

# THE WINNING CHILD NURSERY



**POLICIES AND PROCEDURES**

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## **01 INTRODUCTION**

This is the document containing the policies and procedure of The Winning Child Nursery Limited.

It contains our beliefs, statements of intent and our principles. We have forty-eight policies at the moment and these are all subject to being reviewed as and when needed.

## **02 ACCESS TO INFORMATION**

We believe that an open access policy is the best way of encouraging participation.

Parents/carers are welcome to view the policies and procedures file, which governs the way in which the nursery works at any time when the nursery is open, simply by asking the nursery manager.

They are also welcome to see the records kept on their child, but as this would require withdrawing a member of staff from their usual duties, arrangements should be made in advance to ensure staff availability.

## 03 COMPLAINTS PROCEDURE

We hope that your time with us will be a happy one for both you and your child. However, if you do ever have cause for concern we would ask that you take the following steps:

Talk to your child's key worker. (We refer to such complaints as 'stage one complaints'.) This may help to provide you with re-assurance or an explanation, which could alleviate your concern.

If this does not help, then please come and speak to the deputy manager or manager (this is referred to as 'stage two complaints') who will log all the complaints they receive to use for monitoring purposes. We may not be able to address your concern there and then but will let you know of the steps we will take in order to investigate your concern, and the timescale in which we will proceed.

Should you remain unhappy with the response from the Deputy Manager/Manager, you can then put your concerns in writing to the management who might meet with you to discuss your continued concern. You can also contact the Director (her details are displayed on the Parent's Notice Board). You should be answered in writing within 5 working days of the meeting. (We refer any complaints made to senior management as 'stage three complaints'.)

If you are still not satisfied with the outcome of the complaints, then you can contact our Local Authority (details can be found on the Parents Notice Board).

Our setting is registered and inspected by Ofsted. Ofsted also have a complaints help line. The number is 03001231231

We will record, as follows, details of all complaints made for our own monitoring and record keeping purposes:

Name.....

Address.....

.....Post Code.....

Telephone: Home..... Work.....

Details:

Please include as many details as possible (i.e. date, time, who was involved, names if known, and what action is being suggested)

.....  
.....  
.....  
.....  
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(Continue on a separate sheet if necessary)

Which staff member was told about the complaint? Please state names if known. What was their response?

.....  
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.....  
.....  
.....  
.....

What aspects of the service are you dissatisfied with?

.....  
.....  
.....  
.....

Signed ..... Date.....



## 04 ADMISSIONS

The Winning Child Nursery is registered for **70** children. 10 Children between the ages of 0 and 2 years, 20 Children between the ages of 2 and 3 years and 40 Children between the ages of 3 and 5 years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- 1 Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
- 2 When the application is received (extra weight is given to those who have been on the waiting list longest).
- 3 The nursery's ability to provide the facilities for the welfare of the child.
- 4 A child requiring a full-time place will usually have preference over one requiring a part-time place.
- 5 Extenuating circumstances affecting the child's welfare or his/her family.
- 6 Children who are siblings of those already with us.

We never have discriminated, and have no intention in the future of discriminating, against any child on the grounds of sex, race, religion, colour or creed.

## 05 EQUAL OPPORTUNITIES

### Statement of intent

The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or child. Discrimination on the grounds of sex, race, religion, colour, creed, marital status, ethnic or national origin, or political belief, has no place within this nursery.

Should any person believe that this policy is not being totally complied with, it is their duty to bring the matter to the attention of the manager at the earliest opportunity.

### The nursery and staff are committed to:

- Encourage positive role models, displayed through toys, imaginary play and activities that promote non-stereotyped images. Books will be selected to promote such images of men and women, boys and girls.
- Encouraging children to join in activities, i.e. dressing up, shop, home corner, dolls, climbing on large apparatus, bikes, etc.
- Regularly review childcare practice to ensure the policy is effective.

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, marital status, race, religion, colour, cultural or national origin or sexuality, which cannot be justified as being necessary for the safe and effective performance of their work or training.

### Service Provision

No child or staff will be discriminated against on the grounds of sex, race, religion, colour or creed. Wherever possible those designated disabled or disadvantaged will be considered for a place, taking into account their individual circumstances and the ability of the nursery to provide the necessary standard of care.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

We will strive to promote equal access to services and projects by taking practical steps such as ensuring access to disabled people and producing material in relevant languages and media.

## **Recruitment**

The nursery will strive by recruitment to ensure that the staff levels reflect the community it serves. All vacancies will be advertised as widely as budget allow. Adverts will include the following statement:

*"The Winning Child Nursery Limited – where every child is a winner"*  
Every effort will be made to ensure a representative balance on the selection group and all members of the group will be committed to equal opportunities practice as set out in this policy.

Application forms will not include questions, which potentially discriminate against the grounds specified in the Statement of Intent. At interview no questions will be posed which potentially discriminate against the grounds specified in the Statement of Intent. At interview all candidates will be asked the same questions, and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process.

Candidates will be given the opportunity to discuss the reasons why they were not successful.

## **Staff**

All staffs are expected to co-operate with the implementation, monitoring and improvement of this and other policies.

All staffs are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the ground as specified in the Statement of Intent.

All post is exempt from the Rehabilitation Offenders Act 1974 and staff must declare convictions, cautions, court reprimands and warnings which may affect their suitability to work with children spent or otherwise. All staff must state whether they live or do not live with anyone who has been disqualified to work with children and that there is nothing in place to prevent them from working with children.

The Winning Child Nursery Limited will not allow people, whose suitability has not been checked, including through a disclosure barring service (DBS), to have unsupervised contact with children.

All staffs are expected to participate in equal opportunities training.

## **Training**

The nursery recognises the importance of training as a key factor in the implementation of an effective equal opportunity policy.

The nursery will strive towards the provision of equal opportunity training for all staff.

## 06 EMERGENCY & CONTINGENCY

In the case of any emergency requiring the evacuation of the Nursery the following fire procedure will take place: -

### Fire Procedure

If you discover a fire:

- Raise the alarm - using Break-glass alarms.
- Evacuate building by the nearest exit (taking with you the signing in book
- And checking toilet, staff room and kitchen as you go)
- Close all doors behind you.
- Proceed to the front of the building.

### Calling the Fire Service

- The Manager should call the Fire Service dialling 999 without delay.

### Other Staff

- Evacuate children, using the nearest safest exit to front of the building

### Babies/Wee Winners

- Winning Tots exit or the front exit if the fire is around the Winning Tots area.

### Toddlers/ Winning Tots

- Winning Tots exit or the front exit if the fire is around the Winning Tots area.

### Preschool/Winning Stars

- The Winning Stars room exit.

## **Kitchen staff**

- Should make their way directly to the baby room to help take the babies to the assembly point.
- Staff on breaks in staff room should return to their own group room to help evacuate the children if safe to do so.

## **Fire Steward**

- The Manager and Health & Safety Officer will act as steward and check that all areas are clear of children and staff before leaving and proceeding to the assembly point.
- Both fire stewards should have a nominee in case of absence.

## **Assembly Point Procedure**

After calling the Fire Service the Manager should proceed to the assembly point.

Each room leader should check to ensure that all children have been evacuated against the signing-in book and report to the Manager, at the assembly point.

The Manager will check against the signing-in book that all staff, students and visitors are at the assembly point, which is in front of the nursery.

***IF IT IS SAFE TO DO SO: ATTEMPT TO PUT OUT THE FIRE USING THE FIRE EXTINGUISHER PROVIDED.***

The Manager will act as Fire Co-ordinator, duties being to check off all room leader and fire marshals as they report that their area is clear. Any problems should be reported to the Fire Brigade IMMEDIATELY upon their arrival.

As smoking is hazardous to health as well as a fire risk smoking is not permitted anywhere inside or outside the Nursery building. We operate a STRICT NO SMOKING policy.

## **07 LOCKDOWN POLICY**

The Winning Child Nursery lock-down policy aims to ensure that all children, staff and visitors (e.g. parents and carers) remain in a safe and secure location in the event of a possible personal/setting threat and that the exposure to danger and possible risk of harm are minimised.

### **Initial Notification**

In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the Room Leader to raise the alarm. The Room Leader will notify the Nursery Manager (in the Manager's absence, the Deputy Manager will be notified).

The Nursery Manager will determine the risk and need for a 'Lock Down'. The Deputy Manager or one of the Deputy Designated Safeguarding Leads (DSLs) will call the police, if required, whilst the Nursery Manager and other staff members will call the Room Leaders in each room to announce the 'Lock Down'.

### **Movement Around the Building**

All children, staff and known visitors (if any on site) will be moved to and remain in the nursery rooms if safe to do so (namely the Winning Tots room, the Winning Stars room and the Wee Winners room). For example, move the nursery children inside if there is a stranger on the premises. Staff members will make safe efforts to close and lock rooms and windows, which could permit access into the rooms. All lights are to be turned off. Staff must try to ensure children and known visitors (e.g. parents and carers) are kept calm and as quiet as possible. A register/headcount should be taken at this time. Others may need to take sanctuary in different rooms from their own.

If the alarm is raised during home/arrival times, everyone is to be directed to their allocated rooms, as long as it is safe to do so. If children are outside playing, staff are to promptly direct children into the building, if it is safe to do so.

If rooms are found to be unsafe, all children, staff, and known visitors will be directed by the Nursery Manager or Deputy Manager with the help of the Room Leaders to the building's basement via the backside stairs. A register/headcount should be taken at this time.

## **All Clear Signal**

The 'All Clear' will be signalled by a member of the Management Team informing all concerned.

A roll call should be taken in each room. Everyone should remain in their own rooms and the Nursery Manager will decide if it is necessary to congregate together in the car park (the assembly point). The Nursery's incident reporting plan will then be followed to log the incident, inform relevant authorities and parents/carers and investigate the incident.

The Winning Child Nursery Limited will carry out an annual drill to highlight any issues and review the policy.

## 08 PERSONNEL

Nursery policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, care and development.
- The requirements of National Standards and OFSTED Early Years
- Directorate Compatibility between all members of staff and the building of a good team spirit.
- Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.
- Equal pay for work of equal value.
- Compliance with the current legislation.
- The provision of a job description for each member of staff.
- The provision of a statement of terms and conditions for each member of staff.

When recruiting members of staff the applicant should be made aware of the policies and procedures, especially those relating to discrimination.

Prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on Criminal Record Bureau clearance) with the job description and induction procedure.

Harassment of any member of staff that can be classed as sexual or racial will not be acceptable. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.



## 09 PARENTS AS PARTNERS

- The nursery team will work with parents as partners in providing quality care for their children.
- All parents are welcome to visit the nursery at any time.
- Parents have access to their child's records and are consulted in respect of the care given.
- Information about nursery activities and events is regularly distributed.
- Parents are able to inspect all the policies of the nursery at any time.
- Parent groups are accorded hospitality and all facilities on the nursery premises.
- A suggestion system is in operation.
- Parents' Evenings/consultations are held at least quarterly.

## 10 CHILD PROTECTION POLICY

### Statement of intent

The Winning Child Nursery's Child Protection Policy has been developed in accordance with the principles established by The Children Act 1989 and 2004, The Early Years Foundation Stage 2012 Welfare Requirements, Sections 175 and 176 Education Act 2002 and related guidance including The Framework for the Assessment of Children in Need and their Families (1999), Working Together to Safeguard Children (2010) and What to do if you're worried a child is being abused (2006).

The staff and members of The Winning Child Nursery take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

The designated person for Child Protection who has overall responsibility for child protection practice in the Setting is **Abimbola Okeya**.

As part of the ethos of the setting we are committed to:

- Maintaining children's welfare as our paramount concern.
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties
- Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Working with parents to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations.

- Ensuring all staff is able to recognise the signs and symptoms of abuse and aware of the setting's procedures and lines of communication. We hope to achieve this by
  - Ensuring that all staff and leaders receive regular updates on safeguarding at least annually
  - Ensuring that designated members of staff for safeguarding have safeguarding training every two years and their knowledge and skills are refreshed at least annually
  - Ensuring there is always a designated member of staff for safeguarding available at all times (this can either be on site or on call) that the setting is open for staff to discuss concerns.
  - Ensuring that all member of staff do the Prevent duty training
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records, which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.

**This policy is in line with The Kent & Medway Safeguarding Children Procedures (2007) (The "Purple Book") and the KSCB and Eligibility & Threshold criteria.**

### **Recruitment and vetting of staff**

Our commitment to safeguarding children begins at the recruitment of staff, with robust vetting procedures.

- We provide adequate and appropriate staffing resources to meet the needs of children and to ensure they are safe
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure checks' with the Disclosure Barring Service (DBS) before posts can be confirmed.
- We ensure all candidates provide references and DBS checks to ensure that both disqualified or unsuitable person works at the setting or has access to children.
- Volunteers do not work unsupervised.
- Staff will be the only adults, other than the child's own parent/carer to accompany them to the toilet or change a child.

- We have procedures for recording the details of visitors to the setting.
- We ensure that we have control over who comes into the setting and that no unauthorised person has unsupervised access to the children.

### **The Winning Child Nursery Limited (TWCNL) staff's role and responsibility in Child Protection**

Everyone involved in the care of young children has a role to play in their protection. As a member of staff in the TWCN, you are in a unique position to observe any changes in a child's behaviour or appearance. If you have any reason to suspect that a child in your care is being abused, or is likely to be abused, you have a 'duty of care' to take action on behalf of the child by following the setting's Child Protection Policy.

### **TWCNL Designated Person for Child Protection**

The Setting Designated Person for Child Protection is **Abimbola Okeya** and is responsible for:

- Co-ordinating child protection action within the setting
- Liaising with other agencies
- Ensuring the locally established procedures are followed including reporting and referral processes
- Acting as a consultant for other setting staff to discuss concerns
- Making referrals as necessary
- Maintaining a confidential record system
- Representing or ensuring the setting is represented at inter-agency meetings in particular Strategy Discussions and Child Protection Conferences.
- Managing and monitoring the setting's part in child care and child protection plans
- Ensuring all setting staff have received appropriate and up to date child protection training.
- Liaising with other professionals.

**In the event that the designated person is absent, staff should talk to Rebecca Sawyer/Jadesola Azeez. In the event that the three mentioned practitioners are absent, staff should then contact the Nursery Director, Pastor Yemisi Bamgbose, without delay.**

## **What is child abuse?**

The Children Act 1989 refers to “Significant Harm” rather than abuse. However, abuse is any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and can occur in any family, in any area of society, regardless of social class or geographical location.

Abuse falls into four main categories (The following definitions are from Working Together to Safeguard Children 2010):

- **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being included interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts

such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The leaflet "Child Protection Guidelines for Early Years" which describes signs and symptoms of abuse has been distributed to all staff and displayed on parent's notice board.

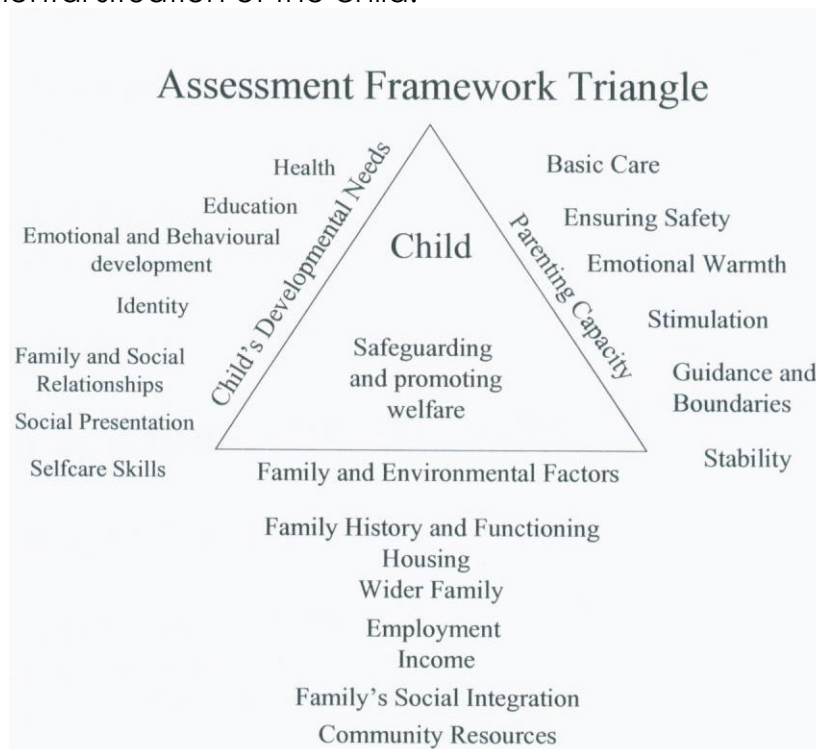
### **What may give cause for concern?**

- Bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby), etc.
- Any bruising or injury to a very young, immobile baby.
- Burns or scalds
- Bite marks
- Any injuries or swellings, which do not have a plausible explanation.
- Bruising or soreness to the genital area.
- Faltering growth, weight loss and slow development.
- Unusual lethargy.
- Any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn.
- A child whose play and language indicates a sexual knowledge beyond his/her years.

- A child who flinches away from sudden movement.
- A child who gives over rehearsed answers to explain how his/her injuries were caused.
- An accumulation of a number of minor injuries and/or concerns.
- A child who discloses something which may indicate he/she is being abused.

### **Understanding the child's world**

As a TWCNL member of staff, you are familiar with the many factors, which can affect how children learn, how they react, and how they develop. When you are concerned about any child, it is helpful to be familiar with government guidance to help agencies to work together in taking a common approach to assessment and service planning: The Framework for the Assessment of Children in Need and their Families (1999). A child's developmental needs are affected in different ways by the parenting capacity of carers, and by the family and the environmental situation of the child.



## **How to share your concerns**

Keep a factual note of any concerns, i.e. what you have observed and heard. Discuss your concerns with Abimbola Okeya and Abimbola Okeya. If there are serious concerns and the designated person/deputy is not available but immediate advice is needed, then contact:

**Children's Social Services Central Duty Team for advice 03003335647**  
**Central Duty Out of Hours Number 08458247102**

**Area Children's Officer (Safeguarding)) -**

- **Robin Brivio 03000412445/07740183798**
- robin.brivio@theeducationpeople.org
- **Joanne Barnett Area Safeguarding Assistant 07976581937**
- [Joanne.barnett@theeducationpeople.org](mailto:Joanne.barnett@theeducationpeople.org)
- **Rachel Unsworth: Admin Support**

Sign and date your records for future reference.

If appropriate share any initial concerns with the child's parents, as there may be a perfectly innocent explanation for changes which you have observed, for example:

- A sudden change in behaviour could be due to the death or illness of a close family member or a pet.
- Weight loss and/or failing to thrive could be a symptom of an illness.
- A sibling or another child could have inflicted an injury accidentally.

### **However, if:**

- You suspect sexual abuse,
- **Or**
- You do not get an explanation which you feel is consistent or acceptable from the parents/carer
- **Or**
- You feel that discussing the issue with parents may put the child at further risk of significant harm.
- **Or**
- You think a criminal offence has been committed.

**Then you must discuss your concerns with Abimbola Okeya without delay.**



## Concerns or uncertainties

There may be occasions when you have concerns about a child, which do not appear to justify a referral of suspected child abuse, but nonetheless leave you feeling uncomfortable. In these circumstances, following consultation with Abimbola Okeya, you must telephone either:

- **Area Children's Officer (Safeguarding) -**
- **Robin Brivio** **03000412445/07740183798**
- robin.brivio@theeducationpeople.org
- **Joanne Barnett Area Safeguarding Assistant 07976581937**
- Joanne.barnett@theeducationpeople.org
- **Rachel Unsworth: Admin Support**
  
- **Children's Social Services Central Duty Team for advice, (03003335647) and ask for "A consultation with the Duty Social Worker on a child protection issue"** to talk through your concerns. You do not need to give the child's name at this point, although it may be helpful to ascertain if there is a previous social services history. The Duty Social Worker will advise you whether or not your concerns do justify making a child protection referral.

The Social Worker may consider the child to be 'a child in need' rather than 'a child at risk of significant harm'. In this case, a referral to Children's Social Services should be made but only **with the parent's agreement**.

Families sometimes have a negative perception of the role of Children's Social Services, and are reluctant to contact them, fearing that their children may be taken into care. The reality is that Children's Social Services can offer a lot of help, both directly and through other agencies, to families who are experiencing difficulties, so your influence and support in the referral process will be very important. Children's Social Services will assess the family, probably along with other agencies, and put in a support package if appropriate, of which TWCN may well be part.

If the family concerned is reluctant for Children's Social Services to be contacted and following a discussion with Abimbola Okeya, you could ask the parents' permission to contact another relevant agency on their behalf such as the Health Visitor. It is important to document that parental consent had been obtained.

### Serious Concerns

- If you are reasonably confident that the child concerned is likely to be at risk, you must immediately discuss this with Abimbola Okeya. She will then telephone the Central Duty Team immediately, and ask to speak to the Duty Social Worker stating that she has serious concerns about a child in her care. If Abimbola Okeya is not available, then you should speak to Abimbola Okeya or the Nursery Director, Pastor Yemisi Bamgbose. If *alternative persons* are not available, you should contact the Central Duty Team on 03003335647 or **either of Area Children's Officer (Safeguarding) below -**
- **Robin Brivio** **03000412445/07740183798**
- **Area Safeguarding Assistant: Joanne Barnett 07976581937**

### Telephone numbers:

Children's Social Services - open 9-5pm Mondays to Fridays on **03003335647**. Ask for duty and assessment team for children and families stating that you want "**A consultation with the duty social worker on a child protection issue**".

**Out of Hours Social Services: 03000419191**

**Social Services 247: 03003335433**

**Carers emergency Line: 03003335713**

**Front Door Line:03000411111**

When making a referral, T will need to provide the following information, and will have it to hand when telephoning:

- The name, address, date of birth, ethnic origin and gender of the child.
- The names and contact telephone numbers of parents, and other carers or close family members if known.
- The name, address and telephone number of the child's Doctor, and Health Visitor if applicable.
- The incidents which gives rise for concern with dates and times
- The nature of the injuries observed, and/or the reason for your concerns.

Following a telephone referral, it will be expected to follow this up in writing, within 24 hours by completing an inter-agency referral form. These are available from the Kent Safeguarding Children Board Website [www.kscb.org.uk](http://www.kscb.org.uk) or within the TWCN's Safeguarding Children's file, which is located in the Manager's office.

Under Section 47 of the Children Act 1989, Local Authorities have a statutory duty to make enquiries, where they have "reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm". The Children's Social Services Department carries this responsibility on behalf of the Local Authority. Once we have made a referral, we have fulfilled our responsibility to the child. It is at this point that Children's Social Services will take over and a decision will be made on what happens next. All referrals are taken seriously, and the needs of the child and family will be assessed, so that appropriate enquiries are followed up and support can be put into place where relevant. Enquires will be made to other professionals and the child's family. The name of The Winning Child Nursery may be included in these enquiries, and we may be part of any on-going support for the child. Under Section 47(9) all our staff have a duty to co-operate" with these enquiries if required to do so.

### **What will be the outcome?**

Having made a referral about a child, you will probably want to know the outcome of the investigation. You should receive some information, but for reasons of confidentiality, this will be on a 'need to know' basis. Abimbola Okeya should be invited to participate in any meetings set up for the child.

### **How to respond to a child who discloses something to you**

If a child tells you something, it is important that you respond appropriately:

- Do listen to the child and avoid interrupting except to clarify.
- Allow the child or young person to make the disclosure at their own pace and in their own way.
- Do not interrogate the child. It is alright to ask for clarification, but you should not ask leading questions. Misguided or inappropriate questioning in the first instance can do more harm than good, and may contaminate evidence, which could be needed in an investigation. The interviewing of children must be undertaken by the trained Social workers or Police Officers.
- Do not make any promises to the child about not passing on the information – the child needs to know that you have to talk to someone who will be able to help them.
- Record the information as accurately as you can, including the timing, setting and those present, as well as what was said. Do not exaggerate or embellish what you have heard in any way.
- Inform the Designated person.

## Record Keeping

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child or young person that gives cause for concern should be recorded on an incident sheet, copies of which are kept in The Manager's office in the Safeguarding Children's File. It is important that records are kept factual and reflect the words used by the child or young person. Records must be signed and dated with timings if appropriate.

Information to be recorded:

- Child's name and date of birth
- Child in normal context
- The incident with dates and times
- A verbatim record of what the child or young person has said
- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken.

Please also refer to the setting recording guidelines policy.

### What to do if you need to take emergency action to protect a child

On very rare occasions, it may be necessary to act quickly, for example, to protect a child from a drunken or violent parent. In these circumstances, it would be appropriate to discuss this with Abimbola Okeya or person in charge immediately who should telephone the police.

In an unlikely event that a child is brought to the setting with serious injuries, it would be appropriate to discuss this with Abimbola Okeya or in her absence the person in charge immediately who should telephone for an ambulance.

**However, it is important to remember that these types of scenarios are very unlikely to happen.**

### What support is available to you?

Any member of the team affected by issues arising from concerns for children's welfare or safety can seek support from their Designated Person for Child protection. In addition, regular supervision is provided for all staff every six weeks.

The designated person for child protection can put staff and parents in touch with outside agencies for professional support if they wish so.

## **Monitoring and Review**

All setting personnel and visiting staff will have access to a copy of this policy and will have the opportunity to consider and discuss the contents before it is adopted by the nursery. The policy will also be available to parents.

This policy has been written in March 2013 to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.

The policy forms part of our Setting development plan and will be reviewed annually.

**All staff has access to this policy and sign to the effect that they have read and understood its contents.**

### **Prevent Duty Statement**

In complying with the duty at TWCN, as a starting point, we will demonstrate an awareness and understanding of the risk of radicalisation in our area, institution or body. This risk will vary greatly and can change rapidly; but no area, institution or body is risk free. Whilst the type and scale of activity that will address the risk will vary, all specified authorities will need to give due consideration to it. There are three themes throughout the sector-specific guidance, set out later in this document: effective leadership, working in partnership and appropriate capabilities.

Leadership For all specified authorities, we expect that those in leadership positions:

- establish or use existing mechanisms for understanding the risk of radicalisation;
- ensure staff understand the risk and build the capabilities to deal with it;

## 11 CURRICULUM DEVELOPMENT STATEMENT

The Winning Child Nursery has development records to monitor and assess children's development. These will cover all area of learning – both prime and specific.

The purpose of our records will be for staff and parents together, to assess each child's progress, plan next steps and be aware of individual children's special needs.

Children develop at different stages. We do not compare our children, but support their strengths and abilities.

The child's key worker will be responsible for keeping their progress folder up to date. The manager is to ensure that all books are maintained in the correct fashion.

### **Observation and Planning**

As part of the Early Years Foundation Stage (EYFS), significant observations will be carried out on each child to show interests, needs, activities, development and any other relevant information which has happened during their stay at the nursery this also gives parents the opportunity to see their child' s progress and what their child has been doing throughout the day.

Records are kept in each child's individual folder. Parents can require having a look at their child's profile folder at any time but parents should please take note of the fact that this will take the Key person away from the children and as such should be requested at an appropriate time.

Children progress, development and needs will be discussed with families during our parents' consultations.

## 12 SETTling IN

- 1 The nursery staff will work in partnership with parents/carers to settle the child into the nursery environment.
- 2 When a child is accepted by the nursery, arrangements will be made for a visit so that the child can familiarise him/herself with the nursery.
- 3 We offer two hours (free) session on two days (these two sessions should be as close to each other as possible and close to child's start date at the setting) for settling in.  
On the first day, parents/carers will stay with the child for the whole session (this varies depending on the need of individual child) so that the child feels settled and the parent/carer feels comfortable about leaving her or him. The parents share the child's routine with the key person and any other information she feels needs to be made known to the staff.
- 4 The next day, parents/carers may leave the child for the whole two hours or stay for the first hour and leave the room but stay within the nursery premises for the remaining one hour.
- 5 No child will be taken on an outing from the nursery until he or she is completely settled.

## **13 BEHAVIOUR MANAGEMENT POLICY**

### **Aim of policy**

We agree to have a consistent approach to behaviour management within the setting. We hope that by producing this policy that parents, staff and students will be clear about the ways that we can all have a consistent approach which helps to promote acceptable behaviour for the children, as well as developing self-esteem and respect for others.

We acknowledge that from time to time all children will demonstrate challenging behaviour; this policy will clearly set out how staff will respond to such behaviour.

Our setting believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

### **Training and support to staff**

Staffs receive regular supervision from the management team. Support will be offered in these sessions to help staff in meeting the needs of the children, dealing with stressful situations as well as working within the guidelines of this policy.

The Early Years Development and Childcare Partnership provide free training about a range of subjects including behaviour management.

### **How parents are informed and consulted**

Most children at some point will display challenging behaviour, whether it is not complying with the general routine of the day, or by falling out with a friend, this is a totally natural part of a child's social and emotional development. It is how they begin to learn to negotiate, share and understand the feelings of others, as well as understanding expectations for their behaviour.



To support this learning process staff will offer the child an opportunity to put right any wrong doings for example, comfort an upset friend. Minor incidences need not be shared with parents, and only if there is continued cause for concern about a child's behaviour will parents be informed.

We will not exclude any child who presents with continuous challenging behaviour. Instead we will work with the parents, and seek advice from other professionals so that an action plan can be drawn up which will help to support the child.

We will not use parents as a threat when responding to children's behaviour.

### **How we encourage good behaviour**

Health and safety, circumstances and the child's understanding should be taken into consideration. We praise and encourage good behaviour; and try to instil a sense of right and wrong, at a level the child can understand.

Through the daily routine we discuss and explore our expectations for behaviour and the effects that certain behaviour may have on another. We offer activities that help children to practice sharing and negotiation as well as understanding the need for 'rules'. As much as possible we encourage the children to be independent in selecting activities and resources as well as being responsible for caring for them and putting them away. We also aim to offer activities that build individual children's self-esteem and celebrate individuality.

Whilst we encourage the children to apologise we recognise that often children do not always see the true meaning of any apology, but instead will say it so they can continue with their activities; therefore it is important that staff explore other opportunities for the children to make amends.

It must also be remembered that quite often there is a reason for children presenting challenging behaviour, for example if parents separate or there is a new baby in the family. In these circumstances we will show sensitivity, and extra attention and reassurance will be given.

We also recognise that sometimes outbursts can be born out of frustration especially for children who have difficulties in expressing themselves. What the child needs is compassion not chastisement. Once the situation has calmed down we will talk to the child about the

situation, and how they could find a solution to the problem in the future. Whilst we recognise that the use of star charts can have positive effects on an individual child's behaviour we are also aware that there can be drawbacks when using them for a group. Therefore, we will offer rewards in the form of praise, additional responsibilities, giving out stickers, being allowed to choose specific activities or stories and songs etc.

### **The adult's role**

We aim to be positive role models to the children in the way that we communicate both verbally and non-verbally. We will use a tone of voice and body language that is calm and respectful to each other and to the children. We recognise that when staffs raise their voices, not only can it frighten children but the volume in the room also rises, which does not contribute to a calm environment. Through our knowledge of child development, we understand that children are learning to deal with a range of emotions and we strive to support the children to gain independence and confidence.

We offer a variety of activities to keep the children purposefully occupied. This is best done by feeding into the children's interests and by giving them responsibilities for aspects of the daily routine (e.g. laying the table, giving out the drinks). We will support the children and extend their activities by interacting and engaging with them as they play. Where possible we will try to and distract a child / children and involve them in an alternative activity, in order to diffuse an incident before it occurs. If an incident has already occurred then it will be necessary to withdraw the child from the situation, not as a punishment but to allow them time to work through their emotions and calm down. We usually refer to this as "thinking time". Once calm we will talk to the child about the situation and give them an opportunity to put right any wrong doings.

We will deal with incidents as and when they occur. Once dealt with, the matter will be forgotten. The child should not be repeatedly reminded of what he / she has done. Sometimes it is necessary to remove a child, or other children from an activity or the environment to avoid them causing injury to themselves or others. If a child is removed from a situation he/she must never be left alone, and never be withdrawn longer than a few minutes.

We will avoid using language that could damage a child's self-esteem and create a label for the child. For example, words such as naughty or stupid should not be used. Children should never be told to 'shut up' or told they are not liked because of their behaviour. We will not discuss any aspect of the child's behaviour in front of the child, its peers or other parents.

We acknowledge that there may be times when a child's behaviour is so challenging that staff may need additional team support or need to take a few moments out from the situation. As a team we will support each other in handling difficult situations.

### **Named person who has responsibility for behaviour management**

Margaret Holmes is the person for the implementing and monitoring of this policy, as well as sharing information with staff and parents.

Physical Punishments and interventions:

- Staff will not discipline children by smacking, shouting, withholding food, bribing, threatening, humiliating or intimidating them, using a 'naughty' chair or taking them to the office, nor will we accept parents disciplining their children in this way.

Staff giving comfort by holding a child when they are distressed or upset is not a physical restraint.

## Recording incidents

We have a form for recording details of incidents, which cause concern, and once completed should be placed in the child's file.

Record of incidents: (Please refer to behaviour management policy)

Childs Name:

- Date and Time of incident:
- What triggered the incident?
- The nature of the incident:
- Who else was involved?
- Names of witnesses:
- How was the situation dealt with?
- Was any form of restraint used?

Any further information:

- How and when were the parents informed?
- Form completed by:
- Date:

• Signed by Manager: \_\_\_\_\_ Date: \_\_\_\_\_

• Parent signature (if informed): \_\_\_\_\_ Date: \_\_\_\_\_

## 14 FOOD & DRINK POLICY

### Aims

Meal times should be a happy, social occasion for staff and children alike.

General Procedures:

1. We provide meals and snacks that are healthy, balanced and nutritious.
2. Individual dietary requirements will be respected.
3. Fresh drinking water is available to the children at all times
4. If a child does not finish his first course he/she will still be given a small helping of dessert.
5. Staff will set a good example of good table manners.
6. Cultural differences in eating habits will be respected.
7. Children will be encouraged to say 'Please' and 'Thank you'.
8. Conversation will be encouraged, but not shouting.
9. Any child who shows signs of distress at being faced with a meal he/she does not like will have his food removed without any fuss.
10. Children not on special diets will be encouraged to eat a small piece of everything.
11. Children who refuse to eat at the mealtime will be offered food later in the day.
12. Children who are slow eaters will be given time and not rushed.
13. Quantities will take account of the ages of the children.
14. Menus are rotated regularly.
15. We are aware of our responsibilities under the food hygiene legislation.

## 15 SPECIAL EDUCATIONAL NEEDS

### Statement

The nursery is committed to the integration of children with special needs.

All children have the right to be educated and develop their full potential alongside each other. It is a positive experience to be able to share the same opportunities and overcome any difficulties together.

### Aims

1. To recognise any special needs a child may have and ensure all staffs are aware of the DFES Code of Practice on identification and assessment of special needs.
2. To ensure that there is a special need co-ordinator (SENCO) who is experienced in the care and assessment of children with special needs.
3. To assess each child's specific needs and adapt our facilities as appropriate.
4. To liaise with other agencies, including the health and education authorities and seek advice, support and training.
5. To develop and maintain a core team of staff who are experienced in the care of children with special needs.
6. To ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day.
7. To promote positive images of those with special needs wherever possible.

**Responsible Person (SENCO)** Rebecca Sawyer/Jade Azeez

The nursery believes that all children have a right to experience and develop alongside their peers no matter what their individual needs.

Each child's needs are unique therefore any attempt to categorise children is inappropriate.

Children learn from interacting with other children and by giving them these experiences children with special needs can be educated and develop as far as practicable with peers without special needs.

The nursery is committed to working alongside parents, in the provision for their child's individual needs to enable us to help them to develop to their full potential.

The nursery is committed to work with any child who has a disability to enable the child to make full use of nursery's facilities.

All children with special needs have a right to a broad and well-balanced education. Depending on the individual child's disability the nursery will try as much as possible to provide a ratio of 1:1

We feel it is paramount to find out as much as possible about a particular child's condition and the way that affects his/her educational needs by:

-

- Liaising with the child's parents.
- Liaising with any professional agencies.
- Reading any reports that have been prepared.
- Attending any review meetings with the local authority.
- Regular monitoring of observations done on the child's development.

All children will be given a full settling in period when joining the nursery according to their needs.

The nursery has a Special Needs Co-ordinator – **Rebecca Sawyer** and her deputy is Jadesola Azeez. They both work closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special needs policy of the nursery, always making sure plans and records are shared with parents.

## 16 STUDENTS

The Winning Child Nursery welcomes the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept one student in each room at a time. More than this places undue pressure on the staff.

We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. Students are attached to a senior member of staff who supervises their work and explains the safety and fire requirements.

All students are encouraged to contribute fully to the nursery routine and to spend some time in each area. Students must not be left alone with children and they should only be allowed to change nappies when supervised.

Student's signature .....

Supervisor's signature .....

Parent's/Guardian's signature .....

The nursery has a Students Co-ordinator – **Abimbola Okeya**



## **17 ARRIVALS AND DEPARTURES**

It is the policy of The Winning Child Nursery Limited to give a warm welcome to each child on his/her arrival.

Parents/carers are requested to sign the children signing in register and then pass the care of their child to a specific member of staff (preferably the key person if on duty) who will ensure his/her safety, and that their attendance is recorded in the register. Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medicine consent procedure is followed.

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult.

The planned departure of the child should be anticipated by the key worker in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and handed to him/her personally.

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival.

On departure, the child register must be immediately marked by parents to show that the child has left the premises.

## **18 STAFF DEVELOPMENT & TRAINING**

The Winning Child Nursery Limited highly values its staff. It is in the interests of the nursery, the children and the individual that each staff member is given the opportunity to develop their personal skills to their maximum and to broaden their knowledge and skills in caring for children.

To facilitate this, we:

- Hold regular staff meetings and team meetings.
- Encourage where practical, staff to attend external training courses.
- Encourage staff to pass on their knowledge to those less experienced.
- Have staff appraisals and supervisions.
- Develop a training plan addressing both qualifications and continuous professional development needs of the setting and of individual staff.
- Promote a positive learning culture within the setting.

## 19 CONFIDENTIALITY

It is a legal requirement on the nursery to hold information about the children using the nursery and the staff. Basic information is used for registers, invoices and for emergency contacts, however all records will be stored in a locked cabinet.

The staff through their close relationship with both the children and their parents may learn more about the families using the nursery. All staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

If, however, a child is considered at risk our child protection policy will override confidentiality.

## 20 DEALING WITH RACIAL HARASSMENT

### Introduction

We have the duty to create and implement strategies in nursery to prevent and address racism. Such strategies include:

- That the nursery records all racist incidents
- That all recorded incidents are reported to the children's parents/guardians, and when appropriate to the registering authority.

Parents have a right to know when racism occurs and what actions the nursery will take to tackle it.

In the Race Relations Act 1976 Section 71 there is a statement of the duty to 'promote harmony and good relations' between different groups in society. We have a statutory responsibility to monitor, review and eliminate racial discrimination.

### Definition of racial harassment

'Violence which may be verbal or physical and which includes attacks on property and people because of their race, nationality, ethnic origins – when the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism' – (Commission for Racial Equality).

Incidents may involve a small or large number of persons, they may vary in their degree of offence and may not even recognise the incident has racial implications; or at the other extreme their behaviour may be quite deliberate and blatant.

### **Examples of racial harassment**

- Physical assault against a person or group of people.
- Derogatory name calling, insults and racial jokes.
- Racist graffiti and other written insults.
- Provocative behaviour such as wearing racist badges and insignia and the distribution of racist literature.

- Threats against a person or group of people because of their colour or race.
- Discriminatory comment including ridicule made in the course of discussions in class or elsewhere.
- Patronising words or actions.

### **Procedure**

All staff in the nursery should be constantly aware of any racial harassment taking place. They must intervene firmly and quickly to prevent all forms of racial harassment. Any allegation should be taken seriously and reported to the manager.

Each incident should be investigated and recorded in detail as accurately as possible. This record should be available for inspection by staff, inspectors and parents where appropriate, on request.

The manager is responsible for ensuring that incidents are handled appropriately and sensitively and entered in the record book. Any pattern of behaviour should be indicated. Perpetrator/victim's initials may be used in the record book as information on individuals is confidential to the nursery.

Where an allegation is substantiated following an investigation, the parents of child/children who are perpetrators and victims should be informed of the incident and of the outcome.

Continued racial harassment may lead to exclusion but such steps should only be taken when other strategies have failed to modify behaviour.

Adults found to be perpetrators must be reported immediately to the manager.

Racial harassment needs to be recorded to:

- Develop strategies to prevent future incidents
- Identify patterns of behaviour
- Identify persistent offenders
- Monitor the effectiveness of nursery policies
- Provide a secure information base to enable nursery to respond to

comments about racial incidents

### **Nursery Staff**

All staff should be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of racial distinctions that pupils or adults may express in nursery.

An atmosphere must be created where the victims of any form of racial harassment have confidence to report such behaviour and that subsequently they feel positively supported by the staff of the nursery.

It is incumbent upon all members of staff to ensure that they do not express any views or comments that are racist. Nor must staff appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. A sensitive and informed approach must be used to counter any racial harassment perpetrated out of ignorance.

When a member of staff violates this nursery code of practice he/she will be counselled by the manager. It will be explained to them why the behaviour is unacceptable and what steps will be taken to remedy the situation. At this stage it will be made clear that the content of the discussion will not be used as evidence in further disciplinary action.

A repetition of such behaviour will lead to a formal verbal warning at which point the member of staff will be advised of their right to have a witness present.

From this point the normal disciplinary codes of practice for employees of the nursery will come into effect.

## 21 HEALTH & SAFETY

### **General Statement**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed .....

Date.....

## **HEALTH & SAFETY**

### ***Roles & Responsibilities***

Director: Yemisi Bamgbose

Providing safe resources and maintaining equipment. Checking that everything is up to date

Manager: Abimbola Okeya

Checking risk assessments are correct, ensuring that staffs are following procedure.

Health & Safety Co-ordinators: Abimbola Okeya and Telemi Idris.

Ensure that procedures are being carried out correctly and to check equipment regularly.

*All Senior Staff*

Ensure that all staffs are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of the parents, visitors, volunteers, students, staff and children.

To make sure that equipment is in good working order and is checked on a regular basis.

*All Staff*

Ensure that they are aware of Health & Safety procedures by reading the Health & Safety book.

Check equipment regularly and adhere to the correct procedures.



# HEALTH AND SAFETY

## Aims and Objectives

The aim of this policy statement is to ensure that all reasonably practical 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:

1. To establish and maintain a safe and healthy environment throughout the nursery.
2. To establish and maintain safe working procedures amongst staff and children.
3. To make arrangements for ensuring safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
4. To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
5. To maintain a safe and healthy place of work and safe access and progress from it.
6. To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.
7. To follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

1. Ensure the highest standards of cleanliness are maintained.
2. Ensure safe and clear accesses and exits from the building, including fire exits.
3. Regularly check the premises room by room for structural worn defects fixtures and fittings or electrical equipment, and take the necessary remedial action.
4. Ensure that all staffs are aware of the fire procedures and regular fire drills are carried out.
5. Ensure that all members of staff are aware of the procedures in case of accidents.
6. Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
7. Prohibit smoking on the premises.
8. Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or children.
9. No inappropriate jewellery to be worn. One pair of stud earrings and wedding/engagement rings is acceptable.
10. Dress code: smart and practical with sensible shoes. Dark coloured trousers and the nursery uniform. No nail varnish and all long hair must be tied back at all times.
11. No running inside premises
12. All electrical sockets should be protected by safety plugs, no trailing wires.
13. All cleaning materials/toilet cleaner to be placed out of the reach of children.
14. Protective clothing should be worn when serving food.

15. Nuts e.g. peanuts are not allowed in the Nursery.
16. Telephone calls must be received before 8 am if a member of staff is not well enough to attend work.
17. All staff should familiarise themselves with the First Aid boxes and know who the appointed First Aider is.
18. Children must be supervised at all times.
19. No student should be left unsupervised at any time.

The management consider this matter of such importance that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter. Staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

## **22 MEDICINE POLICY**

In the interests of all children and staff, poorly children should not attend nursery.

Young children pass on infections readily because they are not able to cover their mouths when coughing, blow their own noses when they have a cold etc. They are therefore a source of infection to each other and to staff.

Furthermore, if children are poorly or are in the process of recovery they themselves are susceptible to contracting other infections that may be present in the nursery population.

Excluding poorly children from the nursery maintains a healthy environment for everyone and reduces the amount of medication on the premises. It will be the nursery's decision whether to accept a child to nursery or to send a child home if we believe that the child is too ill to attend nursery. This is in the best interests of the child and other children and staff potentially exposed to illness.

Medicines on the premises introduce health and safety risks to all children. This is especially true if parents fail to follow our procedures and simply leave medicines in a child's bag.

Medicines will be kept in a cupboard that is out of reach of children throughout the day and returned to parents upon collection of their child. Staffs on duty are responsible for maintaining medicines in this cupboard and ensuring all medicines are returned to parents.

### **STATEMENT OF VALUES**

1. We believe that children deserve the right to be cared for in a healthy environment.
2. The nursery is committed to ensuring, as far as possible, that children are not exposed to infectious agents.
3. We wish to minimize disruption to parents working life, at the same time enable full recovery of the child and promote future good health.
4. We are determined to ensure that no children in our nursery are at risk from the introduction of medicines on the premises.

## STATEMENT OF INTENT

1. We intend to provide a healthy environment for children and staff.
2. We intend to exclude poorly children from the nursery.
3. We intend to enable children suffering from chronic illness such as asthma and eczema to attend nursery. We will administer medication as necessary throughout the day as prescribed by a medical practitioner.
4. We will notify parents if their child falls ill during the nursery day and request that their child is collected.
5. We will provide nursing care to a sick child who falls ill during the nursery day, until parents arrive.
6. We will administer the dose stated by the medical practitioners of antibiotic medicine during the day to a child who needs to complete their course of antibiotics if:
  - a. The child has been kept away from nursery for 48 hours from the onset of treatment (this is applicable if the child has never had the medication in our care before but in the event of previously administering the medication the child can come in right from when medication has been prescribed). This is to allow the medication to take effect and to allow the child suitable recovery period.
  - b. The parent/carer signs a declaration form stating (a) the medicine is prescribed by a doctor, (b) the child was kept away from nursery for 48 hours following the onset of medication, (c) giving directions for administration.
  - c. The medicine is prescribed by a doctor. Herbal remedies and over the counter drugs or preparations will not be given except for cases of when medical practitioner refuses to prescribe Calpol to children.
  - d. Maximum of two doses of Calpol suspension can be administered to a child during the day provided it is prescribed by a doctor for a specific ailment and the directions for administration are clearly stated on the label (bottles stating "as required" will not be administered to the child).

Parents will be telephoned and asked to collect a child receiving Prescribed medication if the nursery does not feel the child is well enough to attend.

Only a qualified first aider will administer this medication witnessed by another member of staff. The decision whether or not to administer Calpol as a first aid procedure will be taken by the manager.

Examples would be a dangerously high temperature which has not been reduced by stripping and tepid water bathing (i.e. over 39 degrees Celsius) or suspicious rash or swelling causing substantial discomfort.

If a child is required to carry an EpiPen for the treatment of severe allergic reactions, staff will be given appropriate training on how to administer this correctly. Parents will be expected to collect their child as soon as possible so further treatment or rest can be given.

An antibiotic will not be given to a child if it is found in their bag or amongst belongings. This is to encourage parents/carers to remember to hand medicines over to a member of staff and thus minimize the risk of medicine being misused by children.

Common childhood ailments such as nappy rash, teething, allergies etc., may be experienced by many young children whilst at nursery. During this time, we are able to apply creams, antihistamines and gels to alleviate any discomfort, Calpol will not be given for teething discomfort.

Consent to administer each medication must be signed for on a medication consent form before the treatment can begin at nursery. Therefore, it is important for parents to give this consideration and not bring any such medication to nursery unless they have completed such a form.

Gloves will be worn when applying cream to children with allergies to prevent cross contamination.

Parents supply sun cream for their children which must be clearly labelled with the child's name. Parents must also sign a continuous consent form which is attached to the registration form.

## MEDICATION

All medication must be entered into the medication log, which is kept in the office.

- When accepting medicine, make sure that it is clearly labelled with the child's name, current date, and dosage instructions
- The date time and dosage must be entered in the log and initialled after it has been administered to the children by staff.
- All medication, unless they specify differently must be kept in the medicine fridge located in the kitchen.
- Staff can give only medicines that have been prescribed by a GP to children except for when medical practitioners refuses to prescribe Calpol for parents use.
- If in doubt always check with a member of the management team.
- Under no circumstances should medicines be kept in the group rooms or in children's bags etc.
- Please ensure that the parents are made aware of this on commencing at the nursery
- Where children have been prescribed anti-biotic (which they have never taken before) they must stay at home for the first 24 hours of the course. They can then be admitted to the nursery and the course continued.

Medication cannot be administered without prior written parental consent

## 23 HEALTH/ILLNESS AND EMERGENCY

It is the nursery policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of 101°F/38°C or over.

With the welfare of the sick child in mind and in the interests of the remaining children in the nursery, if in the opinion of the staff a child is ill, then the parent/carer will be contacted and requested to collect him/her as soon as possible. The staff of the nursery must be convinced that the child has returned to good health before re-admitting him/her.

In the case of a serious accident or illness occurring then the parent/carer will be contacted immediately along with the child's GP and the appropriate action taken.

In the unlikely event of the parent not being available the senior staff member will assume charge and if necessary take the child to hospital along with all relevant details. Kindly note that trips to hospital might incur charges depending on the availability of extra staff and situation surrounding the incident.

The following procedures will be followed in the event of: -

### **Major Accident**

At all times the staff *must* wear protective clothing (disposable aprons and gloves). The manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come.

If the child needs to go straight to hospital an ambulance will be called. Then the parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.

If the child can wait for the parent/main carer to come, then the parent/main carer will be contacted and the child will be made as comfortable as possible. A member of staff will stay with the child until the parent/main carer arrives.

It will then be for the parent/main carer to decide whether to go to the



hospital or not.

A report of the accident will then be recorded in the accident log.

### **Minor Accident**

- At all times the staff *must* wear protective clothing (disposable aprons and gloves).
- The injury is assessed by the staff member and if necessary the manager is called.
- The injury is then treated.
- The child is then resettled back into the base room, and observed.
- The incident is then recorded in the accident form, which will later be signed by parents upon collection of their children.

The accident book is checked by a senior member of staff for the area on a regular basis to check for patterns.

## 24 EXCLUSION PROCEDURE FOR ILLNESS/ COMMUNICABLE DISEASE

### Minimum Periods of Exclusion from Nursery

<b>Disease/Illness</b>	<b>Minimal Exclusion Period</b>
Antibiotics prescribed	First day at home (new prescription)
Temperature	If sent home ill, child must be off for 24 hours
Vomiting	If sent home ill, child must be off for 24 hours
Conjunctivitis	Keep at home for a minimum of 1 day; longer if eyes still weeping
Diarrhoea	48 hours or until 2 clear nappies
Chickenpox	7 days from appearance of the rash
Gastro-enteritis, food poisoning, salmonellas and dysentery	48 hours or until 2 clear nappies or for notifiable diseases, until advised by the relevant public health official
Infective hepatitis	7 days from onset of jaundice
Measles	7 days from appearance of the rash
Meningococcal infection	Until recovered from the illness
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness

Covid-19	5 days isolation
Pertussis (whooping cough)	21 days from the onset of paroxysmal cough
Poliomyelitis	Until declared free from infection by the appropriate public health official.
Scarlet fever and streptococcal infection of the throat	Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment
Tuberculosis	Until declared free from infection by the appropriate public health official
Typhoid fever	Until declared free from infection by the appropriate public health official
Impetigo	Until the skin is healed
Pediculosis (lice)	Until appropriate treatment has been given
Plantar warts	No exclusion. Should be treated and covered
Ringworm of scalp	Until cured
Ringworm of body	Seldom necessary to exclude provided treatment is being given
Scabies	Need not be excluded once appropriate treatment has been given
Hand, foot and Mouth	Until blisters clear

## **25 SPECIAL CONSIDERATION FOR EMPLOYEES**

### **Introduction**

We recognise that certain employees such as young persons, new and expectant mothers and persons having a disability require special consideration under The Management of Health and Safety at Work Regulations 1992.

The Health and Safety Policy should have regard to such persons both at the commencement of employment and during the course of it. The following procedure is therefore set down to achieve this aim.

### **Procedure**

Any employee requiring special consideration will be assessed by the manager on induction to the nursery or when their condition or disablement comes to light. A health declaration form will be given out to every staff during induction.

The risk assessments relating to the occupation of such workers will be considered at these times and special measures such as training and supervision, arrangements, modifications, and medical surveillance if necessary will be agreed upon with the worker.

Further assessments and reviews will be carried out at appropriate intervals.

## 26 GOOD HANDLING TECHNIQUES

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. The techniques outlined below should be followed at home as well as at work.

### Preventing Injuries

*As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example: it may be possible to re-design the workplace so that items do not need to be moved from one area to another.*

Where manual-handling tasks cannot be avoided, they must be assessed. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

### Correct Lifting Procedure

#### 1. Planning and Procedure

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it and how you are going to get there.
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Assess the weight and centre of gravity of the load.
- Assess the size of the load to make sure that you can grip it safely and see where you are going.

- Assess whether you can lift the load safely without help. If not, get help.
- Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
- Lighting should be adequate.
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
- Check whether you need any personal protective equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you will be able to maintain a firm grip.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Remove any unnecessary packaging, if this will make the task safer.
- Reduce the size and weight of loads to make handling easier. This could involve suppliers in packing items into smaller consignments before delivery.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Consider a resting stage before moving a heavy load or carrying something any distance.

## **2. Position**

- Stand with your feet apart and your leading leg forward. Your weight should be even over both feet.
- Position yourself (or turn the load around) so that the heaviest part is next to you.

- If the load is too far away, move toward it or bring it nearer before starting the lift.

### **3. Lifting**

- Always lift using the correct posture:
- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down
- Lean slightly forward if necessary and get a good grip.
- Keep the shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

### **4. Move the load**

- Move the feet, keeping the load close to the body.
- Proceed carefully; making sure that you can see where you are going.
- Lower the load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the load down.
- Position and secure the load after putting it down.
- Report any problems immediately – for example, strains and sprains.
- Where there are changes, for example to the activity or the load, the task must be reassessed.

## 27 OFFICE POLICY

Staff can help to prevent health problems by:

1. Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
2. Maintaining a good posture.
3. Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach.
4. Changing position regularly.
5. Using a good keyboard and mouse technique with wrists straight and not using excessive force.
6. Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
7. Adjusting the screen controls to prevent eyestrain.
8. Keeping the screen clean.
9. Reporting to their manager any problems associated with use of the equipment.
10. Planning work for breaks away from the workstation.
11. Seating and posture for typical office tasks
  - *Good lumbar support*
  - *Seat height adjustability*
  - *Do not put excess pressure on underside of thighs and backs of knees*
  - *Foot support if needed*
  - *Space for postural change, no obstacles under desk*
  - *Forearms approximately horizontal*
  - *Minimal extensions, flexion or deviation of wrists*
  - *Screen height and angle should allow comfortable head position*
  - *Space in front of keyboard to support hand/wrists during pauses in typing*
  - *Seat back adjustability*



## 28 RISK ASSESSMENT

<b>Hazard</b>	<b>Fire</b>
Who could be harmed	Staff, Children, Visitors
Existing Controls	<ul style="list-style-type: none"> <li>• Daily register taken of attendance</li> <li>• Entry system in proper working order</li> <li>• In / Out form for staff</li> <li>• Visitors Book</li> <li>• Evacuation procedure practised monthly, records kept</li> <li>• All exits kept free of obstruction</li> <li>• No smoking allowed on premises</li> <li>• Evacuation procedure displayed in each area</li> </ul>
How serious is the risk of injury?	Low/Medium/High
What further action is needed to control the risk?	Fire drill to be done monthly
Who will be responsible for what action and when/how often will it be taken?	Fire Marshall
How checked and by whom?	Manager
Signed	Abimbola Okeya
Date	24 <sup>th</sup> September 2019

## RISK ASSESSMENT

<b>Hazard</b>	<b>Electricity - Mains electricity and use of portable electrical appliances.</b>
Who could be harmed	Staff, Children, Visitors
Existing Controls	<ul style="list-style-type: none"> <li>• Mains installation tested within the last 1 year</li> <li>• All plug sockets fitted with safety covers when not in use</li> <li>• Appliances turned off when not in use</li> </ul>
How serious is the risk of injury?	High risk of injury / death due to the nature of the hazard
What further action is needed to control the risk?	<ul style="list-style-type: none"> <li>• Fixed electrical installation to be checked by a competent person every five years in line with the recommendations contained in the 16<sup>th</sup> edition of the Institute of Electrical Engineers Regulations.</li> <li>• Inspection of all portable electrical equipment by competent person in accordance with H.S.E. guidance (it is advisable to enclose the relevant guidance with this policy).</li> <li>• Training of staff to recognise and report faults</li> </ul>
Who will be responsible for what action and when/how often will it be taken?	<ul style="list-style-type: none"> <li>• Manager to organise electrician to inspect installation in accordance with guidance every five years</li> <li>• Manager to ensure portable appliances inspected as per guidance every 12 months</li> <li>• Manager to train staff to recognise faults on induction</li> </ul>
How checked and by whom?	Risk assessment carried out everyday
Signed	Abimbola Okeya
Date	24 <sup>th</sup> September 2019

## RISK ASSESSMENT

<b>Hazard</b>	<b>Outdoor Play Area – General Nursery Activities</b>
Who could be harmed	Children
Existing Controls	<ul style="list-style-type: none"> <li>• Outdoor equipment is checked daily</li> <li>• Staff made aware of common hazards</li> <li>• Garden gate to be closed at all times</li> </ul>
How serious is the risk of injury?	Low
What further action is needed to control the risk?	<ul style="list-style-type: none"> <li>• Continual vigilance by all staff</li> </ul>
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	Manager – staff meetings
Signed	Abimbola Okeya
Date	24 <sup>th</sup> September 2019

## RISK ASSESSMENT

<b>Hazard</b>	<b>Hot Water, Hot Surfaces</b>
Who could be harmed	Children, staff
Existing Controls	<ul style="list-style-type: none"> <li>• Thermostatic valves fitted to hot water supply in children's bathrooms</li> <li>• Boiled water for babies should be allowed to cool down in the kettle before being taken to their room</li> <li>• Hot drinks are ONLY allowed in the staff room and in the event of staff wanting to take any hot drink in children's room it must be in a safe coffee cup or mug that will prevent spillage.</li> <li>• Staff to report any variation in water temperature to a senior member of staff</li> <li>• No children allowed in the kitchen</li> </ul>
How serious is the risk of injury?	Medium
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	Manager – staff meetings
Signed	Abimbola Okeya
Date	24 <sup>th</sup> September 2019

## RISK ASSESSMENT

<b>Hazard</b>	<b>Manual Handling</b>
Who could be Harmed	Staff
Existing Controls	<ul style="list-style-type: none"> <li>• Manual Handling Techniques</li> <li>• Correct Lifting Procedures</li> <li>• Manual Handling Policy</li> <li>• Slip Resistant Flooring</li> <li>• Adequate Lighting</li> </ul>
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	Manager – staff meetings – staff to sign to say they have read and understand policy.
Signed	Abimbola Okeya
Date	24 <sup>th</sup> September 2019

## RISK ASSESSMENT

<b>Hazard</b>	<b>Hot Surfaces (radiators)</b>
Who could be harmed	Children
Existing Controls	<ul style="list-style-type: none"> <li>• Thermostatic valves fitted</li> <li>• Radiators are covered with guards</li> <li>• Chairs and tables against radiator</li> <li>• Staff to report any variation in temperature to a senior member of staff</li> </ul>
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	Riske assessment done daily
Signed	Abimbola Okeya
Date	24 <sup>th</sup> September 2019

## **29 LATE COLLECTION/UNCOLLECTED CHILDREN**

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures.

We provide parents with our contact Telephone number, which is 01322875555 or 07469879800

1. Staff will inform the manager or the most senior member of staff on duty, if a child has not been collected.
2. The manager (or most senior member of staff on duty) and one other member of staff must stay behind with the child.
3. If after five minutes the parents/carers still have not collected the child, most senior member of staff on duty or the officer in charge will telephone the contact numbers (including the emergency contacts) available.
4. If no contact can be made the officer in charge and an extra member of staff will stay on the premises.
5. In the event of no contact being made after 30 minutes the person in charge will ring Social Services Emergency Duty Team (03003335433/08458247247) and advise them of the situation. AT NO POINT will a staff member be allowed to leave the building with the child.
6. The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.





## **30 LOST CHILD PROCEDURE**

- 1.** In the unlikely event of a child going missing within/from the nursery the following procedure will be implemented immediately.
- 2.** All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- 3.** A staff member will notify the manager, whilst other staffs continue searching.
- 4.** The manager will carry out a second search of the area.
- 5.** If the child has still not been accounted for the manager will contact the police by dialling 999.
- 6.** The manager will also contact the parents/carers of the missing child.
- 7.** During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- 8.** The officer in charge will meet the police and parents/carers.
- 9.** The officer in charge will then await instructions from the police.
- 10.** Any incidents must be recorded in writing.
- 11.** OFSTED must be contacted and informed of any incidents.

## **31 LOST CHILD PROCEDURE (OUTINGS)**

- 1.** Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.
- 2.** All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout.
- 3.** If appropriate, on-site security will also be informed and a description of the child/children given.
- 4.** In the event of a child not being found, the designated person in charge will immediately inform the police.
- 5.** The designated person in charge will then inform the nursery who will contact the child's parents/carers giving details of what has happened.
- 6.** Staff from the nursery will be sent to assist the safe return of the other children.
- 7.** At least one member of staff will remain at the scene whilst others return to the nursery with the children. This member of staff will continue searching for the child/children.
- 8.** The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.

## 32 VISITS & OUTINGS

As part of our curriculum the children are taken for local walks, visits etc. off the premises and permission will be sought for your child to be included in such outings.

A staff member shall inform you in advance of any visits or outings involving the transportation of children away from the nursery.

1. The nursery will inform parents whether a school vehicle, private passenger vehicle or public transport will be used.
2. A full risk assessment will be carried out for each outing.
3. When taking a child on such a trip, outing or special event, the nursery will:
  - Write out letters to parents and ask them to sign for receiving it.
  - Advise parents of the time and place the visit will take place.
  - Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
  - The ratio for staff to children depends on the age group of the group and will be advised at the time.
  - There will be a designated person in charge and a designated First Aider.
4. The staff members will:
  - Divide the children into small groups.
  - Take a register with them.
  - Take a bum first aid kit.
  - Take a mobile phone and contact numbers.
  - And anything else that is deemed necessary for the comfort of the trip.
  - The staff members will contact the nursery at least once whilst out.
  - All children will wear a badge/wrist band with the name of child and contact number of the nursery. Each child will also wear a UV jacket.
  - The register will be taken before setting off, on arrival, half way through the visit, before departure, and again on arrival back at the nursery.

## Use of vehicles for outings

When planning a trip or outing using vehicles, records of vehicles and drivers including driving licenses, MOT certificates and business use insurance are checked.

If a vehicle is used for outings the following procedure will be followed:

- Ensure seat belts, child seats and booster seats are used.
- Ensure the maximum seating is not exceeded.
- All children will be accompanied by a registered member of staff.
- No child will be left in a vehicle unattended.
- Care and be taken when getting into or out of a vehicle.

In the event of a child being lost, the Lost Child Procedure will be followed.

- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

### **33 SMOKING, ALCOHOL & DRUGS POLICY**

The nursery does not tolerate smoking on the premises by anybody. Any member of staff coming in to work in an unfit state, i.e. under the influence of alcohol or drugs, will be sent home and subject to disciplinary action upon their return.

Smoking is also not allowed when on outings or visits.

If on arrival to collect a child from the nursery, the parent is found to be in an unfit state, then the senior member of staff must be informed. If the senior member of staff takes the decision not to allow the child to leave then the parent must be informed of the reason why and the emergency contact informed and asked to attend.

If the emergency contact is not available then the Social Services should be informed. Great sensitivity must be given to all involved, especially the child.

## **34 SUPERVISION OF STAFF**

The person in charge is responsible for ensuring all staffs are registered to work on the premises.

DBS disclosures are carried out, however staff can work in the nursery before these checks are completed as long as they are supervised by registered staff at all times and in cases where the staff previously holds a valid DBS it will be held on record until the new one is issued.

All nursery staff will be informed of staff awaiting their DBS.

Staff whose DBS is yet to come through must never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by registered staff.
- Change nappies whilst unsupervised.
- Be left unsupervised during outdoor play.
- Be left alone in a room for children.
- Administer medication.
- Administer first aid.

Once DBS, record is received staff will be encouraged to sign up for the update service as from the 26<sup>th</sup> of September 2016.

Whilst ensuring all the above are adhered to, it is vital that the staff who is to be DBS checked be made to feel part of the team and participate fully in every other aspect of the nursery day.

Supervision of staff will be done once every six weeks and in situations where this is not possible a date will be rearranged as soon as possible.

## 35 ICT

This document is a statement of the aims, principles, strategies and procedures for the use of Information and Communications Technology throughout the nursery.

Information and communication technology (ICT) prepares children to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

Children use ICT tools to find, explore, analyze, present information responsively and creatively. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning.

### **Acceptable Use Statement**

The computer system is owned by the nursery, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

The nursery recognizes that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the nursery's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorized by the nursery, whether legitimately licensed or not is expressly forbidden.

*The nursery reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.*

## **Internet Access Policy Statement**

- All Internet activity should be appropriate to staff professional activities or the children's education
- Children will be supervised at all times when using the internet
- Activity that threatens the integrity of the nursery's computer systems, or that attacks or corrupts other systems, is prohibited
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;
- Use for personal financial gain, political purposes or advertising is excluded
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letters is excluded
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.

## **Care of Equipment**

The individual in whose care it is trusted should maintain all ICT equipment in a clean and serviceable state.

- All equipment should be switched off at the end of the working day.
- Computers may be wiped clean with a soft damp cloth *when switched off*.
- Any technical fault should be reported immediately to the manager.
- The use of solvent cleaners and polishes is not allowed.



## 36 SECURITY

In our setting it is essential that every child remains secure, in order to achieve this we:

- Ensure constant supervision
- Insist that all parents state who will be allowed to collect their child when they complete registration forms.
- In cases of emergency, we require that parents must contact the setting to inform us of any change, and give a full description of the authorised person and/or a password they will use to identify themselves.
- Failure to inform us of any change in collection will result in the child staying at the setting with a designated person until collection is confirmed by the parent/guardian.
- Where necessary/appropriate, ensure staff awareness of any individual requests by a parent to refuse collection.
- Ensure staff vigilance.
- Inform all parents of the need to ensure that doors and gates are fully closed on their departure.
- Provide phone entry system on outer doors.
- Use of a CCTV camera in all the rooms as well as main car park.
- Report to the police when anyone suspicious is loitering around or unwelcome.

## 37 PARENTS AND VISITORS

Co-operation of parents and visitors is important in implementing this policy. We however recognize that the nursery's fundamental priority is for the safeguarding, security and safety of our children. As such, all visits to the site will be strictly by arrangement with the manager only. Spontaneous visits are permitted only in exceptional circumstances.

Parents and visitors are expected to have an awareness of the other people's children as well as their own. This is especially important when leaving or collecting their child.

Parents should not let other children enter or leave the Nursery with them without their parents or parent's permission.

All parents and visitors must keep the front door closed at all times. They should be aware of the dangers to the children if they are left open.

Parents should also remember the importance of not sending their children to Nursery with toys or other items which could prove a danger to other children.

Visitors are expected to show a proof of their identity before being allowed access to the nursery. Upon entry into the nursery, they are required to sign in using the visitor's signing in booklet located at the entrance of the nursery and this form must also be signed when visitors are exiting the building.

Use of visitor badges.

Official visitors will be asked to prove their identity.

Visitors should remain in sight of staff at all times and must not be left alone with the children at any time.

Visitors will be made aware of basic health and safety precautions and emergency procedures when they sign in.

Staff have the right to refuse entry to an individual if they are uncertain as to the purpose of that person's visit. If an unexpected visitor has no suitable reason to be on the premises he or she should be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the member of staff in charge should telephone the police immediately.

At no time should a visitor or parent enter the children's bathrooms unless accompanied by a member of staff.

## **38 OUTDOOR PLAY**

Outdoor play is an important part of the nursery day. Unless the weather is really unfit we will aim to take the children out morning and afternoon.

In the summer we ask that parents bring their child with a hat and provide sun-cream for extra protection.

During rainy weather parents are advised to bring in raincoats and wellington boots for their children.

In the winter we ask that children have warm clothing suitable for outside play.

The staff ratio in the playgrounds is the same as within the rooms.

The staff ratio for trips off the nursery premises e.g. to the park and walks, also remains as within the groups but extra adults may be needed to make the adult to children ratio 1 - 3.

## 39 FOOD HYGIENE & HANDLING

In order to ensure high standards of food hygiene at The Winning Child Nursery, the following essentials of food hygiene will be strictly adhered to by all staff involved in the handling and preparing of food:

- Staff will keep themselves clean and will wear clean clothing
- Staff will always wash their hands thoroughly: before handling food, after using the toilet, after handling raw foods or waste, after every break and after blowing their noses.
- Staff will inform the Nursery Manager before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound. It is against the law to withhold such information.
- Cuts and sores will be covered with a waterproof, high visibility dressing.
- Staff will avoid unnecessary handling of food.
- Staff will never sneeze or cough over food.
- Staff will not prepare food too far in advance of service.
- Perishable foods will be kept refrigerated at 8°C or below.
- The preparation of raw and cooked food will be kept strictly separate.
- Staff will ensure that all equipment and surfaces are kept clean.
- Staff will follow any food safety instructions on food packaging.

Staffs regularly involved in the preparation of food for the children are asked to attend a Basic Food Hygiene training course.

## 40 BULLYING

Immediate action is taken in the event of any bullying behaviour. Children are taught and encouraged to be assertive and to say in a loud voice "I don't like it." This alerts staff to support both children and to explain that the bullying child's behaviour is unacceptable and why. The child is reminded that when someone says, "I don't like it" they MUST STOP.

Staffs are to use the opportunity to talk about associated feelings for both parties involved.

To manage the situation further, when necessary, staffs refer to our behaviour policy.

In the event of an ongoing problem, a meeting would be arranged with the child's parents in order to establish whether there are any current problems at home; to discuss appropriate strategies to remedy the bullying and to offer appropriate support to the parents.

## 41 SLEEPING CHILDREN

### Rationale

Children's health and wellbeing is catered for by allowing individual regular sleep time and individual considerations such as cuddles and toys.

The child's current requirements are decided through consultation with parent/guardians including where they sleep in nursery i.e. cot, mat etc.

Children have individual cots/mats. Bed sheets as well as fleece are to be provided by parents. These will be taken home at the end of every week for washing and brought back in at the beginning of the following week. (Beddings will be washed immediately if soiled).

Cots and mats are spaced to ensure safety and to allow easy access between cot/mats. The rooms are kept ventilated and warm.

### Monitoring procedures

Individual babies/toddlers are monitored thus:

- A staff stays in the room until the child is asleep then can leave the room but monitors the sleeping child at regular intervals using the sleep monitoring form and baby monitor is also placed in the sleeping room.
- Groups of children are put to bed and supervised by a member of staff.
- Children are in the sight or hearing of at least a member of staff at every point in time and the length of time asleep is entered in the daily feedback sheet.
- As children awake, staff comfort, change their nappies, dress and feed them.

## 42 SUN PROTECTION

We have developed this to ensure that we can all enjoy the sun safely over the summer months.

The sun's rays are particularly strong over the summer and they can damage children's skin. This may not seem like a problem right now, but sadly it can lead to skin cancer in later life.

Your child's health and well-being are very important to us, so we have decided to spend more time discussing sun-protection at nursery. We are also going to be actively encouraging all children to wear a hat when they play outside.

Please send your child to nursery wearing a labelled, comfortable, wide-brimmed hat or legionnaire style cap.

If your child is fair skinned it may be a good idea to provide additional protection by using high factor sunscreen.

Staff at The Winning Child Nursery will be supervising children applying sunscreen and helping those that are not able to apply sunscreen by themselves.

If you would like your child to be included please let a member of staff know and bring in a bottle of factor 15+ sunscreen clearly labelled with your child's name.

Your support is very important for our policies to work. You can help by:

- Talking to your child about the importance of sun protection at home
- Remembering to send your child to nursery with a wide brimmed hat
- Bringing in a suitable sun cream

## 43 INDUCTION

The Winning Child Nursery staff members are aware of a successful induction programme when joining our team. The new team member will be placed alongside a delegated staff member who will support him/her during the first full working week.

The management of The Winning Child Nursery will give daily feedback time and the whole team will be made aware of the support required.

Within the employee's first full week, they will be issued with The Winning Child Nursery policies and procedures and again time will be put aside to discuss any matters arising.

Minutes of previous staff meetings will also be made available. Dates of future staff meetings will be informed, as will future staff appraisals/staff support.

We will provide special training days for all staff to cover specialist subjects. Information with regards to courses will be made readily available. When staff members attend courses to further their career, full support and encouragement will be offered by The Winning Child Nursery.



## 44 VOLUNTEERS/STUDENTS

At The Winning Child Nursery, we recognise that the quality and variety of work that goes on in a nursery makes it an ideal place for students and volunteers to gain experience and knowledge. In view of this, we welcome students here at the nursery on the following conditions:

- Children's needs are paramount
- Only one student/volunteer will be allowed in each room at a time. This is because we would not like to admit high numbers of students/volunteer that will hinder the essential work of the nursery and effective supervision process.
- Students required to carry out child studies will obtain written permission from the parents of the child to be studied.
- Students must be confirmed by their tutor as being engaged in a bonafide childcare course, which provide necessary background understanding of children's development and activities.
- Any information gained by the students/volunteer about children, families or other adults in the nursery school must remain confidential. Records of information will be held at the nursery.
- Students/volunteers will never be left unattended with children.
- Unless registered as a fit person, a student will not have unrestricted access to children. If for any reason the staff, children or parents are unhappy with a student then it might be necessary for he or she to leave immediately.
- Staff/volunteers/students under the age of 17 cannot count towards the ratio and should be supervised at all times.
- Individuals aged 17 and over who are on a long-term placement may be included in the ratios if the provider is satisfied they are competent and responsible.
- Mobile phones may only be used during lunch times.

## **Volunteers**

The Winning Child Nursery recognizes the immense benefits that volunteers and students bring to the nursery. In return, we hope to give them an opportunity to exercise their skills, interest and abilities in a different environment and to undertake new experiences.

### **Status of volunteers**

A volunteer is not an employee and will not have a contract of employment with the nursery. We will however insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency and quality of care and early learning for the children.

### **Enhanced Disclosure Scotland Checks**

All volunteers will have suitability checks conducted in the same way as paid employees (cost to be covered by volunteers). This will include enhanced Disclosure Scotland checks. These checks will be conducted before any volunteer starts their time within the nursery and this will also include two written references.

### **Training**

Volunteers will be offered training and/or support as appropriate. We will endeavor to provide any training and support required for the role, including child protection and health and safety training if and when possible. The purpose of this is to enable the volunteer to get the most out of their decision to volunteer and enhance their performance in their voluntary role within our team.

## **45 MOVING ROOM/TRANSITION**

Children will move room across the nursery. This very much depends on their individual needs and stage of development. If for instance they are very mobile they may move up more quickly.

We only move children when they are ready. If change is managed as part of a natural progression it will be less unsettling.

You will also be invited to meet the staff and see the room where your child will be spending their time. This meeting also gives you the opportunity to discuss and view your child's progress report with both the old and new key worker.

Before moving up, your child will have visits to their new room for an hour or two and gradually extending their time in their new environment in order for them to familiarise him or her with the new surroundings. This period of settling is usually over a period of one week.

There is no need for you to come into nursery to settle your child into their new room, but for your reassurance you may want to telephone to check on your child's progress.

## **46 KEY PERSON**

We operate a 'Key Person' system, whereby each child is allocated to a certain member of staff. Your child's key person will take a special interest in your child, and will liaise with you to help you understand your child's routines and to ensure that your child's needs are recognised and fulfilled.

We also use the buddy system in which the key person has a buddy who performs the responsibility of the key person in his or her absence

As there are only two members of staff in a room at opening and closing time you may find that your child's key person is not always there at the beginning and the end of the day, so it may be necessary for other staff to cover for short periods of the day.

## 47 WHISTLE BLOWING POLICY STATEMENT

The Winning Child Nursery encourages a free and open culture in dealings between its employees, parents, children and all people with whom it engages in business and legal relations. In particular, at TWCN we recognise that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with and the organisation's success ensured.

This policy is designed to provide guidance to all those who work with or within the organisation who may from time to time feel that they need to raise certain issues relating to the organisation with someone in confidence.

Workers who in the public interest raise genuine concerns under this policy will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns.

### Procedure

1. This policy will apply in cases where staff genuinely believe that one of the following sets of circumstances is occurring, has occurred or may occur within the school that:
  1. A criminal offence has been committed, is being committed or is likely to be committed
  2. A person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
  3. A miscarriage of justice has occurred, is occurring or is likely to occur
  4. The health and safety of any individual has been, is being or is likely to be endangered
  5. The environment has been, is being or is likely to be damaged
  6. Information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.
2. There is no need for a staff to prove that the breach or failure that they are alleging has occurred or is likely to occur; a reasonable suspicion will suffice, i.e. where the worker reasonably believes that the information disclosed is substantially true. Staffs should, however, note that they are not entitled to make a disclosure if in so doing they commit a criminal offence.

3. If workers wish to raise or discuss any issues which might fall into one of the categories listed in clause (1), they should contact Abimbola Okeya, or, in her absence the Nursery Director, Pastor Yemisi Bamgbose. This person will, insofar as is possible, treat the matter in confidence. It is likely that an investigation will be necessary and the employee who has made the disclosure may be required to attend an investigatory hearing and/or a disciplinary hearing (as a witness). Appropriate steps will be taken to ensure that the staff's working relationships are not prejudiced by the fact of the disclosure.
4. If staff members reasonably believe that the relevant failure (i.e. one of the set of circumstances listed above under clause (1)) relates wholly or mainly to the conduct of a person other than their employer or any other matter for which a person other than the nursery has legal responsibility, then they should make that disclosure to that other person.

Also, staff members may make such a disclosure to Public Concern at Work, the leading authority on public interest whistle blowing, if they consider that it has an interest in the matter and, despite the best efforts of the nursery, workers believe that disclosure within the nursery or director is inappropriate or has been unsuccessful. Disclosures made to workers' legal advisors in the course of obtaining legal advice will be protected.

5. Staff members should be aware that the policy will apply where they reasonably believe that the information disclosed and any allegation contained in it are substantially true. If any disclosure is made in bad faith (for instance, in order to cause disruption within the nursery), or concerns information which employees do not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence for the purposes of the nursery's disciplinary policy and procedures and may constitute gross misconduct for which summary dismissal is the sanction.
6. While the nursery hopes that such disclosures will never be necessary, it also recognises that it may find itself in circumstances that are new to it. Each case will be treated on its own facts.
7. A staff member who makes a disclosure is protected from detrimental treatment by the nursery, by a co-worker or by an agent of the school. An employer is vicariously liable for

detrimental treatment. If this occurs, it should be raised immediately with the line manager so that the matter can be investigated thoroughly without undue delay. Detrimental treatment includes, for example, harassment and bullying or not complying with a person's rights and entitlements under his or her contract of employment.

8. A staff is also protected from dismissal by the nursery for making a protected disclosure. There is no qualifying period for an unfair dismissal claim to be made to an employment tribunal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_

## 48 BABY SITTING POLICY STATEMENT

At The Winning Child Nursery (TWCN) we exercise precautions in employing staff as set out in our recruitment policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children.

However, as a nursery we **do not** offer babysitting service out of our hours but we do understand that parents sometimes ask the nursery team to baby-sit for their children. This policy aims to clarify some points regarding this private arrangement between staff and parents/carers.

- Babysitting is a private agreement between a parent/carer and a member of nursery staff and as such the nursery is not responsible for any arrangement made.
- If a staff member is going to babysit a child or has involvement with a child/family who attends TWCN, we require the staff member and the parent or carer to sign a form to say they have read and understood the contents of this policy, this also acknowledges that the arrangement is wholly personal and that they understand that insurance etc. which applies to TWCN does not extend to any personal arrangements.
- If a staff member is to collect the child from TWCN to take them home to babysit, the parent or carer must notify the manager in writing of this in advance. This must be done on each occasion except where this would be a regular arrangement (e.g. every Monday) where the parent or carer may write one letter authorising this pattern.
- It is the responsibility of the member of staff to ensure they have a suitable taxed vehicle and relevant car insurance and that it is the responsibility of the parent/carer to check these details if you wish for a member of staff to transport your child to and from nursery. In addition to this you must ensure the member of staff is added to the list of people authorized to drop off or pick up your child at Nursery.
- Even though all individuals working at TWCN have undergone a disclosure barring service (DBS) for their suitability to work with children parents should make their own checks as to the suitability of a member of staff for baby-sitting.
- Parents should be aware that other adults that may accompany the babysitter may not have the relevant Disclosure and Barring



Service clearance, and it may not be appropriate for them to care for children.

- The nursery will not be held responsible for any health and safety, damage/theft or any other issues that may arise from these private arrangements.
- Out of hours work/ babysitting arrangements must not interfere with staff members' working hours and **will** be made out of hours.
- Members of staff have a right to refuse to babysit if the request does not suit their personal arrangements, or they do not wish to offer a babysitting service.
- The parent/Guardian must provide a clear start time (and estimated finish time where possible), full address and emergency contact details to the individual who is babysitting.
- Charges for any babysitting are a private arrangement and as such is strictly to be negotiated between the parent and the baby sitter. Money must not exchange hands on the nursery premises.
- All staff are bound by contract of the confidentiality policy and data protection act that they are unable to discuss **any** issues regarding TWCN, other staff members, parents or other children.
- Should it be found that any staff member has discussed anything relating to the matters above, this **will** result in gross misconduct and the staff member **will be instantly dismissed**.
- The Nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours.
- If you employ a member of our staff within three months of them leaving our employment to care for your child who has previously been registered with the nursery, you will be liable to pay to us a sum equivalent to three months of the employee's salary at the time of their employment with us.

**Any parent requesting a member of staff for babysitting must have read this policy fully and signed to confirm that it has been understood before the staff member will be permitted to babysit.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This policy was reviewed on the 16<sup>th</sup> of May 2016.

## 49 Nappy Changing and Toilet Training Policy and Procedure

We accept babies and children in nappies. We will need you to provide us with the following:

- Nappies
- Any nappy cream that you use on your child
- Baby wipes if your child is sensitive to the standard ones that we provide.

We have changing mats, which will be wiped over with disinfectant between each use and we use a disposable nappy roll at all times. Used/soiled nappies are disposed of in nappy sacks and then in lidded bins. These are emptied at the end of each day as and at when it is filled up and placed in the clinical waste bin that is collected regularly by an outside company.

All staff use plastic gloves and aprons when changing children's nappies to reduce the risk of spreading any infections. If your child is allergic to these please let us know.

We are happy to take a child in cloth nappies. Please discuss the type of nappy system that you use with us and we will work with you to develop a programme for your individual child.

Children's nappies are regularly checked and changed if required, and immediately if soiled.

We believe that changing a nappy should provide lots of opportunity to communicate with your child and as their understanding grows provide time to discuss basic hygiene issues, preparing them for potty training.

When your child starts to show signs that they are becoming aware of their bodily functions we will arrange a convenient time to meet with you and discuss your plans on potty/toilet training your child. It is rare but not unusual for a child to be ready to be potty trained much before their second birthday and for some children it can be a lot later. Please do not be concerned if your child shows no signs of being ready yet. It is very important that we work together to potty train your child and pick a suitable time to do it, when we can both dedicate time. If we start the training and your child is not ready, then we can stop and start again when they are. Some children take to potty training overnight; for some it is a longer process. The most important thing is that we work together to give your child the support and reassurance they need during this period. We will provide you with daily feedback

on how we are progressing with the training.

In order to help your child, become independent in going to the toilet we provide the following systems in place:

- Potties
- Toilet at children's height
- Timer to notify staff of needs to go on toilet runs
- Reward chart and sticker
- Sing songs to encourage them to use the toilet or potty.

We are also aware that some children find it difficult to clean or wipe themselves properly after defecation in the toilet, so we offer support to them as and when possible. We show them how to clean themselves and also inform you so that we can have the same strategy both in the nursery and at home.

Parents are allowed to make the choice of not allowing a staff to help their children if they feel they are capable of doing this by themselves.

We do all we can to make this process an interesting one for both you and your child and we would love to work alongside you.

We encourage:

- Girls as well as boys who are being trained, to sit down on the toilet to wee and make sure that they wipe toilet seats before sitting on it
- Boys to lift up the seat if they have to wee (provided they are being trained to stand up to do their wee)
- Them to get tissue to clean themselves after urinating or defecating (front to back)
- Them to clean the toilet seat after each use
- Get dressed properly
- Flush toilet
- And wash hands

We would appreciate it if you can follow the same procedure at home to make the training easy for us as well as the children.

Please let us know if you wish to discuss your child's potty training.

If you have any concerns regarding your child's nappy changing or toileting, please do not hesitate to contact us.

Signed by:

Date:

This policy was drafted on the 16<sup>th</sup> September 2014 and will be reviewed on the 16<sup>th</sup> September 2015. It was reviewed on the following dates: 16<sup>th</sup> May 2016, 31<sup>st</sup> May 2018 , 24<sup>th</sup> September 2019 and 12<sup>th</sup> April, 2022.

## 50 Mobile Phone Policy

### **The Purpose and Importance of Mobile Phone Policy**

The Winning Child Nursery recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally, regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

### Ensuring the Safe and Appropriate Use of Mobile Phones

The Winning Child Nursery allows staff to bring in mobile phones for their own personal use. However, they must be dropped in the storage box located in the staff room on arrival in the morning (where it is safely locked away) and they can only pick it up during their break time. On concluding their break, the phones are to be returned to the storage box again until closing time. Phones are not allowed to be used in the rooms, toilets, changing rooms or in the play areas at any time. If staffs fail to follow this guidance, disciplinary action will be taken in accordance to The Winning Child Nursery staff contract. If staffs need to make an emergency call, they must do so either in the main reception/manager's office or preferably use the nursery's mobile. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the nursery grounds. There are digital cameras available within the nursery and only these should be used to record

visual information within the consent criteria guidelines of the local authority and the nursery.

Members of staff may only contact a parent/carer on school-approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Children should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to the nursery, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the manager's office until they go home.

Mobile phones (except for those approved for trip leaders) are not permitted on nursery trips or outings.

#### Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information notifying them that they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call, they may use either the main reception/the manager's office or preferably the nursery's mobile.

Neither are volunteers or visitors permitted to take photographs or recordings of the children without the manager, deputy manager or nursery owner's permission.

"Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment"

This policy was adopted by the managers and staff on 16th April 2013 and reviewed on the 31<sup>st</sup> May 2018, 24<sup>th</sup> September 2019 and 12<sup>th</sup> April 2022.

**Signed on behalf of The Winning Child Nursery Staff**