

## Admissions Policy

- ◆ It is our intention to make our Nursery genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:
- ◆ Ensure that the existence of the Nursery is widely known in all local communities. We will place notices advertising the Nursery in places where all sections of the community can see them, in more than one language, if appropriate.
- ◆ Describe the Nursery and its practices in terms, which make it, clear that people from all cultural, ethnic, religious and social groups, with and without disabilities, are welcome. Fathers, mothers, other relatives and childminders are equally welcome.
- ◆ Make our equal opportunities policy widely known.
- ◆ Be as flexible as possible about attendance patterns, so as to accommodate the needs of individual children and families.
- ◆ Where appropriate, the Nursery will consult local parents to ensure that they are meeting the needs of the local community.
- ◆ Where possible, keep a place vacant in order to accommodate emergency admissions.
- ◆ Monitor the gender and ethnic background of children joining the Nursery to ensure that no accidental discrimination is taking place.
- ◆ Where there is competition for places, priority will generally be given to children who have been on the waiting list longer than children who are already in the school but have only recently joined. Siblings of children who attend (or have attended) the Nursery will also be given priority should there be a limited number of places available.

## **Assessment and Reporting Policy**

Careful ongoing assessment of every child's progress in Nursery is considered important to enable the teachers to match activities to abilities and needs, and to identify special educational needs as early as possible.

Parents are invited to discuss their children's progress at a mutually convenient time, with the appointments being made through the Nursery office. This gives parents and carers the opportunity to view and discuss their child's learning journal. In addition, the nursery operates an open door policy and is happy to have informal chats with parents at anytime. Open days are held in conjunction with the school.

If a parent has a concern about their child's health or development we would encourage them to speak to the Principal and if the Nursery has any concerns about a child the Principal will speak to the relevant parent and together they will decide what should happen next. If necessary, the Nursery may involve the Inclusion Officer at B.F.B.C., who may be able to offer advice and support. The Inclusion Officer for our setting is: Caroline Brown who can be contacted on 01344 312812.

## Child Protection Policy

We intend to create in our Nursery an environment in which children are safe from abuse, including neglect and physical, verbal, sexual and emotional abuse, and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

- ◆ **Ensure** that the nursery requests a CRB check for any new staff member joining the setting, up date current CRB disclosures when required and that ALL staff attend the appropriate Safeguarding courses. Safeguarding issues and updates will be provided by the nursery manager when necessary and included on the agenda for staff meetings, when appropriate.
- ◆ **Exclude known abusers**

It will be made clear to applicants for posts within the Nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974

All applicants for work within the Nursery, whether paid or unpaid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment, or who have moved rapidly from one job to another, explanations will be sought. All employees will be subject to regular "security checks"

All appointments, both paid and voluntary, will be subject to a probationary period, and will not be confirmed unless the Nursery is confident that the applicant can be safely entrusted with children

- ◆ **Prevent abuse by means of good practice**

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside (e.g. for time out for behaviour which needs improvement) will leave the door ajar. If a child's clothes need to be removed for changing, two adults will attend to the child.

Adults who have not yet been registered as "fit persons" will not take children to the toilet unaccompanied.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout and staffing levels of the Nursery will permit constant supervision of all children.

#### ◆ **Seek and supply training**

We will seek out training opportunities for all adults involved in Nursery to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

#### ◆ **Respond appropriately to suspicions of abuse**

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour or appearance will be investigated. Parents will normally be the first point of reference but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Social Services Department. In exceptional circumstances the Social Services Department may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the Nursery owner and key member(s) of staff.

If an allegation of abuse is made towards a member of staff, the nursery will follow the guidelines laid down by the Local Authority Designated Officer in accordance with Berkshire Independent Safeguarding Authority.

#### ◆ **Keep records**

Whenever worrying changes are observed in a child's behaviour, physical appearance or condition, a specific and confidential record will be set up, quite separate from the usual on-going records of progress and development. The record will include, in addition to the name of the child, timed and dated observations describing objectively and, where possible, without comment or observation, the child's behaviour or appearance, the exact words spoken by the child and the name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people outside of Nursery, except as noted below.

#### ◆ **Liaise with other bodies**

The Nursery operates in accordance with the guidelines laid down in the Berkshire Area Child Protection Procedures, page 114 paragraph 11.1. Enquiries should be made to the Duty Officer on telephone number 01344 451 582. Confidential records kept on children about whom the Nursery is anxious will be shared with the Social Services Department if the Nursery feels that adequate explanations for the changes in the child's condition have not been provided. If a report is to be made to the authorities, the child's parent/s will be informed at the same time as the report is made.

The Nursery will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in an emergency, for the Nursery and the Social Services Department to work well together.

Records will also be kept of the local NSPCC contact and any other appropriate contacts.

◆ **Support families**

The Nursery will take every step in its power to build up trusting and supportive relationships between families and staff. Confidential records will be shared with the child's parents.

Where abuse at home is suspected, the Nursery will continue to welcome the child and family while investigations proceed. With the proviso that the care and safety of the child must always be paramount, the Nursery will do all in its power to support and work with the child's family.

## Complaints Procedures Policy

We believe that parents and children are entitled to expect courtesy and prompt, careful attention to their needs and wishes and we intend to work in partnership with parents and the community generally.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Nursery and the parents that complaints should be taken seriously and dealt with fairly and in a way, which respects confidentiality. All complaints will be dealt with appropriately and audited and viewed to ensure a satisfactory outcome is obtained. Many concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the following procedures should be used.

- ◆ How to complain
- ◆ A parent who is uneasy about any aspect of the Nursery's provision should first of all talk over any worries and anxieties with one of the staff, preferably the owner or her deputy.
- ◆ If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the owner, and if appropriate, with the offending member of staff. **MOST COMPLAINTS SHOULD BE RESOLVED INFORMALLY OR AT THIS INITIAL STAGE.**
- ◆ If the matter is still not resolved the next stage is to request a meeting with the owner. Both the parents and the owner should have a friend or partner present, if required and an agreed written record of the discussion should be made.
- ◆ If parent and Nursery cannot reach an agreement, it might be helpful to invite an external mediator acceptable to both parties to listen to both sides and to offer advice. A mediator has no legal powers but can help to clarify the situation.
- ◆ The mediator will help to define the problem, review the action so far and suggest further ways in which it might be resolved. All discussion will be kept confidential. The mediator will meet with the Nursery if requested and will keep an agreed record of any meetings that are held and of any advice given.
- ◆ The involvement of the mediator represents the final stage in the complaints procedure.

- ◆ **The role of the registering authority**
- ◆ In some circumstances, it may be necessary to bring in the local registering body. Such circumstances would include a situation where a child appeared to be at risk or where there seemed to be a breach of registration requirements.
- ◆ Ofsted can be approached directly by the parents if they feel it is necessary. The address is Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD  
Tel No 0300 123 1231

## Parent/Carer Involvement Policy

- ◆ Parents are the first educators of their young children. The aim of the Nursery is to support parents in this essential role. We will
- ◆ Involve parents in shared record keeping about their own child, both formally and informally, ensuring that parents have access to all written records on their own children and to access their child's learning journal. Parents are actively encouraged to contribute to the journal, should they wish to do so.
- ◆ Ensure that parents are given information on a regular basis about their child's progress and to have an opportunity to discuss it with the nursery manager or allocated key worker.
- ◆ Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- ◆ Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- ◆ Consult with families about the times of meetings to avoid excluding anyone.
- ◆ Hold meetings in venue, which are accessible and appropriate for all.
- ◆ Welcome the contributions of parents in whatever form these may take.
- ◆ Make known to all parents the system for registering queries, complaints or suggestions.
- ◆ Provide opportunities for parents to learn about the Nursery curriculum and about young children's learning in the Nursery and at home.
- ◆ Inform parents about Nursery activities and events through regular distributed newsletters and fliers.
- ◆ Maintain regular contact with parents to help us build a secure and beneficial working relationship for their children.

## Student Placement Policy

The nursery is committed to sharing best practice with those wishing to pursue a career in childcare and therefore welcomes students to join the nursery to gain work experience. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice

Students are expected to be associated with a recognised child related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Students will attend a pre-visit for an interview, nursery tour and have the opportunity to read and discuss relevant health and safety policies.

Students will not be admitted in numbers, which hinder the essential work of the Nursery, with no more than two being accepted at any one time

- ◆ Students will be supervised at all times by a member of staff and will not be left alone with the children.
- ◆ It is expected that during the placement, their tutor will visit the nursery or have verbal communication with the nursery manager to receive feedback on the student's progress.
- ◆ Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities and will aid their development.
- ◆ An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed.
- ◆ Any information gained by the students about the children, families or other adults in the Nursery must remain confidential.
- ◆ To maintain parent partnerships, parents will be informed of when students are present in nursery.
- ◆ Unless registered as fit persons, students will not have unrestricted access to children.
- ◆ 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 will explain the safety and fire requirements. All students are encouraged to contribute to the nursery routine and to spend some time in each area.

## Diet Policy

The sharing of refreshments, play an important part in the social life of the Nursery as well as reinforcing children's understanding in the importance of healthy eating. The Nursery will ensure that it fulfils all the requirements of the registering authority and that

- ◆ All snacks provided are nutritious avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.
- ◆ Before a child starts to attend the Nursery any dietary needs are recorded including any allergies and appropriate arrangements are made to meet their needs.
- ◆ It is our policy to offer the children a variety of foods from a range of cultures and provide them with the opportunity to encounter familiar and unfamiliar foods.
- ◆ The dietary rules of religious groups and also of vegetarians and vegans are known and met.
- ◆ Drinking water is always available, however water and milk are also offered at break times, along with small healthy snacks of fruit, raisins or breadsticks etc. Milk provided for children is whole and pasteurised.

## Behaviour Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In order to achieve this

- ◆ All adults will try and provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict.
- ◆ Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Nursery and explained to all newcomers, both children and adults.
- ◆ All adults in the Nursery will ensure that the rules are applied consistently, so that the children have the security of knowing what to expect and can build up useful habits of behaviour.
- ◆ Adults in the Nursery will help the children to challenge bullying behaviour appropriately.
- ◆ Adults in the Nursery will praise and endorse desirable behaviour such as kindness and willingness to share
- ◆ We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
- ◆ **When children behave in unacceptable ways**
- ◆ They may be given additional adult support, enabling them to see what was wrong and how to cope more appropriately in future.
- ◆ Children will never be sent out of the room by themselves.
- ◆ Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- ◆ Techniques intended to single out or humiliate individual children will not be used.
- ◆ Physical restraint, such as holding, will be used only to prevent physical injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded, and the parent informed as soon as

possible.

- ◆ In cases of serious misbehaviour, such as racial or other abuse and bullying, the unacceptability of the behaviour, and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- ◆ In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- ◆ Adults will not shout, or raise their voices in a threatening way.
- ◆ Adults in the Nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- ◆ Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- ◆ Recurring problems will be tackled by the whole Nursery, using objective observation records, with an end to establishing an understanding of the cause.
- ◆ Adults will be aware that some kinds of behaviour may arise from a child's needs.

#### ◆ **Biting**

The nursery takes biting very seriously but appreciate that biting is a natural stage of development that many children go through most commonly between the ages of thirteen months and twenty-four months before they enter nursery. Children bite other children and adults for many different reasons such as simple sensory exploration, panic, crowding, seeking to be noticed, frustration and sometimes for no apparent reason. The safety of all children in nursery is paramount and our biting policy addresses the action staff will take if a biting incident occurs:

- Staff will remain calm and not overreact
- The biter will be immediately removed from the incident with a firm "NO....we don't bite people!"
- The bitten child will be comforted and the bitten area assessed and if necessary first aid administered
- A written report will be written and given to the parents at the end of the session
- Staff will look at the context of each incident to see if there is a pattern, in an effort to prevent further biting behaviour

- The nursery will work with each child/family in order to resolve the behaviour
- The nursery will make every effort to extinguish the behaviour quickly and balance our commitment to the family of the biting child to that of other families.
- Only after all avenues have been explored and the biting continues will we consider asking the family to remove their child.

## The named behaviour practitioners for Sandhurst Nursery School are

- Carol Giles

## Anti-bullying Policy

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that bullying, fighting, hurting and racist comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional, but is always a repeated behaviour that makes other people feel uncomfortable or threatened.

Any form of bullying is unacceptable and will be dealt with immediately. The Nursery follows the guidelines below, in order to deal with challenging behaviour.

- ◆ Staff are encouraged to ensure that all children feel safe, happy and secure.
- ◆ Staff are encouraged to recognise that active physical aggression in the early years is part of a child's development and that it should be channelled in a positive way.
- ◆ Children need to be helped to understand that using aggression to get things is wrong and will be encouraged to resolve problems in other ways.
- ◆ Staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or "harmless" it may seem.
- ◆ Staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out.
- ◆ Any instances of bullying will be discussed fully with the parents of all involved to look for a consistent resolution to the behaviour.
- ◆ If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only by co-operation that we can ensure our children feel confident and secure in their environment, both at home and in Nursery.
- ◆ By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

## Curriculum Policy

The nursery aims to assist all children attending nursery to attain their maximum potential within their perceived capabilities. An individual record of each child's development is maintained and their progress recorded, with the children's learning journals providing a snapshot of their time in nursery.

Nursery staff are very aware of the importance of the correct play environment for the child, so they may develop good social skills and an appreciation of all aspects of this country's multi-cultural society. Planning of the learning experience by the staff is further designed to ensure, that as far as is practical, equal opportunity between all children.

The nursery promotes the relevant frameworks and curriculum set by the DfES to support and enhance children's learning and development holistically. The nursery develops a tailor made curriculum according to individual needs, which is based on observation to inform planning and draws on children's needs and interests.

By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum, which enables children to progress towards the early learning goals throughout the Foundation Stage and prepares them for the National Curriculum, which begins at Year 1 in primary school.

There are seven areas of learning and development that shape the early year's curriculum and all areas of learning and development are important and interconnected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to form relationships and thrive. These three areas are known as the prime areas, and are: Communication and Language, Physical development, Personal, social and emotional development

And there are a further 4 areas which are known as the specific areas of learning and which are: Literacy, Mathematics, Understanding the World, Expressive arts and design

**To assist in achieving the curriculum, which is to be completed by the end of the Reception year, the DFES have provided the following:**

**Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

- **Listening and attention**

Children listen attentively in a range of situations. They listen to stories, accurately anticipating key events and respond to what they hear and relevant comments, question or actions. They give their attention to what others say and respond appropriately, while engaged in another activity.

- **Understanding**

Children follow instructions involving several ideas or actions. They answer 'how' and 'why' to questions about their experiences and in response to stories or events.

- **Speaking**

Children express themselves effectively, showing awareness of listeners' needs. They use past, present and future forms accurately when talking about events that have happened or are to happen in the future. They develop their own narratives and explanations by connecting ideas or events.

**Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance and physical activity, and to make healthy choices in relation to food.

- **Moving and handling**

Children show good control and co-ordination in large and small movements. They move confidently in a range of ways, safely negotiating space. They handle equipment and tools effectively, including pencils in writing.

- **Health and self-care**

Children know the importance and good health of physical exercise, and a healthy diet, and talk about ways to keep healthy and safe. They manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

**Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

- **Self-confidence and self-awareness**

Children are confident to try new activities, and say why they like some activities more than others. They are confident to speak in a familiar

group, will talk about their ideas, and will choose the resources for their chosen activities. They say when they do or don't need help.

- **Managing feelings and behaviour**

Children talk about how they and others show feelings, talk about their own and others' behaviour, and its consequences, and know that some behaviour is unacceptable. They work as part of a group or class, and understand and follow the rules. They adjust their behaviour to different situations, and take changes of routine in their stride.

- **Making relationships**

Children play co-operatively, taking turns with others. They take account of one another's ideas about how to organise their activity. They show sensitivity to others' needs and feelings, and form positive relationships with adults and other children.

**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

- **Reading**

Children read and understand simple sentences. They use phonic knowledge to decode regular words and read them aloud accurately. They also read some common irregular words. They demonstrate understanding when talking with others about what they have read.

- **Writing**

Children use their phonic knowledge to write words in ways which match their spoken sound. They also write some irregular common words. They write simple sentences which can be read by themselves and others. Some words are spelt correctly and others are phonetically plausible.

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

- **Numbers**

Children count reliably with numbers from 1-20, place them in order and say which number is one more or one less than a given number. Using quantities and objects, they add and subtract two single-digit numbers and count on or back to find the answer. They solve problems, including doubling, halving and sharing.

- **Shape, space and measures**

Children use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They recognise, create and describe patterns. They explore characteristics of everyday objects and shapes and use mathematical language to describe them.

**Understanding the World** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and their environment.

- **People and communities**

Children talk about past and present events in their own lives and in the lives of family members. They know that other children don't always enjoy the same things, and are sensitive to this. They know about similarities and differences between themselves and others, and among families, communities and traditions.

- **The World**

Children know about similarities and differences in relation to places, objects, materials and living things. They talk about the features of their own immediate environment and how environments may vary from one another. They make observations of animals and plants and explain why some things occur, and talk about changes.

- **Technology**

Children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.

**Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design & technology.

- **Exploring and using media and materials**

Children sing songs, make music and dance, and experiment with ways of changing them. They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.

- **Being imaginative**

Children use what they have learnt about media and materials in original ways, thinking about uses and purposes. They represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role-play and stories.

## Confidentiality Policy

The Nursery's work with children and families brings us at times into contact with confidential information. To ensure that all those using and working in the Nursery can do so with confidence, we will respect confidentiality in the following ways:

- ◆ Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
- ◆ Staff will not discuss individual children, other than for purposes of curriculum planning and group management, with people other than the parents/carers of that child.
- ◆ Information given by parents/carers to the Nursery will not be passed on without permission. If a parent discloses information about a child to a member of staff, and that staff member believes it would be beneficial to the child for the information to be passed on to relevant staff and then the parent would be informed of that decision.
- ◆ Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and will not be shared outside of Nursery.
- ◆ Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- ◆ Students on work experience will be advised of our confidentiality policy and required to respect it.
- ◆ All the undertakings above are subject to the overriding and paramount commitment of the Nursery, which is to the safety and well being of the child.

**See also Child Protection Policy**

## Arrival and Departure Policy

There are always two members of staff on the outer classroom doors to ensure the children's safety on arrival and departure from nursery.

It is Nursery policy to give each child a warm welcome on arrival.

- ◆ On arrival all children take their name card from the art room wall and place it on the wall in the classroom. Although this form of self registration is a recommended procedure, a teacher will still mark the register to acknowledge that the child is in Nursery, to be used in the event of an emergency.
- ◆ Any specific information provided by the parent/carer is recorded in the white board
- ◆ If a parent requests the child be given medicine the staff member on duty must ensure that a permission to give medicine form has been completed and that the medicine is store correctly
- ◆ If the child is not being collected by the nominated person the agreed procedure must be followed to identify the nominated adult
- ◆ On departure any medicines held must be returned to the parent/carer
- ◆ If a child arrives or leaves during a session the register must be amended to reflect this
- ◆ No child will be handed over to anyone other than the known parent/carer unless an agreement is in place
- ◆ **Non-Attendance**
  - ◆ Should a pattern of non-attendance begin to form, the Nursery will implement a monitoring process, keeping a record of days, dates and times as to when the child fails to attend nursery. Should we feel, after speaking with the parent/carers that there is cause for concern regarding the child's non-attendance, we shall contact the necessary agencies.
- ◆ **Visitors**
  - For the arrival and departure of visitors they must sign in, in the visitor's book.

## Health & Hygiene Policy

Our Nursery promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This is achieved in the following ways:

### Health

#### ◆ First Aid

There will always be, on the premise, at least one qualified First Aider, trained to administer first aid to children. In the event of a child being involved in an accident, an accident report form would be completed. This will give the nature of the incident and the medical attention given. We would require the parent to sign the form, a copy of which would be retained in the Nursery accident Book, and a copy passed to the parent for their own records.

Should a child attending nursery present with an injury sustained outside of the setting, to include breaks, lesions, cuts or significant bruising, the parents/carer will be asked to complete a 'Physical Injuries Noted' form giving details of the injury and any medical or physical assistance required whilst at nursery. Should injuries become more apparent or persistent or staff have cause for concern, appropriate action will be taken.

#### ◆ First Aid Kit

Nursery will ensure that the First Aid Kit is kept clean, accessible, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

#### ◆ Food

All snacks provided will be nutritious and pay due attention to children's particular dietary requirements, avoiding large quantities of fat, sugar, salt, artificial additives, preservatives and colourings.

Fresh drinking water will be constantly available to children, with water and milk also being provided during snack time.

Snack times will be organised as either:

**Social Occasions** in which children and staff participate in small groups. During such times the children will be encouraged to use their manners and say please and thank you and conversation will be encouraged. Staff will set a good example and eat with the children, displaying and encouraging good table manners. This also applies to the children staying to lunch, with staff members assisting the children with the packed lunches provided by parents.

**Snack Bar** in which children are encouraged to help themselves to drinks and snacks and to be independent of staff members, forming their own social groups. This allows the children flexibility for them to decide when they are either thirsty or hungry and does not need to interfere with their play

Staff will use snack times to help promote children to develop their independence through making choices and feeding themselves.

Children who are slow eaters will be given time and not rushed to finish.

We will promote positive attitudes to healthy eating through play opportunities and discussions.

When cooking with children as an activity, the adults will promote wholesome food and extend the children's understanding of a healthy diet.

We will take into consideration any allergies and will advise parents in advance of a planned activity.

#### ◆ **Illness**

Parents are asked to keep their children home if they have any infection, and to inform the Nursery as to the nature of the infection so that the Nursery can alert other parents as necessary, and make careful observations of any other child who seems unwell.

Should a child be taken ill in Nursery and the staff feel that the child should be sent home, we would contact the people listed on our emergency contact form, calling the people nominated in order. Should the child's condition deteriorate and we have not been able to contact anybody on the given form, we will take whatever action we feel is appropriate i.e. contacting the emergency services, doctor etc.

Parents are asked not to bring into the Nursery any child who has been vomiting or had diarrhoea until at least 24 hours have elapsed since the last attack.

#### ◆ **Administration of Medication**

If a child is on prescribed medication, the following procedures will be followed:

- If possible the child's parents will administer medicine
- Medicines brought into Nursery will be clearly labelled with the child's name, dosage and instructions
- If Nursery has to administer medication, written information must be obtained from the parent giving clear instructions about dosage, administration of the medicine and permission for a member of staff to follow those instructions. Forms are available from the Nursery office.

- Medications will be kept in a lockable cupboard/room
- A medication book will be available in which to log the name of the child receiving medication, times medication should be administered, date and time of actual administration and signature of the staff member who has administered each dose.
- Medication will be administered by a qualified First Aider.
- Should the First Aider suffer a needle stick injury as a result of administering an Epi or Ana pen, they will be immediately taken to A&E for blood tests and should follow medical advice of the hospital.
- Cuts or open sores, whether on adults or children, will be covered by hypo allergenic plasters or other dressing
- With regards to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified with the Nursery's insurance company (Sterling Insurance company Ltd, Whittaker House, Whittaker Avenue, Richmond upon Thames Surrey TW9 1EH). If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

Should a child require emergency hospitalisation the Principal or Deputy will accompany the child to hospital and the parent/carer will be contacted as soon as possible.

If children of Nursery staff are unwell, the children will not accompany their parents to work in the Nursery.

#### ◆ Sun Protection

The nursery is committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

The following guidelines are for the prevention and care of children in the sun

- Children must have a clearly named sun hat
- Parents must apply sun lotion to their child prior to entering nursery.
- Children attending a full day must have their own sun block cream named and dated with written consent for staff to apply
- Children need light weight cotton clothing suitable for the sun
- Children will wear a sun hat when going outside on sunny days
- The nursery will have a supply of hats for any child to use, should they forget

their own

- The children will not spend excessive amounts of time in direct sunlight
- The children will be offered cooled water more frequently throughout the day

◆ **Asian and black skin colouring**

- Staff need to be aware that children with this type of skin can be very tolerant to sunshine but it is important to remember that burning can still occur.

◆ **Information Sources**

Nursery Staff will be open to discussions to health issues with parents, regarding their child. Links with the appropriate professionals, within Bracknell Forest Borough Council, will be maintained, and health information and advice gathered from local health authority information services.

## Hygiene

To prevent the spread of all infection, adults in the Nursery will ensure that the following good practices are observed:

### ◆ Personal hygiene

- Hands are to be washed after using the toilet
- Children with pierced ears are not allowed to try on or share earrings
- Children are encouraged to shield their mouths when coughing or sneezing
- Tissues are available at all times and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically
- Paper towels are used and are disposed of appropriately
- Any child, who has a toileting accident, will be dried and changed, with an entry of the time and date being made in the log.
- Children requiring their nappy or pull-up to be changed will be changed by two members of staff, in the appropriate toilet area, with the soiled item being double bagged and placed in the holding bin for parents to dispose of, when they collect their child.
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are made aware of how infections, including HIV infection, can be transmitted.

### ◆ Cleaning and clearing

Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet. Rubber gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids will be thoroughly washed in hot water.

Spare laundered pants and other clothing are always available in case of accidents and polythene bags are available in which to wrap soiled garments.

All surfaces are cleaned daily with an appropriate cleaner.

#### ◆ Food

The Nursery will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never smoke in the kitchen or any room storing food
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked foods in separate areas.
- Keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of reach of the children.
- Keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruits and vegetables thoroughly before use.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.
- Tea towels will be kept scrupulously clean and washed between each session.
- All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.
- Cracked or chipped china will not be used.

#### ◆ Smoking

Children's health and well being is of the utmost importance for the children in our care. Smoking has proved to be a health risk and in accordance with childcare legislation the Nursery operates a strict no smoking policy to be adhered to by staff, parents and visitors. Smoking is not permitted within the Nursery or the surrounding grounds. It is illegal to smoke in enclosed places (from July 2007). Staff accompanying children outside the nursery are not permitted to smoke e.g. whilst on an outing.

## Asthma Policy

Nursery recognises that asthma is a widespread, but serious but controllable condition and welcomes all children with asthma into nursery and aims to ensure that any child with asthma can fully participate in all aspects of nursery life and are not disadvantaged in any way whilst in nursery. In order to achieve this, we ask for the support and co-operation of the parents.

- ◆ We require a completed administration of medicines form by the parent (available from the nursery office)
- ◆ We require inhalers to be clearly named and it is the responsibility of the parent/carer to ensure that the dosage is correct, that there is sufficient medication in the inhaler and that they are not being used beyond their shelf life.
- ◆ Each inhaler is for personal use and will not be used by another child
- ◆ Inhalers to be taken home at the end of every term.
- ◆ The nursery will make every effort to ensure that the environment is favourable to children with asthma.

### ◆ **Dealing with an Attack**

In the event of an asthma attack the Nursery will

- Give the child his/her reliever treatment immediately, preferably with a spacer.
- Sit the child down and try to relax them (do not lie down).
- Wait five to 10 minutes - if the symptoms do not ease, call an ambulance but continue to give the child their reliever, preferably with a spacer, every few minutes until help arrives.
- If the child is taken to hospital, a member of staff will accompany them, taking relevant details of your child's treatment and medication with them.
- An additional member of staff will make contact with parents/carers keeping them continually informed of the situation, taking advice and guidance as to what may help the child during the attack.

## Outings Policy

Outings will only be selected if suitable and age appropriate and with an underlying learning objective. The Nursery will have a designated First Aider as well as an Outing's Administrator, and any proposed site will be visited and inspected, for risk assessment, prior to any bookings.

- ◆ Consent forms will be obtained from the parent/carer before the outing takes place.
- ◆ Staff ratios will be maintained as one staff member to 2 children for 3 year olds and one staff member to 3 children for 4 year olds. When outings are arranged it is Nursery policy that parents should accompany children under the age of 3 years of age.
- ◆ All children and staff are to wear Nursery uniform.
- ◆ Children will be divided up into groups, by the Principal and allocated to team leaders.
- ◆ Each team leader will carry a register, which must be checked regularly. They will also carry a first aid kit and a mobile phone.
- ◆ A full contact telephone number list will be logged in the office at Uplands Primary School together with all numbers for mobile phones that are used on the outing.
- ◆ If coaches are to be used, they will only be hired if they have age appropriate seat belts.
- ◆ The outings administrator will accompany the outing but will not be counted in the staff: child ratios and will be used to float and assist where necessary.
- ◆ **Emergency Procedures**
  - If a member of the outing has an accident or becomes ill, the designated qualified First Aider for the outing will take appropriate action. The First Aid facilities at the outing venue or the Coach may be used as the "Medical Room". Groups will be redivided if necessary should a staff member be required to attend to illness.
  - Should a child require hospitalisation, the Principal or Deputy will accompany the child to hospital. The parents/carers will be contacted as soon as possible.

- If a child is separated from the group during the outing he/she should be

easily identifiable, as all children must be in uniform. The outing venue will be aware of our presence and will have a list of mobile phones carried by the staff so that they can make contact if a child is found. One staff member will make a search of the area while the others remain with their groups. If the child is not found immediately, the Emergency Services will be contacted and advised of the situation. Upon their advice the parent's will be informed of the situation accordingly.

- Children accompanied by their parent(s) are the responsibility of the parent at all times. However, should they need to leave the main group at any time it is essential that the Outing Administrator or the Principal or Deputy be informed.
- In the event of an evacuation of the site, it is the responsibility of the group leaders and parents to return with the children to the coach or other prearranged meeting place. The Outing Administrator or the Principal or Deputy will register parents and children and liaise with the person in overall control of the incident.
- In the event of a delay, the Outing Administrator or the Principal or Deputy will telephone Uplands Primary School. The School will post a notice on the door of the Nursery stating the estimated time of return.

## Photographs Policy

- ◆ Children may occasionally be photographed in Nursery or on Nursery-organised activities. These photographs may be used in printed publications, on our web-site or in displays, but only in accordance with the policy set out below.
- ◆ Children will also be photographed on a more regular basis, to support and illustrate their progress and development during their time at Nursery, which will be included in their learning journal, which they will take with them when they leave us.
- ◆ To comply with the Data protection Act 1998, we need parents' permission before we can photograph or make recordings of any child for promotional purposes.
- ◆ The policy will also apply:
- ◆ If the school makes a video or web-cam recordings for monitoring or other educational uses.
- ◆ If the media are invited to the Nursery to cover a special event and wish to include students in photographs or film footage for use in local or national newspapers or television news programmes.
- ◆ With regard to taking, storage and use of photographed images, including video, the school will:
- ◆ Ensure the policy is shared with parents.
- ◆ Obtain parental permission for taking, storage and use of photographs of students via the Child Record Form, which is signed by a parent when the child starts Nursery. Once signed, the agreement will remain in place until the child leaves Nursery and should a parent wishes to change their response at any stage, they must inform the Nursery in writing.
- ◆ Ensure that pupils in images are not identified by full name (first name and surname) in broadcast media, including our web site, unless specific permission has been sought. Names may be included in body text as long as this does not reveal the identities of the individuals pictured.
- ◆ Maintain a list of all students for whom permission has not been granted.

- ◆ We will record images for educational and identification purposes. This would include recording images of work for moderation or standardisation purposes, recording an ID image for the school's management information system' recording verbal presentation or performances: images for classroom display etc.

## **Punctuality & Non-Attendance Policy**

- ◆ As children in full time education have to attend school on time in order to be given a mark for a session, we encourage our children and their parents to be punctual in arrival and departure
- ◆ Should a pattern of non-attendance begin to form, the Nursery will implement a monitoring process, keeping a record of days, dates and times as to when the child fails to attend nursery. Should we feel, after speaking with the parent/carers that there is cause for concern regarding the child's non-attendance, we shall contact the necessary agencies.

## Settling in Nursery Policy

We aim to make children feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- ◆ We aim to help parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of the children and their families.
- ◆ To create opportunities for the exchange of information, using amongst other resources a copy of the Nursery's prospectus and information booklet and a shared approach to the registration form.
- ◆ Ensure plentiful opportunities for parents to inform the Nursery about their children's achievements and interests.
- ◆ To encourage the parents to visit the Nursery with their children prior to the planned admission.
- ◆ Settling in visits are key to a smooth transition and ensure good communication and information exchanges.
- ◆ If, and when necessary, to arrange a home visit in order to gain more insight into the child's background and needs and to allow the child and family to become familiar with Nursery adults.
- ◆ To be flexible regarding the admission procedures, when appropriate, to meet the needs of individual families and children.
- ◆ To make clear to the families that should there be the need for a parent to be present during this period, they would be welcome.
- ◆ By reassuring parents whose children seem to be taking a long time settling into the Nursery that this is not an issue, as all children take varying times to settle.
- ◆ To encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

- ◆ Provide parents/carers with relevant information regarding the policies and procedures of the nursery.
- ◆ Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in Nursery, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

## Safety Policy

The safety of the young children in our care is of paramount importance. In order to ensure the safety of both children and adults, the Nursery will ensure, so far as is reasonably practical, that:

### ◆ Environment

- Safety checks are made daily on premises, indoor and out, both on opening and before locking up at the end of the day
- Outdoor space is securely fenced.
- Large equipment is erected with care and checked regularly with any dangerous items being repaired or discarded.
- Equipment is checked regularly, and any dangerous items repaired or discarded without delay.
- Fire doors are never obstructed and fire exits are easily identifiable.
- There are adequate systems and equipment for the detection and control of fire.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and the servicing of fire safety equipment. Any recommendation by the Fire Safety Officer will be carried out.
- Fires, heaters, electric points, wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children in either secure cupboards or rooms.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger or less mature children.
- The layout and space ratios allow adults and children to move safely and freely between activities.
- Public space used for outdoor play will be checked for litter and other dangers.

#### ◆ **Supervision**

- All children are supervised by adults at all times and will always be within sight of an adult.
- Whenever children are on the premises at least two adults are present.
- Children will leave the Nursery only with authorised adults. Arrangements out of the ordinary will be noted on the whiteboard at the entrance.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children both in the group going out and those remaining on the premises.
- Children do not have unsupervised access to kitchens, cookers or any cupboards containing hazardous materials, including matches.
- On outings the adult:child ratios will be at least 1 to 1 for children under 3 years, 1 to 2 for 3 year olds and 1 to 3 for four-year-olds.
- If a child falls asleep they will be checked regularly.

#### ◆ **Adult Safety**

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have advice on lifting.
- If adults need to reach up for stored equipment, they will be provided with something to stand on. Heavy materials will not be stored above head height.
- Adults will not be required to stay in the building alone or leave alone after dark.

#### ◆ **Management**

- A register of both children and adults is completed at the beginning of each session so that a complete record of all those present is available in case of an emergency.
- All visitors will be required to sign the visitors' book on arrival and to observe the fire drill policy.
- The accident book is available at all sessions for the recording of any accident or incident.
- All adults, parents and carers are made aware of the systems in operation for

children's arrivals and departures, and two staff members will be on duty at the door during these periods.

- A correctly stocked first aid box is available at all times.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- There is no smoking on the premises.
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment.
- Fire extinguishers are checked annually and staff know how to use them.
- Fire drills are held regularly throughout the term.
- ◆ **Special conditions**
- ◆ Some areas and activities pose particular hazards, all staff will be aware of these.
- All cooking activities involving the use of heat will be continuously supervised and children will not be allowed in the kitchen for any other purpose unless accompanied by a supervising member of staff.
- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- Systems are in place to ensure that no child can leave the premises unsupervised.

## Inclusion Policy

Sandhurst Nursery School aims to have regard to the DfEE Code of Practice 2001 on the Identification and Assessment of Special Educational Needs and to provide an environment, which is conducive to all children's learning, needs, regardless of their abilities and requirements.

There is no discrimination against the admission of children with special educational needs, provided that we have, or can reasonably obtain, the necessary resources. Like all other children, those with special needs are admitted to Nursery after due consultation between parents and staff.

Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis. The graduated response is as follows

- ◆ Early Years Identification. The difficulty is identified and specific objectives are described, with emphasis on small, achievable targets.
- ◆ Early Years Action: The SENCO continues to gather information, possibly referring parents to, or advising them to consult, outside agencies.
- ◆ Early Years Plus: The SENCO consults with specialist support services.

At each stage there will be a termly review in which the Individual Educational Plans (IEP) will be discussed and plans made for the next stage.

When a learning difficulty is identified, the views of the parents are sought and discussed before registering a Special Educational Need.

If it is felt that a child's needs cannot be met in Nursery without additional support or equipment, funding will be sought to employ an extra member of staff or to obtain the necessary resources.

We liaise with professionals outside of the group, including therapists, health visitors, psychologists, social workers and inclusion officers from the Early Years team at B.F.B.C, in order to meet the child's specific needs.

Staff are encouraged to attend training courses on special needs whenever possible, in-service training or special courses arranged by the local education authority or other professional bodies.

Our aim is to provide for the developmental needs of each child in the Nursery.

- ◆ All children in the Nursery, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all the Nursery's activities.
- ◆ The needs and progress of children who have special educational needs are monitored by our Special Educational Needs Co-Ordinator.
- ◆ We work closely with the parents of all the children in the group to ensure that:
  - ◆ We will draw upon the knowledge and expertise of parents/carers in planning provision for the child.
  - ◆ The child's progress and achievements are shared and discussed with parents/carers on a regular basis.
  - ◆ Parents/carers know the identity of the Nursery's SENCO.
  - ◆ Parents/carers are aware of the arrangement of the admission and inclusion of children with special educational needs.

## The named SENCO's for Sandhurst Nursery School are

- Carol Giles

## Selecting Play Equipment, Toys & Resources Policy

The toys and equipment in Nursery provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide will:

- ◆ Be appropriate for the ages and stages of the children.
- ◆ Offer challenges to developing physical, social, personal and intellectual skills.
- ◆ Feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- ◆ Include a range of raw materials, which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.
- ◆ Enable children, with adult support, to develop individual potential and move towards required learning goals.
- ◆ Conforms to all relevant safety regulations and is sound and well made. Should any play equipment, toy or resource become unfit for purpose, broken or a hazard, they will be removed from the nursery and disposed of appropriately.

## Staff Policy

A high adult:child ratio is essential for providing good quality care.

### ◆ Employment

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We are committed to ensure that individuals are recruited, selected and trained on the basis of ability, job requirements, skills, aptitudes and other objective criteria, regardless of race, colour, nationality, ethnic or national origins, sex, age, marital status or disability and that no member of staff will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, age, marital status or disability.
- Successful applicants will be given the opportunity to view the working practises of the Nursery and its daily routines and as such will spend time visiting the nursery before commencement of their employment. Once the applicant joins the Nursery team, existing staff members will act as 'buddies' in assisting and facilitating appropriate working practises, should this be required. Senior staff members will also take an active interest in monitoring new staff members during this probationary time. Induction training will ensure that the staff member understands their role and responsibilities and will include information such as emergency evacuation, safeguarding, child protection, equal opportunities and health and safety. A full copy of the Nurseries Policies & Procedures will also be made available to all new members of staff for their information.

### ◆ Staffing

- We have at least one member of staff to each eight children aged three and over and one member of staff to each four children aged under three.
- We fully appreciate the child's wellbeing and safety at all times and will therefore ensure that no member of staff who has not been fully Police Checked will be left alone with or asked to assist a child especially with personal hygiene.
- Regular staff meetings provide opportunities for staff to have an input into the curriculum planning and to discuss the children's process and any difficulties.

#### ◆ **Development**

- All staff have an entitlement to professional development for themselves and in order to improve the effectiveness of the school.
- We are committed to making it possible for our staff to attend appropriate training and development courses when these are available. If we feel courses are required, but are not funded by the local educational department, funds will be made available from the Nursery budget.
- We also run in-house training sessions as and when required.
- We support the work of our staff and identify their ongoing development and training needs by means of regular monitoring and appraisals. We actively support them to aspire to achieve qualifications appropriate to their position within the Nursery.

#### ◆ **Smoking, prescribed medication & other substances**

- Children's health and well being is of the utmost importance for the children in our care. Smoking has proved to be a health risk and in accordance with childcare legislation the Nursery operates a strict no smoking policy to be adhered to by staff, parents and visitors. Smoking is not permitted within the Nursery or the surrounding grounds. It is illegal to smoke in enclosed places (from July 2007). Staff accompanying children outside the nursery are not permitted to smoke e.g. whilst on an outing.
- Should a staff member require prescribed medication, they should seek confirmation that the medication is unlikely to impair their ability to work directly with children.
- Should a staff member be under the influence of alcohol or any other substance, which may affect their ability to care for children, they will be removed from their duties pending further investigation by the Principal or Deputy. Should the situation involve the Principal, or in her absence the Deputy, a senior staff member should contact B.F.B.C. Early Years Team for further advise and guidance.

#### ◆ **Social Networking sites**

- Staff are not permitted to discuss or comment, using any social network site, on any issues relating to staff, children, parents of any children in the Nursery or any matters that may refer to the Nursery.
- Treat 'online' conversations as if they were in a public place where it may be seen or overheard and remember that anything posted online could end up in the public domain and read by anyone.

- Staff members need to think before posting comments and to be mindful that they do not compromise their professional role within Nursery.
- Any staff member who is found to have made a comment that could be related to the Nursery, staff, parents or children may face disciplinary procedures, including dismissal.

## Equal Opportunities Policy

We believe that the Nursery's activities should be open to all children and families and to all adults committed to their education and care. We aim to ensure that all who wish to work within the Nursery will have an equal chance.

### ◆ Admissions

The Nursery is open to every family in the community and we will endeavour to accommodate the needs and requirements of all concerned, with families joining the Nursery being made aware of our equal opportunities policy.

### ◆ Employment

Any vacancies will be advertised, with the Nursery appointing the best person for each job and will treat all potential and successful applicants both equally and fairly.

Commitment to implementing the Nursery's equal opportunities policy will form part of the job description for all workers.

### ◆ Families

The Nursery recognises that many different family groups can and do successfully love and care for their children. The Nursery aims to offer support to all families.

### ◆ Festivals

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the Nursery and our society as a whole, and to welcome the diversity of backgrounds from which they come. In order to achieve this, the Nursery will

- Aim to acknowledge all the festivals, which are celebrated in our local area or by the families involved in the Nursery.
- Without indoctrination in any specific faith, children will be made aware of the festivals celebrated by their own families or others, and will be introduced, where appropriate to the stories behind the festivals.
- Before introducing a festival in to Nursery, which the staff are not aware of, appropriate advice will be sought from parents or other people who are familiar with that festival,
- Children and families who celebrate festivals at home, with which the rest of the Nursery is not familiar, will be invited to share this with the rest of the Nursery should they wish.

- Children will become familiar and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve as part of the diversity of life.

#### ◆ **Curriculum**

- All children are respected and their individuality and potential recognised, valued and nurtured.
- Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the Nursery will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to learn from it.
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

#### ◆ **Resources**

- These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multicultural society.
- Materials will be selected to help children develop their self-respect and to respect others avoiding stereo types and by using images and words that positively reflect the contribution of all members of society.

#### ◆ **Special Needs**

- The Nursery recognises that children have a wide range of needs, which differ from time to time, and will consider what part it can play in meeting these needs as they arise.
- Planning for Nursery meetings and events will take into account the needs of those people with special educational needs or disabilities.

#### ◆ **Discriminatory Behaviour/Remarks**

- Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable in the Nursery.
- Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such remarks/behaviour will not be tolerated.

#### ◆ **Language**

- Basic information, written and spoken, will be clearly communicated in as many

languages that are necessary and possible.

- Bilingual/multilingual children and adults are an asset to the whole Nursery. Parents will be encouraged to speak to children in their first language at home.
- Children and parents who have English as a second or additional language will be valued and their languages will be recognised and respected in the Nursery.

◆ **Food**

- Working in partnership with parents, children's medical, cultural and dietary needs will be met.

◆ **Meetings**

- The Nursery will make every effort to ensure that the time, place and conduct of meetings enable the majorities of parents to attend so that all families have an equal opportunity to be involved in and informed about the Nursery.

## Racial Harassment Policy

It is the Nursery's duty to create and implement strategies to prevent and address racism. 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 group in society. We have a statutory responsibility to monitor, review and eliminate racial discrimination.

- ◆ All staff in Nursery will be constantly aware of and alert to any racial harassment taking place.
- ◆ They will intervene firmly and quickly to prevent all forms of racial harassment. Any allegation will be taken seriously and reported to the Nursery manager.
- ◆ Each incident will be investigated and recorded in detail as accurately as possible. This record will be available for inspection by staff, inspectors and parents where appropriate, upon request.
- ◆ The Nursery manager is responsible for ensuring that incidents are handled appropriately and as sensitively as possible 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 the child/ren 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 Nursery Manager.

Racial harassment needs to be recorded to ensure that:

- ◆ Strategies are developed to prevent future incidents
- ◆ Patterns of behaviour are identified

- ◆ Persistent offenders are identified
- ◆ Effectiveness of nursery policies are monitored
- ◆ A secure information base is provided to enable the Nursery to respond to comments about racial incidents
- ◆ **Nursery Staff**
  - All Nursery 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 in Nursery.
  - It is incumbent upon all members of staff to ensure that they do not express any view 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.
  - Where a member of staff violates the Nursery code of practice he/she will be counselled by the Nursery 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 staff member will be advised of his/her right to have a witness present. From this point, the normal disciplinary code of practice for employees of Nursery will come into effect.

## **Lost Child & Collection Policies**

As part of our child record form, parents supply a list of emergency contact numbers for use during Nursery hours.

### **◆ Uncollected child**

If a child is not collected from Nursery at the end of the session we will:

- Explain to the child that the person collecting them will be a little late and keep them reassured at all times.
- Endeavour to contact the parent/carer by telephone on the numbers held, if this fails the emergency contact numbers held on the child's records will be used
- If the parent / carers still have not collected the child, the nursery manager will telephone all the numbers available every 10 minutes until contact is made. These calls will be logged on the full incident record. .
- The manager and one other staff member will remain with the child until they are collected.
- If after one hour we have been unable to make any contact we will telephone the children's and families team on 01344 351 582 and advise them of the situation and seek their advise.
- The two members of staff will remain with the child until suitable arrangements have been made for the safe collection of the child. The child's welfare and needs will be met at all times.

### **◆ Lost child out of school grounds**

- If a child is separated from the group during the outing he/she should be easily identifiable, as all children must be in uniform. The outing venue will be aware of our presence and will have a list of mobile phones carried by the staff so that they can make contact if a child is found. One staff member will make a search of the area while the others remain with their groups. If the child is not found immediately the Emergency Services will be contacted and advised of the situation. Upon their advice the parent's will be advised accordingly.

### **◆ Lost child on school premises**

- Staff are fully aware of the number of children attending Nursery each day and the number of children in each class at any given time. In the unlikely event of a child wandering off the senior staff member will organise a sweep

of the building and immediate grounds. If the child is not located the search will be widened to incorporate the whole school and we will liaise closely with the school head. If the search fails to locate the child, the Emergency Services will be contacted and advised of the situation. Upon their advice the parent's will be advised accordingly.

AT NO TIME WILL THE OTHER CHILDREN WITHIN THE NURSERY BE ADVISED OF THE SITUATION, WITH THE NURSERY DAY CONTINUING AS NORMAL. ALL STAFF WILL REMAIN AS ORGANISED AND AS CALM AS POSSIBLE.

◆ **Broadmoor Alarm**

- The Broadmoor siren is tested each Monday at 10.00 am, if it is sounded at any other time, this indicates an escape. The Nursery day will continue as normal, children are NOT to be collected early, but at the end of their normal session, via Uplands Primary School Reception. Children will only be released to either their parents or a nominated third party whose names appears on the Child's Record Form. Staff will remain on site, until the last child is collected.

## **Broadmoor Cascade**

Bracknell Forest Borough have set in place a Broadmoor Cascade Alert, which is for local schools and nurseries in the area. This is a policy set down in case of an escape by a patient from Broadmoor hospital.

The education department will contact schools and early years provisions advising them that the "Broadmoor Alert" has been activated.

This procedure is carried out on a regular basis so that all parties involved have a good understanding of the necessary actions to be taken should a patient indeed escape.

We are also contacted by the Office staff at Uplands Primary School and do not need to contact any other parties as we are based on the school site.

## **Adult Resources Policy**

We are proud of the high ratio of adults to children in our Nursery. This ensures individual attention to the needs and development of each child, however we also recognise that the parents are the first and most important educators of their young children, and we fully support them in their role.

### **◆ Parents in Nursery**

- Parents are encouraged to help in Nursery for special events such as outings, sports days and Christmas events.
- We also encourage parents to share their skills and interests with the group.
- Parents are also invited to join in with the fun activities out side of Nursery such as fundraising and social events.

### **◆ Curriculum keyworkers**

- The Nursery operates a key worker system with each member of staff being allocated a number of children. They are responsible for working with, monitoring and developing the children's' learning and for maintaining their journals, which are an individual record of their time in Nursery. Through shared record keeping with the rest of the staff they ensure that each child is supported in their learning and development allowing them to reach their full potential.

### **◆ Record keeping**

- Because of the high number of adults working within Nursery, we are able to implement an excellent record keeping system and use observations and information received from home to monitor each child's development ensuring that they reach their full potential whist in nursery.

### **◆ Training**

- Staff are encouraged to broaden their skills and we actively encourage them to participate in training and undertaking courses, which are available with the local educational authority and other professional bodies.
- Informal information evenings are held for both parents and staff to attend in order to get a clearer understanding of the way the curriculum is taught in Nursery.

#### ◆ Visitors

- All visitors must sign the Visitors book on arrival and departure. If the visitor is spending a considerable part of the day within the nursery, the manager must point out the fire procedures. A member of staff must accompany visitors in the nursery at all times whilst in the building.

## Whistle Blowing Policy

The aim of the nursery is to deliver an excellent service through a comprehensive set of policies and procedures, staff training and supervision. The expectations are that all members of staff will be committed to the same aim.

All staff have a responsibility to ensure, in so far as is within their powers, that the highest level of care is maintained at all times.

If at any time a member of staff becomes aware that another member of staff, is falling to deliver the standard of care expected they have a responsibility to draw attention to their concerns.

This should be done in the following manner:

- ◆ Inform the nursery manager in confidence of their concerns. It is imperative that the member of staff does not discuss the matter with anyone else at this stage
- ◆ The nursery manager has a responsibility to investigate the matter within 48 hours and then a decision will be made as to the appropriate action needed.
- ◆ If the staff member believes that the nursery manager has failed to respond appropriately they should contact in the first instance the Early Years Manager at Bracknell Forest Borough Council. If they still feel that the concern has not been resolved satisfactorily then they should contact OFSTED on 0300 123 1231 who regulate the Nursery. It is important that the above procedure is followed as in most instances concerns can be addressed internally.

## Office Policy

Staff can help prevent health problems by:

- ◆ Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- ◆ Maintaining a good posture
- ◆ Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
- ◆ Changing position regularly
- ◆ Using a keyboard and mouse technique with wrists straight and not using excessive force
- ◆ Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- ◆ Adjusting the screen controls to prevent eyestrain
- ◆ Keeping the screen clean
- ◆ Prompt reporting of any problems associated with use of the equipment
- ◆ Planning work so that there are breaks away from the workstation

## Funding Policy

Sandhurst Nursery School is committed to providing up to 15hours free nursery entitlement for all children following the term after their 3<sup>rd</sup> birthday.

Sandhurst Nursery School is also committed to providing up to 15hrs free funding for all qualifying 2 year olds

In order for parents to access the funding, they must complete a parent declaration form, each term and provide the Nursery with a copy birth certificate which the Nursery will retain, in line with government legislation.

Sessions are currently 3hrs in duration. Morning sessions without lunch run from 9.00 a.m. - 12.00 p.m. and with lunch from 9.00a.m - 1.00pm and afternoon sessions run from 12.00 p.m. - 3.00 p.m. with the option of children joining the nursery for lunch at the beginning of the session.

Children should attend a minimum of 2 sessions per week, however there is no upper limit of attendance subject to availability with parents able to purchase additional hours over and above their free 15hrs entitlement.

Fees are payable at the beginning of each term and the nursery accepts ALL workplace childcare vouchers

Persistent late collection of a child may result in the Nursery implementing a late collection charge.

Parents are able so split the free nursery funding between two providers, but will need to advise both settings of the hours they are to claim with any shortfall in fees being met by the parents.

## **Holiday, illness and closure Policy**

### **◆ Holidays**

Should a parent/carer wish to take a child out of nursery during term time then we would ask that they complete and return a holiday request form, which can be obtained from the nursery office. The nursery is unable to adjust any funding or fees in relation to holiday absences.

### **◆ Illness**

Should a child be unable to attend nursery due to illness parents are requested to inform us as soon as possible so that the register can be marked accordingly and where necessary communication to other parents made re contagious infections. The nursery is unable to adjust any funding or fees in relation to illness absences.

### **◆ Closure**

In the event of the nursery/school being closed due to health & safety reasons the nursery is unable to adjust any funding or fees in relation to services NOT provided.

## Recruitment and staff selection policy

The nursery is committed to ensuring that individuals are recruited, selected and trained on the basis of ability, job requirements, skills, aptitudes and other objective criteria, regardless of race, colour, nationality, ethnic or national origins, sex, age marital status or disability.

When advertising a vacancy at the nursery reference will be made to our commitment to safeguarding children. Emphasis will be placed on:

- Our commitment to safeguarding children
- Our intention to seek enhanced CRB disclosures
- Advising the applicants' as to their responsibilities in relation to the safe guarding of children in nursery
- Providing the applicants with a copy of all the nursery policies, practises and job description

- ◆ All applicants will be required to complete an application form as C.V.'s will not be accepted
- ◆ The initial selection process will involve all senior staff who will compile a short list, from the applications received, and suitable applicants will be invited to attend an interview.
- ◆ At least three senior members of staff will hold these interviews, with two members of staff responsible for checking any gaps in an applicant's employment history, actively seeking to fill in these gaps during the interview.
- ◆ Any medical concerns will be discussed with the applicant and if necessary further guidance sought.
- ◆ During the interview staff will seek to explore the applicants attitudes towards children, managing boundaries and their motivation for pursuing the role.
- ◆ Any uncertainty or inconsistencies about information provided by the applicant will be followed up and resolved.
- ◆ The nursery will ensure that at least one reference from a previous employer is taken up and specifically ask if there have been any concerns or allegations about the applicant's behaviour towards children, any disciplinary action that may have been taken and confirmation of the applicant's job role and responsibilities.
- ◆ Any discrepancies or inconsistencies provided in any references will be followed up directly with the referees.

## **Visitors to Nursery Policy**

- ◆ All unknown visitors reporting to nursery will have their ID checked and will be required to sign the visitors book. The visitor's book records the name and organisation they represent together with the date and arrival and departure times of the visit.
- ◆ Visitors will NOT be left unsupervised with children during their visit.
- ◆ Visitors will NOT be allowed to use their mobile phones and cameras whilst on the nursery site without prior permission.
- ◆ Visitors will be advised of the nurseries evacuation procedures in the event of an emergency.

## **Mobile Phones and Personal Recording Equipment Policy**

### **◆ Mobile phones**

We accept that employees will bring their mobile phones with them into nursery, however it is our policy that employees are not permitted to make or receive calls or texts during working hours as this will inevitably impact on their performance.

Staff should ensure that mobile phones are put in the box in the office and are only used during staff breaks and in areas away from the children.

The only time a personal mobile phone is permitted is in the event of an emergency either within the nursery or on an organised outing and should only be used to contact the emergency services, the principal or administrator or the parents/carers of children within their care.

#### ◆ **Personal Recording Equipment**

Each staff member has a nursery camera and as a result are not permitted to use personal recording equipment at any time on the nursery site. (Personal recording equipment includes mobile phones with a camera, cameras, camcorders, video cameras and voice recorders or anything that belongs to a staff member, and not the nursery, that children could be photographed or recorded on).

**ALL** visitors to the setting are also requested to adhere to the above policies

### **Staff Appraisal, Review and Disciplinary Policy**

#### ◆ **End of probation Reviews**

Each new member of staff begins their contract with a 3 month probationary period. When this period ends staff will be given an 'end of probation review'. The review follows a similar format to an appraisal and gives both the employee and employer the opportunity to discuss the past 3 months. Providing that a satisfactory probation period has been completed then the employee will be given a permanent contract which will be confirmed in writing. If there has been an unsatisfactory probationary period the contract will either be extended for another 3 month period or a new contract will not be issued and employment terminated.

#### ◆ Appraisals

Staff appraisals will take place annually and will consist of a one to one meeting with the principal.

Prior to the meeting each staff member will be given notice of the date and time of their appraisal and they will be asked to complete a self evaluation form that will be discussed during their appraisal, together with an evaluation on the progress made since their previous appraisal.

Any issues relevant to the work of the individual will be raised and addressed in partnership with the employee. The appraisal will be documented and a copy given to the employee and one filed on their records.

As a result of the meeting any actions will have a date for completion and if necessary a date for a further meeting will be made.

All appraisals will be treated in complete confidence.

#### ◆ Purpose of Disciplinary and inadequate performance procedure.

Disciplinary rules and procedures are necessary to promote fairness and order in the treatment of individuals and assist the nursery to operate effectively. The purpose of any disciplinary action is to ensure that behaviour and performance is to an acceptable standard. The nursery is aware that there is a distinction between a relatively minor disciplinary offence and one of gross misconduct and the procedures reflect this.

The facts will be investigated thoroughly before any decision is made to impose disciplinary action and staff will be given the opportunity to respond, however staff members may be suspended whilst the case is investigated.

#### ◆ Categories of Misconduct

**Minor misconduct** does not normally constitute grounds for dismissal on the first occasion. However, if they occur more than once or if in conjunction with other offences they may result in dismissal.

The following are examples of minor offences:

- Poor standard of job performance, in terms of either quantity or quality
- Poor time keeping
- Unauthorised absence of a short duration
- Constant breach of nursery policies and procedures, providing no danger to health and safety are involved
- Failure to comply with a direct request from management

- A lack of duty of care with regard to workmanship and general productivity

**Gross misconduct** on the first occasion may result in instant dismissal.

The following list, although not exhaustive or exclusive, are examples of these offences:

- Dishonesty
- Serious breach of nursery policies and procedures, especially where this concerns health and safety
- Smoking on the nursery site
- Malicious damage to either nursery or colleagues property
- Physical assault on another staff member/person whilst at work
- Abusive language or other seriously disorderly behaviour
- Indecent or immoral acts within nursery
- Permitting or condoning a breach of the law
- Actual or attempted unauthorised access to confidential information
- Sexual harassment, racial, religious or disability discrimination
- Anything which brings the nursery into disrepute

**Disciplinary action** can vary if staff are found to be in breach of this procedure and appropriate action will be taken on each individual case

The following are actions, any of which, may be given

- A verbal warning
- An initial written warning
- A Final written warning
- Suspension with or without pay
- Dismissal

#### ◆ **Initial Disciplinary meeting**

The nursery manager will investigate the case and hold a formal disciplinary meeting with the staff member, at which they may be accompanied by a colleague. At this meeting the staff member will be advised of the case

against them and have the opportunity to give their account of events.

◆ **Verbal warning**

After the initial disciplinary meeting, where there is not a case of gross misconduct, the staff member may be given a verbal warning. If any warning concerns inadequate performance a set period of time will be given in order for the staff member to improve their performance. Confirmation of any verbal warning will be put in writing and filed on the staff members personal records.

Staff have a right to make an appeal to the manager within 5 working days. Appeals may be made on the grounds that the staff member may not have committed the alleged offence or that the penalty imposed was too severe. The manager will then decide whether or not to seek evidence from other people before making a decision on the appeal. An answer will normally be given within 5 working days of any appeal.

◆ **Initial Written warning**

If a staff members performance has not improved since the issue of a verbal warning or if they have committed a more serious breach of discipline or another offence, then a formal written warning will be given. Staff will be asked to sign the managers copy of the warning as proof of receipt and a copy of the warning will be put on the staff members file. Staff have the opportunity to appeal within 5 working days as described in the verbal warning.

◆ **Final Written warning**

If there is no improvement since the issue of the initial written warning or if the staff member has committed a very serious breach of discipline or committed another offence, a final written warning will be given by the manager. Staff will be asked to sign the managers copy of the warning as proof of receipt and a copy of the warning will be put on the staff members file. Staff have the opportunity to appeal within 5 working days as described in the verbal warning.

◆ **Suspension**

Staff may be suspended for up to 5 days, with pay, as a disciplinary action where it is considered appropriate, while an investigation is carried out by the nursery manager.

The following list, although not exhaustive or exclusive, are examples of these offences:

- When children and or their family are at risk
- When employees are at risk
- When the staff member places themselves at risk

#### ◆ Dismissal

Where staff fail to meet the required standards, or have committed further misconduct or in the case of gross misconduct, dismissal may be necessary. In the case of gross misconduct, the nursery will generally terminate employment with out notice being given or pay in lieu of notice period.

Should staff wish to appeal against the dismissal they have the right to lodge an appeal within 5 working days to the manager and an answer will normally be given within 5 working days of such an appeal being made. A meeting will be called to hear the grounds for an appeal and any further information that may be to hand.

#### ◆ Notes

As appropriate disciplinary action will always depend upon specific circumstances, it may not be appropriate for this procedure to be followed in the order explained above. In circumstances where it is reasonable to do so, disciplinary action may be commenced at any stage of the above procedure.

All disciplinary and inadequate performance warnings will remain in force for 12 months.

Unless staff appeal against a disciplinary decision within 5 working days of the action being taken, it will be assumed that they accept the decision. Where for any reason, an answer to an appeal has to be delayed; it will be given as soon as possible.

It is the responsibility of the manager to fully investigate all the facts before a final decision on the course of disciplinary action to be taken is made.

If the manager is being investigated for misconduct, it will be the role of the Head of Prevention and Early Intervention (Karen Frost) who will carry out the investigation and take appropriate action where necessary.

## **Bruising Protocol**

The nursery follows the multi professional bruising protocol for immobile infants in line with Bracknell Forest's Local Safeguarding Children's Board and applies to any immobile child brought into nursery for example when picking up an older child.

The younger the child the greater the risk that bruising is of a non accidental nature and is the most common feature of physical abuse in young children and must be taken seriously.

Bruising is the result of blood in the soft tissue producing a temporary non blanching discolouration of the skin however faint or small with or without other skin abrasions or marks. Colouring may vary from yellow through green to brown or purple. In cases of Afro-Caribbean children it is important to remember that they sometimes have a bluish bruise like mark at the bottom of their spine and this is a normal part of their genetic makeup.

Accidental bruising on non-independently mobile infants (those who are not yet crawling, bottom shuffling, pulling to a stand, cruising, walking independently or who is under six months old) is rare and should always warrant further investigation.

If staff notice bruising on an immobile child they are required by the Local Safeguarding Children's Board to seek an explanation from the parent/carer and record the bruising on a body map. A bruise/injury must always be assessed in the context of medical and social history, developmental stage of the child and the explanation given and children's social care and local acute or community paediatrician will determine whether the bruising/injury is consistent with the explanation given or is indicative of a non-accidental injury.

The parents will be informed by the designated child protection officer that the nursery is required to inform Children's Social Care that they have noticed bruising on an immobile infant and will be given a leaflet from Local Safeguarding Children's Board informing them about bruising to immobile infants.

Where possible, parents/carers should be included in the decision making process, unless there is a significant risk and in doing so, would jeopardise information gathering or put the child at further risk. If a parent/carer is uncooperative or refuses to take the child for further assessments, this must be reported immediately to Children's Social Care Services on 01344 352020 during normal nursery hours and the emergency duty team on 01344 786543 between 5.00p.m and 9a.m, weekends and bank holidays. The nursery acknowledges that a referral to Children's Social Care is not an accusation of wrong doing but merely a way of looking into the causes behind the bruising.

Where necessary the child / children should be kept under supervision until steps can be taken to ensure their safety.

## Sickness Exclusion Policy

This policy sets out the exclusion period from Nursery for children who are ill or infectious. Sandhurst nursery takes into consideration guidance from the Health Protection Agency with regards to exclusion periods for illnesses and infection control, as well as the needs of the staff and children.

<b>Illness/infection</b>	<b>Exclusion period</b>
Chicken Pox/Shingles	5 days from onset of rash as long as spots are crusted over
Cold Sores (Herpes simplex)	None
Conjunctivitis	None (if there is an outbreak, an exclusion will be considered)
Diarrhoea and/or Vomiting including Rotavirus/Norovirus/ Gastroenteritis	48 hours from the last episode, if a as a result of illness or infection. (Also after 3 or more loose stools in nursery a child will be sent home, not returning until 48 hours after the last episode)
Flu	Until fully recovered enough to participate in nursery activities
German Measles (Rubella)	Notifiable disease - 5 days from onset of rash
Glandular Fever	None, however must be well enough to participate in nursery activities
Hand, Foot and Mouth Disease	None, however must be well enough to participate in nursery activities
Head lice	None
Impetigo	Until lesions are crusted or healed
Measles	Notifiable disease - 5 days from onset of rash
Meningitis	Notifiable disease - Until recovered (We will follow the instructions of the local Health Protection Unit)
Mumps	Notifiable disease - 5 days from onset of swollen glands
Ringworm	Until treatment has commenced

Salmonella	Until diarrhoea and vomiting has settled - not returning until 48 hours after the last episode
Scabies	Until treatment has commenced
Scarlet Fever	Notifiable disease - 5 days after commencing antibiotics
Slapped cheek	None, however must be well enough to participate in nursery activities
Threadworm	None
Whooping Cough	5 days from commencing treatment

### **Children who are ill**

It is at the nursery's discretion whether or not to allow a child into the setting if they are showing signs of illness, even if there is no exclusion period or this has passed or if a doctor has stated that they are not infectious. The nursery will take into account the demeanour of the child and whether they are well enough to participate in nursery activities and also whether allowing a sick child into nursery would affect the staff:child ratios, as an unwell child may require continual care.

We will contact the parents/carers of any child who becomes unwell whilst in Nursery, advising them of their child's illness and arrange collection should this be required.

### **Illness outbreaks**

The nursery will consult with the local Health Protection Unit, should there be an outbreak of an illness in either nursery or school, acting on their advice accordingly.

### **Infectious illness reporting**

Parents are continually reminded to contact us should their child be unwell in order for us to take the appropriate action and to communicate this information to staff/other parents and carers and relevant outside agencies (if required) as this is especially important to expecting mothers.

## Nappy Changing Policy

Children arrive at nursery at different stages in their development and thus may still be wearing nappies or pull ups. We work alongside parents with toilet training, unless there are medical or developmental reasons why this would be inappropriate, and actively encourage children to visit the toilet as often as possible.

In the event of it being necessary to change a child's nappy/ pull up, nursery will

- ◆ Request that children arrive wearing a clean nappy/pull up.
- ◆ Request parents provide nappies, cream, wipes and nappy sacks in a named bag so that their individual requirements are met. Nursery will provide a nappy changing log to be added to their belongings.
- ◆ Staff with the relevant CRB clearance ONLY will change a child.
- ◆ Ensure staff are advised when a member of staff leaves an area to change a child.
- ◆ Children's nappies/pull ups will be changed in a clean, private, designated area, which will allow for their privacy. The changing area will be within hearing distance of other staff members thus protecting **All** parties involved.
- ◆ A child will never be left alone on the changing mat.
- ◆ Staff will wear clean disposable aprons and gloves for each child.
- ◆ The designated area / mats etc. will be cleaned at the start of each day and after each use, using a suitable disinfectant cleaner.
- ◆ Appropriate hand washing facilities will be available for both staff and children using anti bacterial soap and disposable hand towels.
- ◆ Any used nappies/pull ups, gloves & aprons will be double bagged and disposed of accordingly.
- ◆ Parents will be asked to sign the nappy changing log on collection of their child.

## Prevent Duty Policy

From 1st July 2015 all schools, registered early years childcare providers are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, in their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

### What is Radicalism?

Radicalism refers to the process by which an individual comes to support terrorism and forms of extremism. Protecting children from the risk of radicalisation is seen as part of Sandhurst Nurseries wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse