child’s key worker and through continuous contact between nursery and home.

The nursery has dual language books and lots of resources to stimulate talk, promote language development and reflect positive and familiar images of different countries and cultures. Families are invited to stay and play and share cultural experiences.

All children learn language by hearing and using it in context through practical and real-life activities/experiences. We plan small group activities with good language role models for children learning English as an additional language. We use visuals to aid communication.

Within our registration form we have a statement for parents/carers to sign consenting to their child receiving support with their home language or if they would rather that English is the language of communication at nursery with no home language support within nursery.

**Safe Sleep and Rest Policy**

The Ascot Day Nursery operates a ‘safe sleep policy’. Through an active and positive partnership with parents we believe that proactive steps can be taken to raise awareness of Sudden Infant Death Syndrome (SIDS) both at home and within our setting.

We do this in the following ways –

**Nursery Staff Role**

* All staff are aware and fully understand our ‘Safe sleep and rest policy’
* Babies will always be placed on their backs to sleep unless there is a signed sleep position waiver on file (this is on the registration forms). If the child is under 6 months of age, this waiver must be signed by the child’s doctor. If over 6 months a parent’s signature is accepted. When babies are asleep, they can be allowed to adopt whichever sleeping position they prefer.
* ‘Feet to Foot’ – babies are placed with their feet close to the bottom of the co, and blankets (if required) placed across the torso and tucked in at the foot and sides.
* Babies are not given a bottle within a cot and bibs MUST be removed before babies are placed into the cots.
* Babies’ nappies are checked and changed where appropriate before being placed in a cot.
* Babies are not to be left for longer than 15 minutes to ‘drift’ off to sleep and under no circumstances are left to cry in their cots. If a baby does not go to sleep after 15 minutes, consideration must be taken for trying a later sleep.
* Babies are monitored visually when sleeping, approximately every 10 – 15 minutes. When monitoring the staff member will check for the rise and fall of the baby’s chest, ensuring that they are not too hot or too cold, that blankets and sheets are not wrapped around or tangled around the baby. The monitoring will be recorded on the ‘sleep monitoring check’ positioned above the nappy changing unit and staff MUST sign as they check

**Providing a safe sleeping environment**

* The room temperature is recorded on the risk assessment form twice daily – both morning and afternoon.
* Light bedding and blankets are used, and babies are appropriately undressed to avoid overheating.
* All cots and mattresses are compliant with British Standards regulations.
* Every baby has fresh individual bedding that is changed daily which
* includes fitting sheets and a light blanket.
* Toys, stuffed animals (not including babies’ individual comforters) and pillows will not be placed in cots.
* Babies must only sleep in a cot or approved surface (such a s a mattress on the floor)
* Other surfaces such as car seats, bouncy chairs, bean bags and pushchairs within the room are not permitted for babies to sleep in.
* If a baby falls asleep in a staff member’s arms, they must be transferred to a safe and approved sleeping surface to continue their sleep.
* We have a strict no smoking policy in compliance with government legislation and if a staff member smokes out of working hours, they must ensure that their clothes and breath do not smell of smoke at work so that babies are not subject to unpleasant odour.

**Daytime rest and sleep / rest times for older children**

All children need sleep and rest periods to help development. All children develop at different rates and we must ensure that we meet their needs throughout the day at nursery. As they grow they will usually develop a routine reducing the length and frequency of their day time sleeps.

All the babies and children at The Ascot Day Nursery have the opportunity to sleep / rest if they need or want to throughout the day. The staff are responsible to create an environment for the children to rest/sleep – e.g. a quiet, cosy area to cuddle up with a book.

**Important note**

Parental wishes are always taken into consideration, although staff cannot force a baby/child to sleep, wake or to keep a baby/child awake against their will**. This** **in line with the United Nations Rights of a child.**

**Anti-Bribery Policy**

## INTRODUCTION

Bribery is a criminal offence. The Nursery prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero-tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the Nursery.

## POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain a commercial, contractual or regulatory advantage for the Nursery, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

## SUSPICION

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

## REPORTING

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to your Manager. You may be asked to give a written account of events.

Staff are reminded of the Nursery’s Whistleblowing Policy which is available in this Employee Handbook.

## GIFTS AND HOSPITALITY

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from your Manager.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from your Manager.

## RECORD KEEPING

A record will be made by your Manager of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and the Nursery reserves the right to amend this policy without prior notice.