

Churchdown
Day Nursery
Ltd Policies &
Procedures

2015

Introduction

The main aims and objectives of these policies and procedures are to help ensure that the provision that we provide here at Churchdown Day Nursery Ltd is of a high quality. They do this by making it clear to staff, parents/ carers and any others who access the setting what type of setting we are aiming at being and what we do to ensure that the quality of our provision remains of a high standard.

Section 3.8 of the Statutory Framework of the Early Years Foundation Stage requires that all early years providers provide written copies of their policies and procedures and to ensure that all staff; parents/carers have access to the document.

According to the Statutory Framework of the Early Years Foundation Stage there are five overarching general requirements. These are:

- Child Protection and welfare
- Suitable people.
- Suitable Premises, environment and equipment
- Organisation
- Documentation

Each of these general requirements is set out into three areas. These include

- The overarching general requirements
- The specific requirements and
- The statutory guidance.

Providers must meet all the statutory requirements and have regard to statutory guidance.

Complaint

If a parent/carer has a problem with any aspect of their childcare, they should first take the matter up with the senior member of staff within the room. If however, they feel unable to do this or the problem is with a specific member of staff then the parent/carer should speak to the operations manager, Hazel, or the office manager, Bev one of whom is always on site.

If an urgent issue arises outside of nursery time then it is possible to contact Hazel Ayers (operations manager) on 07921262428 or Bev Bishop (office manager) on 07718347679.

If an issue is raised with a senior member of staff, they will endeavour to ensure that the issue is dealt with promptly and with no detriment to the care of the child/ren. However, if the senior member of staff deems the complaint to be of serious nature s/he will pass it on to Hazel or Bev, who will make notes and then carry out a full investigation of the situation.

Once an investigation has been made and a satisfactory outcome sought, all findings will be recorded and placed alongside a complaints form in the complaints file and the parents/carers will be informed of any findings and actions taken.

At no point will any complaint made have a detrimental effect on the level of care that your child will receive.

Complaints can be made either in writing or verbally and should receive an answer in writing within 28 days.

If a satisfactory outcome cannot be found then the matter may be raised with our local Early Years Advisor Sarah Spencer on 01684 299763 or with the regulatory body Ofsted.

Ofsted

Applications, Regulatory and Contact (ARC) Team.

Piccadilly Gate

Store Street

Manchester

M1 2WD

0300 123 1231

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Signed: B. Bishop (Office Manager /EYP)

Access to Information

Within the nature of the business that we run it is important that we keep up-to-date and valid records on all of the children for whom we care.

In order to ensure that details we hold are relevant when a parent/carer enrolls their child/ren into the setting they will be given an information pack, this pack will ask the parent/carer for as much information as possible about their child/ren to ensure we can cover any eventuality.

The following information will be requested and should be reviewed on an annual basis to ensure all information is still relevant.

- Child's name, address, D.O.B
- Emergency Contact Numbers
- Dietary Details
- Allergy Details
- Health requirements
- Legal Contact and parental responsibility
- Sessions required and start dates
- Permissions for outings
- Permissions to access certain equipment
- Permissions for wipes/sun cream/plasters
- Permissions to seek medical advice
- Permissions to administer medications.

Throughout the time that a child is with us we shall also be making observations and assessments on the child/ren that are to be kept in the child/ren's individual files.

Parents/Carers have a right to access any information that is being held on them or their child/ren and can ask to access it at any time. However, in accordance with the Data Protection act 1998, should parents wish to access information a request should be made in writing and a suitable time arranged for the information to be viewed.

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Equal Opportunities

The owner and staff of Churchdown Day Nursery Ltd will ensure that our service is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. Here at Churchdown we aim to:

- Provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued;
- Include and value the contribution of all families to our understanding of equality and diversity;
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people;
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity; and
- Make inclusion a thread that runs through all of the activities of the setting.

Admissions

Our setting is open to all members of the community.

- We advertise our setting widely.
- We provide information in clear, concise language, whether in spoken or written form.
- We base our admissions policy on a fair system.
- We ensure that all parents are made aware of our equal opportunities policy.
- We do not discriminate against a child with a disability or refuse a child entry to our setting, on the basis of colour, ethnicity, religion or social background, such as being a member of a Travelling community or an asylum seeker.
- We do not discriminate against a child on the grounds of ability or disability.
- We ensure wherever possible that we have a balanced intake of boys and girls.

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- We develop action plans to ensure that those with disabilities can participate successfully in the services offered by the setting and in the curriculum provided.
- We will take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

Employment

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.
- We may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community.
- The applicant who best meets the criteria is offered the post, subject to references and checks by the criminal records bureau. This ensures fairness in the selection process.
- All job descriptions include a commitment to promoting equality and recognising and respecting diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Training

- We seek out training opportunities for staff and volunteers to enable them to develop anti-discriminatory and inclusive practices, which enable all children to flourish.
- We ensure that staffs are confident and fully trained in administering relevant medicines and performing invasive care procedures when these are required.
- We review our practices to ensure that we are fully implementing our policy for promoting equality, valuing diversity and inclusion.

Curriculum

The curriculum offered in the setting encourages children to develop positive attitudes about themselves as well as people who are different from

themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

Our setting is as accessible as possible for all visitors and service users. If access to the setting is found to treat disabled children or adults less favourably then we make reasonable adjustments to accommodate the needs of disabled children and adults. We do this by:

- Making children feel valued and good about themselves;
- Ensuring that children have equality of access to learning;
- Making adjustments to the environment and resources to accommodate a wide range of learning, physical and sensory impairments;
- Making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities, e.g. recognise the different learning styles of boys and girls.
- Positively reflecting the widest possible range of communities in the choice of resources;
- Avoiding stereotypes or derogatory images in the selection of books or other visual materials;
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance;
- Differentiating the curriculum to meet children's special educational needs.
- Helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable.
- Ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities;
- Ensuring that children with English as an additional language have full access to the curriculum and are supported in their learning; and
- Ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

Valuing diversity in families

Here at Churchdown Day Nursery Ltd;

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to the setting.
- We encourage parents/carers to take part in the life of the setting and to contribute fully.
- For families who speak English as an additional language, we will develop means to ensure their full inclusion.
- We offer a flexible payment system for families of differing means and offer information regarding sources of financial support.

Food

- We work in partnership with parents to ensure medical, cultural and dietary needs of children are met.
- We help children learn about a wide variety of foods, and of differing cultural approaches to mealtimes and eating and respect the differences amongst us.

Newsletters/hand over's

- Here at Churchdown Day Nursery Ltd we recognise that not all parents have an understanding of the written word, and thus we ensure that all newsletters are briefly outlined verbally to all parents and that we also verbally inform parents of what their child has been up to at nursery each day.

Monitoring

In order to ensure that this policy is current and effective it is reviewed on an annual basis to ensure that our strategies meet the overall aims to promote equality, inclusion and valuing diversity.

English as an Additional Language

Here at Churchdown Day Nursery Ltd we pride ourselves on the diverse backgrounds of the children we care for. As part of this diversity it is often the case that we have children within our care who have English as an Additional Language (EAL), and whilst we recognise that this in itself is not a Special Need it does mean that we need to ensure that our practice is inclusive to ensure that all children achieve to their highest possible level.

In order to achieve this high level of development for all children it is essential that we first recognise that children who speak English as an additional language are entitled to equal access to the whole curriculum and to its assessment procedures.

In order to do this there are several steps that we follow. These include

- Recognising that children with English as an Additional Language may experience a silent period in which they watch and observe language being used. During these periods we use praise and positive reinforcement to encourage any efforts that are made to communicate.
- We attempt to pair children with an EAL with a confident cooperative peer who has a strong grasp of English and its applications.
- We record observations of all of the children communication skills including non-verbal gestures and body language as an indication of levels of understanding and development.
- We use clear natural speech patterns in our interactions with all children and continue to speak even if we receive no response.
- We ensure children with EAL are supported during whole group situations.
- We make use of visual prompts, such as word fans to help children with EAL to communicate their wants and needs.
- We encourage children to take on roles that require little or no English such as helping to give out plates and cups at snack time.
- We encourage children to participate in activities using their first language where possible.
- We use consistent repetitive routines so that children with EAL and other language limits are able to develop and understanding as to expectations of behaviour.

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- Staff use repetition and modelling to allow children to hear and understand new words in a correct format.
- Staff attempt to work alongside parents/carers to learn key phrases in the child's home language.
- Encourage children to use whichever language they are most comfortable with.
- Attempt to ensure that children's home languages are reflected in toys and resources around the setting.

Behaviour and Sanctions

Within Churchdown Day Nursery Ltd we recognise that children need to have boundaries and limits to their behaviour, for their security and safety and for the safety of their peers.

We aim to set those boundaries in a way which helps the children to develop a sense of significance and results of their own behaviour, both on their environment and on those around them. Restrictions on the child's natural and important desire to explore and develop their own ideas and concepts are kept to a minimum.

Unacceptable behaviour includes children hitting, pushing, biting, pulling hair, kicking, spitting, scratching, snatching, teasing or taunting, spoiling another's work, deliberately damaging or destroying property, deliberately disrupting an activity; an assessment of the level of unacceptability will be made on the basis of the individual child's age and level of understanding.

Staff will positively reinforce desirable behaviour such as sharing, being kind and considerate to others, listening to each other, honesty, generosity, and politeness including using language such as 'please' and 'thank you'. This will be done through both demonstrating appropriate behaviour and gentle reminders.

The SENCO **Adam Wells** is responsible for behaviour management issues.

1. Where incidents of unacceptable behaviour occur, staff will be consistent in their reaction to, and treatment of the child concerned. Any sanction will take into account the age and understanding of the child concerned.
2. Staff will say 'no' only when they mean it and in circumstances where immediate action is required to protect the safety of the child and those around them.
3. Staff will seek to distract or divert a child, rather than draw attention to the incident or allow it to escalate
4. Staff will not shout at or humiliate a child.
5. If the behaviour persists, the member of staff will explain to the child that their behaviour is unacceptable and why. If another child has been hurt or upset, the perpetrator will be asked to apologise.

6. If after three warnings, a child continues with inappropriate behaviour s/he will be removed from the activity for a short period of 'time out', in order that they may reflect upon their actions and begin to understand the difference between right and wrong. The length of time that a child receives time out for will vary with the age of the child, with one minute of time being given for every year of the child's life i.e. a 3 year old will receive 3 minutes and a 4 year old 4 minutes. The child must never be removed from the room.
7. When the child returns to the group it will be made clear that the matter is closed and that there is an expectation of good behaviour, making it clear that it is behaviour, not the child that is unacceptable.
8. Staff will never use any form of corporal punishment. However if a child has to be restrained for their own or another child's safety this will be done as gently as possible and recorded in the incident log and parents will be informed.
9. If unacceptable behaviour continues over a period of time, or where a child's behaviour causes concern, the nominated member of staff will liaise with the child's key worker and parent/carer to try to formulate a management strategy. This will then be recorded on the child's file and all relevant staff informed.
10. Where it is not possible for staff and parents/carers to resolve the situation, the nominated person, shall with parental consent seek additional support from external agencies.
11. As a measure of last resort, in the unlikely instance where all of the above possibilities have been tried and failed the nursery holds the right to request the removal of the child from the setting. This is a last resort and will only be implemented after serious consideration from the senior management team if the child is putting themselves or others at serious risk.

Bullying

Here at Churchdown Day Nursery Ltd we take the issue of bullying very seriously, whether it is between children or staff.

Bullying involves the persistent physical or verbal abuse from one individual or group to another. It is characterised by the intent to hurt or to cause upset, is often planned, and is usually accompanied by an awareness of the impact that the behaviour is having on others.

The Child

A child who bullies has reached a stage of cognitive development where he or she is able to plan to carry out a premeditated intent to cause distress to another. If it is found that there are instances of bullying amongst the children:

- We show the child/ren who have been bullied that we are able to listen to their concerns and act upon them;
- We intervene to stop the child who is bullying from harming other children;
- We explain to the child doing the bullying why his/her behaviour is not acceptable;
- We give reassurance to the child/ren who are being bullied;
- We help the child/ren who are doing the bullying to recognise the impact of their behaviour;
- We make sure that children who bully receive positive feedback for considerate behaviour and are given opportunities to practise and reflect on considerate behaviour;
- We do not label children who bully as 'bullies';
- We recognise that children who bully may often be experiencing bullying themselves, or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others;

- We discuss what has happened with the parents of the child who did the bullying and try to work out with them a plan for handling the child's behaviour; and
- We share what has happened with the parents of the child who has been bullied, explaining that we are working with the child who did the bullying to develop an understanding that their behaviour is inappropriate, and that we will be monitoring the situation.
- We maintain confidentiality as to whom the child/ren is that is carrying out the bullying.

Staff/ Volunteers

If it is found that there are instances of bullying between staff/ volunteers then the company's grievance policies will be put into effect in order to reach a satisfactory outcome. If however, after the grievance policy has been implemented a satisfactory outcome cannot be found and instances of bullying occur, it may become necessary to implement staff disciplinary procedures.

Parents as Partners

Churchdown Day Nursery Ltd staff place major value and importance on working in partnership with parents/carers. The parent/carer is generally the person who knows the child best and therefore close liaison is vital. The nursery seeks to promote this partnership in the following ways.

1. When parents enquire about a place for their child the manager or deputy will provide them with a prospectus giving information about the nursery, including admissions policy, opening hours, staffing, routines, meals and activities.
2. If parents apply for a place they will be asked to complete a comprehensive enrolment form giving details about the child, medical history, contact numbers and other relevant information.
3. Parents will be given a list of all nursery policies, and may ask to see full copies of all policies. A copy of the policies will be kept in the entrance hall for ease of access.
4. Parents will be able to discuss how their child is settling and any concerns at any time. Churchdown Day Nursery Ltd operates an 'open door policy'.
5. Parent's questionnaires will be given out at intervals for parents/carers to complete. In order to get a true feedback parents do not need to put their names on the forms. All forms will be evaluated and changes and improvements will be made if needed.
6. Key workers will keep parents informed of their child's progress through informal discussion and through the activity report books, which are sent home with the child. Parents are encouraged to write their own comments and observations in the book for the staff to read.
7. Parents are advised of changes and forthcoming events via the notice board and the monthly newsletter. Notices include information about things that are currently going on in and around the nursery and suggest ways parents might like to become involved with their child's learning by suggesting possible activities.
8. The nursery has open evenings for all parents and staff, and an open evening for all parents new to pre-school.

9. Parents have access to all records kept about their children and can ask to see them at any time.
10. Staff recognise that on occasions parents may need support or advice about particular issues relating to their child/ren. The manager will make available names of other professionals or outside agencies, support services or other agencies for parents to contact as appropriate.
11. The nursery will make use of social media sites such as our website, Facebook, Twitter and email to keep parents/ carers up to date with the daily happenings of the nursery.

Arrivals and departures

Churchdown Day Nursery Ltd recognises that leaving a child at nursery can be initially upsetting for both the child and parent, and that on occasions children who have attended the setting for a while and who may normally be quite settled may have an 'off-day' or be unsettled by something that has occurred outside of the setting.

In order to ensure that all parents and children are as comfortable as possible with being left it is intended that:

- Each child and his/her parent/carer will be given a warm welcome on arrival.
- Each child will be greeted by a member of staff who will be working with that child for the day.
- Parents will be asked by the staff welcoming the child if there is anything we need to be aware of that may influence a child's day, for example, a child who is tired may be more tearful than usual.
- Staff will record the time that a child arrives and departs on the register.
- Children who attend for the morning or for a full day will not be allowed to enter the nursery before 8am, and if attending for the morning session must be collected before 1pm.
- Children attending for the afternoon session will not be admitted before 1pm.
- All children must be collected no later than 6pm, failure to collect will result in additional charges being made.
- By prior arrangement a child may be able to come to nursery at 7.30am if the staff: child ratio permits.
- Parents will be charged for late collections, if this is a continual issue.
- Under no circumstances will a child be allowed to leave the nursery unless it is with a previously identified and authorised adult whom the person having care of the child has given written permission to do so.
- In case of an emergency the parent/carer can phone the nursery to inform us that they will not be able to collect and allocate a suitable adult

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to do so. They must also provide us with a password so that we are able to ensure that their child is leaving with the correct person/s.

- Forms will be sent out on a regular basis for parents/carers to update their details and inform us of any changes.
- If staff become aware of any changes within the home circumstances checks will be made to ensure that the names of those authorised to collect is still current and up to date.

Failure to collect

If at the end of a session a parent/carer fails to collect their child after an hour without having made contact to the nursery to inform them of what is going on then the following guidelines must be followed:

- The registered person must make every effort to contact the parent/carer. If they cannot be contacted then emergency contacts should be contacted.
- In event that they also cannot be contacted then the registered person should contact and inform the local authority duty safeguarding officer of the situation. **This must be done without delay.**
- It will then be down to the duty safeguarding officer to take charge of the situation and decide what happens next. It will be their decision on whether to inform the police who can help to trace the child's parent/carer.
- If the parent/carer is still unable to be traced then it is up the duty safeguarding officer to find suitable temporary foster care.

Settling in

At Churchdown Day Nursery Ltd we have a procedure for settling a child into the nursery setting that we have found to work well.

The main aim of the settling session is for a child to make a bond with both their key worker and the peers within the group where they will be when they eventually start; the ideology behind this is that it will allow the child/ren to develop a sense of security and confidence.

We do not stipulate a set amount of time for settling sessions, as every child is an individual and thus will require more or less time to familiarise themselves with the new faces and routines of the setting.

We offer unlimited settling sessions until both the parent and child/ren are happy to be left. We appreciate that this is a difficult time for many parents, and thus we encourage parents to phone to see how their child is doing if they are at all concerned.

The procedure that we adopt is for the parent/carer to drop their child at nursery for one hour and to do this over a number of days with the amount of time the child is left increasing gradually to encompass the full amount of time that the child's sessions cover, either half a day or full day.

Moving between groups

When children are moving between groups they will be allowed settling in sessions to 'visit' their new groups in order that they can develop confidence in their new surroundings.

These children will be given as many play sessions in their new room until they are comfortable, each transition will be undertaken with open dialogue with parents/carers about their child's readiness. For example some children may need lots of regular short play sessions to familiarise, whereas others adapt more quickly and find the process of being between two rooms more unsettling and therefore we would move these children more rapidly.

When children are moving groups a room to room transition record will also be completed to ensure that all relevant information pertaining to the child is passed to their next key person to ensure that there is continuity in the level of care and dedication that your child receives.

The child's existing key person will introduce parents/carers to the room the child will be moving too and introduce them to staff within the room.

Babies

Here at Churchdown Day Nursery Ltd we appreciate that babies require a safe and secure environment that allows them to feel cherished, in order to allow this to happen, your baby's home routine will be followed, and lots of opportunities for quiet time and one on one activity provided.

Our baby unit is bright and inviting and is run by experienced and qualified staffs that are aware that in a baby's first years, the excitement of sound, sight and touch are well accompanied by a series of special firsts. Our staffs provide the highest of expert care in an environment which encourages babies to learn through play.

In addition to this we also endeavour to ensure that the same staff are in the baby room on a daily basis and thus help the babies to develop firm and lasting relationships with key adults.

Babies will spend each day exploring and investigating the surrounding environment, playing with sensory toys, interacting with adults and other babies and listening to stories and music. There is direct access to outside play areas.

Upon entering the baby unit we request that all shoes are removed or covered.

When children join our baby unit we request that they bring any comforters that they may have at home i.e. sleeping bags, dummies, teddies.

We also request that when children attend sessions within our baby unit that they bring with them any bottles, formula, nappies, wipes, creams and changes of clothes that may be required, and that each of these items is clearly labelled with your child's name.

We do request that bottles are provided readymade or measured out to the correct quantities that the child requires.

Lost/ Missing Child

Here at Churchdown Day Nursery Ltd children's safety is maintained as the highest priority at all times both on and off of the premises. Every attempt is made through carrying out the outings procedure and the entrance/exit procedure to ensure that the security of the children is maintained at all times. In the unlikely event that a child does go missing, our missing child procedure is followed.

Child goes missing on the premises

- As soon as it is noticed that a child is missing the key person alerts the setting leader.
- The setting leader will carry out a thorough search of the buildings and garden.
- The registers are all checked to ensure that no other child has gone astray.
- Doors and gates are checked to ensure that there has been no breach of security whereby a child could have been able to wander out.
- If the child is not found, the parent/carer is contacted and the missing child is reported to the police.
- The setting leader will talk to the staff to find out when and where the child was last seen and records this.

Child goes missing on an outing

This describes what is to happen should a child go missing on an outing, leaving the setting leader and other staff back in the setting. If the setting leader has accompanied the children on the trip then the procedures are adjusted accordingly.

What to do on a whole setting outing when a child goes missing may be a little different, as parents usually attend and are responsible for their own child/ren.

- As soon as it is noticed that a child is missing, staff ask the children to stand with their appointed person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate area, but does not search beyond that.
- The setting manager/leader is contacted immediately and is informed of the situation.
- The setting manager/leader contacts the police and reports the child as missing.
- The setting leader/manager contacts the parent/carer who makes their way to the setting.
- Staffs return the remaining children to the setting.
- If at an indoor venue staff are to inform the venue security of the missing child, who will handle the search and inform the police if the child is not found.
- A senior member of staff may be advised to stay at the venue until the police arrive.

The Investigation

- Staff must keep calm and do not let other children become anxious or worried.
- The setting leader speaks to the parents/carer
- The owner must carry out a full investigation taking full written statements from all staff that was in the room or on the trip.
- The key person writes an incident report detailing:
 1. The time and date of report
 2. What staff/children were on the trip and the name of the member of staff designated as responsible for the missing child.
 3. When the child was last seen in the group/outing.
 4. What has taken place in the group since the child went missing.
 5. The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff are to co-operate fully. In this case, the police will handle all aspects of the

investigation, include interviewing staff. The local children's safeguarding board may be involved if it seems likely that there is a child protection issue to address.

- The incident is reported under RIDDOR arrangements; the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that any staff under investigation are not only treated fairly but also receive support whilst feeling vulnerable.
- Parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught parent, there should always be two members of senior staff, one of whom is the setting leader and the other the proprietor. No matter how understandable the parent's anger may be, aggression or threats against the staff are not to be tolerated and the police should be called.
- Other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in

front of them. They should answer children's questions honestly but also reassure them.

- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, is injured, or worse, his will be a very difficult time. The proprietor must use their discretion to decide what action to take.
- Staff must not discuss any incidents of missing children with the press without first taking advice.

Information and Communication Technology

-ICT is about how children find out about and learn how to use appropriate information technology such as computers and programmable toys that support their learning'

(Learning and Development Card 4:8)

The EYFS supports the use of ICT across all ages and stages of development. Here at Churchdown Day Nursery Ltd, it is our aim that all children within our setting are exposed to a wide range of ICT to support all elements of learning.

How to achieve aims:

- Ensure all children have regular access to age appropriate equipment that is of the latest specification in order to improve the quality of learning.
- Providing software that is linked to the current areas of learning.
- Providing specific software that may be beneficial to children with SEN.
- Providing adult support to enable children to optimise use of ICT equipment.
- Supporting children's learning through the use of ICT confidently and effectively, thereby improving the quality of teaching.
- Encourage staff to use appropriate ICT language.

Safe Use of the Internet

- Staff, parents and children need to develop good practice in using the internet as a tool for teaching and learning.
- We at Churchdown Day Nursery Ltd will work in partnership with parents and our internet service provider to ensure that only safe sites are accessible.

- Children will be monitored and supervised appropriately at all times whilst accessing the internet.
- Internet access will be planned to enrich and extend learning activities.
- Only those children who have received written permission from parents/carers will be able to access information via the internet.
- Churchdown Day Nursery Ltd will ensure written permission will be actively sought and information provided to parents/carers will be relevant, detailed and informative.
- Senior staff will ensure that regular checks are made to ensure that filtering methods are in place and are effective.
- Virus protection will be installed and updated regularly.

The role of the adult

In order to support children in their use of ICT equipment practitioners should first feel comfortable and knowledgeable in its use, as well as being familiar with its assembly. Practitioners should take advantage of in setting opportunities as well as ICT courses to extend their knowledge and understanding of ICT and its uses in order to better the support and provision of ICT with the children in their care in the following ways:

- To take all available opportunities to ensure good practice in promoting individual children's learning and development using EYFS Development Statements.
- To be aware of the range of ICT available throughout the setting to include stereos, hand dryers, computers, push flap books.
- To show a positive and enthusiastic attitude about technology.
- To integrate ICT throughout planned activities.
- To ensure quality of access to all children.
- To encourage children to work both independently and as part of a small group, whilst being supervised and supported.
- To encourage and extend children's problem solving skills.
- To maintain equipment and understand health and safety issues when using technological equipment.
- To raise children's awareness of relevant health and safety issues.

Health and safety

Updated: 05 May 2015

Next Review: May 2016

Signed: B. Bishop (Office Manager /EYP)

We at Churchdown Day Nursery Ltd are aware of the various health and safety issues when using ICT equipment with young children and will take the following measures to ensure their safety at all times:

- Computers need to be set at the correct height so that the child can sit comfortably without putting a strain on their back, necks or arms.
- Chairs need to be adjusted to the right height so that the child looks straight at the monitor straight in front of them.
- Backs should be straight and supported and feet flat on the floor.
- Children should be encouraged to take breaks away from the computer so that they are not staring at the monitor for too long, sand timers can be used to enable children to self-monitor the time that is spent at the computer, and to facilitate turn taking.
- Correct use of equipment will be modelled and encouraged through focused adult led activities.
- Computers will be located so that there is a good circulation of air.
- Computers will be located away from sand and water.
- Children will be encouraged to have clean hands when operating ICT equipment.
- No liquids will be permissible near the computer stations.
- Teaching awareness of electrical safety and keeping cables and sockets out of reach and covered.
- Allowing only one child at a time to be holding the mouse.
- Remembering to ensure all switches are off at the end of each day, or when the room is vacant.
- Ensuring children are taught the correct way to shut down a programme, load the printer with paper and print images from the digital camera.
- Access to screens is always in a visible area.
- The use of the internet is always supervised.
- The settings Internet Service Provider utilises filters.
- Equipment will be cleaned regularly with an anti-bacterial cleaner to prevent and spread of illness and infection.
- All new ICT equipment will be introduced to both staff and children and clear guidelines on its usage will be given.

Social Networking

We at Churchdown Day Nursery Ltd pride ourselves on the level of professionalism that our staff display. In order to maintain this level of professionalism and in keeping with external social factors, we have produced a policy on the use of social networking sites to inform staff of the level of conduct expected of them in using such sites.

- Staff should be aware that they are representatives of the setting whilst using social networking sites such as Facebook and Twitter.
- Staff will not use setting computers to access their social networking sites.
- Staff should be aware that they are bound by the setting's confidentiality policy at all times, and any breach of this will result in disciplinary procedures.
- Staff should not slander, disrespect nor gossip about any other member of staff on their social networking sites.
- Staff are reminded that it is important to maintain a professional childcare status even out of working hours and we therefore suggest that if friendships with parents are made online that you are aware of the content of your own profile, including comments left by others, so no offense is caused.
- Staff are reminded that should the settings confidentiality policy be breached or the setting brought into disrepute in anyway then disciplinary action may result.
- The nursery operates its own social media sites to keep parents/ carers and staff up to date with events and news.
- Parents are asked for permission for photos of their children to be included on social media sites, although it is the setting intention to never deliberately display a child's face unless express permission has been sought.

Digital Cameras and Photography

Here at Churchdown Day Nursery Ltd, we will from time to time, with your written consent, take photographs of your child in action. The purpose of these photographs will be to enhance children's learning and understanding, for use in their learning journeys for use in displays within the setting, and in marketing materials for the setting (including the website). In order to safeguard the children within the setting there are several precautions that will be carried out. These are:

- Ensuring that photographs of the children will only be taken on the setting cameras.
- Emailing of photographs is prohibited.
- Cameras are not to be taken into the toilets/nappy areas whilst these are in use.
- If a child objects to their photograph being taken, their wishes shall be respected and the photograph not taken.
- We are sensitive to cultural issues that may arise when taking photographs of children.
- Any photograph taken of the child will be included in their learning journeys and / development files.
- Parental consent will be sought to take photographs of children when they are involved in nursery activities, both on and off-site.
- Parents will be made aware of the use of digital photography within the setting and made aware that we have strict guidelines regarding their usage.
- Photographs will be printed off on the setting printer.
- Photographs will only be taken in open plan areas of the setting and in plain sight.
- Photographs will not be circulated outside of the setting for any reason, unless there is express written permission from the child's parent/carers.

- Photographs in individual files or learning journeys should not contain any identifiable images of other children.
- Staff are not permitted to have personal photographic equipment with them at any time within the setting; this is inclusive of camera equipment on mobile phones and iPad.

Mobile Phones

Due to recent events that have come to light in the media regarding mobile telephones in child care settings, we here at Churchdown Day Nursery Ltd have taken the view that in order to safeguard the children within our care we shall no longer allow staff to have their mobile phones on them at any time that they are working with the children, however we will permit staff to have their telephones during their lunch and break periods.

Staff will still be allowed to take their mobile telephones out with them whilst they are on outings away from the setting, so that should an emergency arise they are able to immediately summon help.

Procedures

- All staff are to place their phones in a designated drawer in the office.
- Staff are to ensure that their mobiles are off or on silent at all times.
- Staff are only to remove their own mobile phones from the drawer unless they have permission from the other party.
- If mobiles are removed from the drawer for trips/outings the name of the person whose phone it is, and the number recorded on the outings form.
- Any member of staff found to be using their mobile whilst in the setting (with the exclusion of in the staff room on breaks) or without prior permission from senior staff will be found to be in breach of company policy and will be disciplined accordingly.

Visits and Outings

Here at Churchdown Day Nursery Ltd we believe that children benefit from being taken out of the setting to go on trips to local parks or other suitable venues for activities which enhance their learning experiences.

In order to ensure that the children attending visits/ outings we operate strict procedures that include:

- The venue must be appropriate to the children's age, ability and interests.
- A risk assessment for each venue must be carried out and reviewed regularly, e.g. for the library and park.
- Parents/carers are asked to sign consent forms before any large outings.
- All venue risk assessments are made available for parents/carers to see.
- The adult child ratio is higher than 'normal' nursery activities.
- All outings are recorded on an outings form, which is kept in setting stating:
 - The time and date of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of departure.
 - Time of return.
 - A contact telephone number.
- All children must be accompanied by a parent/carer/key worker. If it is someone other than a parent/carer, an emergency contact telephone number must be available in the case of emergency.
- Each adult accompanying the group of children will be responsible for the safety of that group for the entire duration of the trip.
- A coach will be hired by the nursery. Checks will be carried out to ensure that the coach has appropriate safety belts for both children and adults.
- At least three qualified members of staff will accompany the outing.

- At least one member of staff attending must hold relevant and up-to-date first aid qualifications.
- Staff will be responsible for overall organisation and safety of the outing and that all adults are aware of their responsibilities and who is in their groups.
- If the duration of the outing means that the children will be away from the setting during a meal time a packed lunch will be provided and stored in a cool box.
- The staff member in charge of the outing will ensure that the following items are taken with them;
 1. A mobile telephone
 2. Emergency contact numbers and missing child form.
 3. Packed lunches and drinks.
 4. First aid kit.
 5. Accident forms, plastic bags, spare clothes
 6. Any medications that may be required e.g. inhalers/insulin/anti-histamine.

Medicines

It is the policy of Churchdown Day Nursery Ltd that whilst it is not our general practice to care for sick children, who should remain at home until they are well enough to return to the setting, we will administer **prescribed medications** as part of maintaining a child's health and well-being or when they are recovering from an illness.

In cases where a child develops a temperature during the course of the day we will administer non-prescription preparations, such as infant paracetamol (as long as written consent has been sought) in order to alleviate distress and lower temperature. If after Paracetamol the child is still unwell we would contact a parent or carer to come and collect the child from the setting.

If the child is on prescribed medication, it is advised that they are kept away from the setting for a minimum period of 24 hours after their first dose to ensure that there are no adverse effects and to allow the medication time to take effect.

In the case of small babies/ children who are teething we shall obtain written consent from a parent/carers in order to allow us to administer teething powders or gel's in order to alleviate pain.

It is also our policy here at Churchdown Day Nursery Ltd that:

- Children taking prescribed medications must be well enough to attend the setting.
- Only prescription medications are to be administered, and these must be in-date and prescribed for the current condition
- Children's prescribed medications are to be stored in their original containers, with their information leaflets, and are to be clearly labelled and be inaccessible to children.
- Parents/carers must provide prior written consent for medications to be administered, which must state the date, time, amount, name of medication and reason for it having been prescribed.

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Signed: B. Bishop (Office Manager /EYP)

- All medicines are to be stored either in the kitchen fridge, which will not be locked to allow ease of access in an emergency, or within a secure location within the child's room.
- Medication will only be administered by the owner, deputy manager, Early Years Professional or floor supervisors. A form showing the time and amount administered signed by the member of staff administering the medicine and witnessed by a second member of staff.
- All administration sheets will be recorded in the child's file, and the parent/carer asked to sign the sheet to ensure the medications are handed back at the end of each day.
- Where known allergies exist, parents are required to provide details of the nature of the allergy, known reactions and what action is to be taken in the event of an attack occurring. All staff will be made aware of the correct procedure and use should it be necessary.
- Parents/carers will be asked to provide any on-going medications that may be required, such as epi-pens and inhalers so that they can remain on-site. These will be checked regularly to check they are still in date and replacements requested when required.
- If the administration of a prescribed medical knowledge, individual training will be provided for the relevant members of staff by a qualified health professional.

Staff Medication

If staff are on any medication such as anti-biotic, they must inform senior staff.

All medication must be stored out of the room, either in the kitchen fridge or in the office in a secure place, unless is it a medication that may be required in an emergency.

If the medication is one that may be required in an emergency e.g. inhalers/ epi-pen these may be kept in a high cupboard out of reach from children with permission from the senior member of staff in that room.

Swine flu

Here at Churchdown Day Nursery Ltd, we take the threat of swine flu seriously and have sought guidance and support from our local GP's and the government health agencies in order to develop this policy in order to protect all people accessing the setting.

Symptoms

It is important that as swine flu spreads, you know the symptoms of the disease so you can recognize it in yourself and others at an early stage.

So far, most swine flu cases have been mild, with symptoms similar to those of seasonal flu. Only a small number of people have had more serious symptoms.

If you or a member of your family has a fever or high temperature (over 38°C/100.4°F) and two or more of the following symptoms, you may have swine flu:

- unusual tiredness,
- headache,
- runny nose,
- sore throat,
- shortness of breath or cough,
- loss of appetite,
- aching muscles,
- Diarrhea or vomiting.

(<http://www.nhs.uk/Conditions/pandemic-flu/Pages/Symptoms.aspx>
22/10/2009)

If you are at all unsure whether or not you may have swine flu you can contact

- Swine Flu Information Line 0800 1513 513
- NHS Direct 0845 4647
- www.direct.gov.uk/swineflu

Prevention

Updated: 05 May 2015

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Signed: B. Bishop (Office Manager /EYP)

Here at Churchdown Day Nursery Ltd we are taking every possible step to ensure that the spread of the infection is minimized, and thus, we are:

- Encouraging children to wipe their noses and dispose of tissues.
- Encouraging children to wash their hands regularly.
- Ensuring toys are regularly cleaned and sterilized/ washed.
- Ensuring children are using their own bed sheets and that they are washed at a high temperature at regular intervals.
- Talking to the older children about the importance of covering their mouths when they cough and sneeze, and being active role models to demonstrating appropriate hygiene.

Policy

Here at Churchdown Day Nursery Ltd we have made the decision based on the information we have been given, that unless it is completely unavoidable the nursery shall remain open as usual.

Children attending the setting shall still be able to do so even if there is a member of the household suffering from swine flu, unless the child themselves is displaying symptoms.

If children who are at the setting during a session develop a high temperature and runny nose they will be sent home immediately, and not be able to return until all symptoms have gone.

Sun Protection Policy

Here at Churchdown Day Nursery Ltd we are aware of the harmful effects of the sun's rays can have on young skin, and thus have adopted a policy so that children attending the nursery are protected from skin damage caused by harmful UV radiation from the sun, which can lead to skin cancer in later life.

This policy is to be implemented during the peak periods between 11am and 4pm during the summer months, and also when the sun is at its hottest and there is little or no shade available.

Our Sun Protection Strategies:

- The nursery requires children to wear hats that protect their faces, necks and ears, i.e. legionnaire, broad brimmed or bucket hats, and clothing that cover as much skin as possible when outdoors.
- Children who do not have their hats with them will be asked to play either in the shade or indoors if sufficient spare hats are not available.
- Children will be encouraged to use available areas of shade for outdoor play activities.
- Whenever possible, trips/outings will be scheduled before 11am and after 4pm in the summer months to minimize time spent outside during peak times. The availability of shade will be considered when planning trips/outings and any outdoor experiences.
- Staff will act as role models by:
 - Wearing sun protective hats and outdoor clothing.
 - Using SPF 30+ broad-spectrum sunscreen.
 - Seeking shade whenever possible.
- Opportune moments will be used to teach children why the skin needs protection from the sun and how we can protect it.
- The sun protection policy will be reinforced in a positive way through adult lead and child initiated activities, and nursery displays.
- Staff and families will be provided with information on sun protection through newsletters, notice boards and meetings.
- Management and staff will monitor and review the effectiveness of the sun protection policy every two years and revise the policy as required.
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When enrolling their child parents will be:

- Informed of the nurseries Sun Protection Policy.
- Asked to provide a suitable hat for their child.
- Asked to provide labelled SPF 30+ broad-spectrum sunscreen for their child.
- Required to give permission for staff to apply sunscreen to their child.
- Encouraged to practice Sun Smart behaviours themselves when at the nursery.

Snow Policy

In the event of a large amount of snow falling in the local area the nursery will put into effect this policy.

We have a number of staff who live within walking distance of nursery, and they shall make every reasonable attempt to get to work to open the setting to parents.

Cathy and Ash will make every attempt to get to the nursery, but in the event of it being too unsafe to travel staff who are on-site will be in constant contact with them and conditions will be monitored. The final decision on the closure of the setting will be made by Cathy and Ash based on information they receive.

If there is a decision made to close the setting updates will be released to Heart FM and on the Gloucestershire County Council School Closure List accessible at <http://ww3.gloucestershire.gov.uk/closedschools/>

The members of staff who are cleared by Ofsted to be left on-site in the event of none of the management team being able to safely get to the nursery are Deb Johnson and Jane Adams.

If the decision is made that the nursery will operate but that the snow is sufficiently deep we shall close the nursery at 5pm to allow the staff to be able to get home safely. If this happens staff are to telephone parents to inform them of this.

If in the event of closure parents will be asked to pay their fees as normal and they will then be reimbursed when we have received settlement for disruption from our insurance company as has happened in previous years.

Nappy Changing/ Toileting Policy

Here at Churchdown Day Nursery Ltd, we understand that nappy changing and toileting is very personal to each child, and as such each child deal with nappy changes and toileting in their own individual way.

In order to ensure that children are as comfortable as possible we have formulated a nappy change/ toileting policy to take into account the wants of the child.

- When changing a nappy always give the child a choice as to whom they wish to change their nappy. If the child is unable to show preference then it should be the child's key person or an adult with whom the child has bonded.
- Each child has their own box which contains their own nappies and nappy creams to ensure that the correct child has the correct equipment and nappies.
- Always wear gloves and white aprons provided. These must be changed between each nappy and hands washed thoroughly.
- Nappies downstairs are to be placed into the nappy-matic and macerated, nappies upstairs are to be placed into nappy sacks and disposed of in the nappy bins provided.
- Always wipe the child from front to back, using either cotton wool or wipes, in accordance with parents' wishes.
- Once finished wipe the mat clean with antibacterial spray and paper towel and dispose of aprons, gloves and towel into the bin.
- Wash both your own and the child's hands thoroughly.

Toilet training

Each child will be ready to begin to use a potty or toilet at different times. This can often be a difficult process for many children to get to grips with, and as such must be made as rewarding as possible.

In order to facilitate this area of development, we have developed a policy whereby:

- We ask the children whom they would like to take them to the toilet;
- We encourage them to try to use the potty/ toilet every 30 mins - 1 hour;
- We use lots of praise when the child manages to use the toilet/potty effectively;
- We encourage the child/ren to wash their hands after each attempt to use the potty/ toilet.
- We do not tell the child off for accidents, as they are part of the learning process.
- Ask parents/carers if they wish to bring a potty in from home for familiarity, and check that it is ok to disinfect the potty after each use.
- Potties/ toilets should be disinfected after each use.

Toileting

- Older children must have free access to the toilets and are encouraged to be independent.
- Children are encouraged to wash their hands with soap and water, and then dry them using the hand driers provided.
- A member of staff checks the toilets after children have used them, and wearing a glove ensures that the toilets are wiped with antibacterial spray and toilet roll, and that the toilet roll is then flushed away.
- If a child has an 'accident' plastic gloves must be worn, and dirty clothes placed into plastic bags which are handed to parents/carers at the end of the session. The child must be dressed in fresh clean clothes (please check children's bags before using nursery spares).
- The toilets are checked regularly by staff to ensure that there is an adequate supply of toilet roll and that any spills are sprayed and mopped up immediately.
- There will be a supply of paper towel made available in the event of a power cut and the driers are not working.

Food and Drink

'Good nutrition is important for all, especially for those younger than five years as these years are demanding for the developing child. They are the years in which children acquire many of the physical attributes and the social and psychological structures for life and learning'. (British Medical Association 2005)

It is the policy of Churchdown Day Nursery Ltd to ensure that the children in our care are given a healthy, balanced and nutritious diet. It is also our policy to accommodate children with special diets and requirements, as well as extreme dislikes where ever possible.

However, if a child is a fussy eater a parent/carer can, if they so wish provide their child with a packed lunch.

Here at Churchdown Day Nursery Ltd, we ensure:

- Children are supplied with the following meals if they are attending at the appropriate times; breakfast, mid-morning snack and drink, a two course lunch, afternoon snack and drink, and afternoon tea.
- Snacks and meals are nutritious and we use fresh produce where ever possible and we use fresh ingredients where ever possible.
- If a child has an allergy or severe dislike we ask that parents/carers inform us of this on a form provided on admission, or in writing should it occur after induction.
- A copy of the children's food allergies and preferences will be displayed the child's base room so that all staff are aware of the dietary needs of each child.
- We display the daily menu in the entrance hall for parents/carers to view.
- We organise meal and snack times so that they are sociable events for both staff and children.
- We use mealtimes to encourage independence through making choices, serving food and drink and feeding themselves.
- We provide developmentally appropriate utensils for children and also take into account the eating practices within their own cultures.

- We ensure fresh drinking water is available constantly throughout the day so that children are able to obtain a drink as and when they require one.
- Those staff who prepare and cook foods hold valid food hygiene certificates.
- Staff wear blue aprons when near food.
- That all staff and children wash their hands before touching foods.
- That all foods are stored in accordance with safety and legal requirements.
- That the kitchen is regularly inspected by EHO, with copies of their reports being stored in the office.
- We encourage staff to sit with children whilst they are eating.
- Meals are cooked fresh every day and incorporate fresh fruit and vegetables.
- The menu is rotated over a four week period to allow for maximum variety.
- The daily food routine is:

8am-8.50am -Breakfast

10am - Mid Morning Snack

11.45am - Lunch

2pm - Afternoon Snack

3.45pm - Tea

- If a child is late into the setting for whatever reason, and may have missed our normal snack/mealtime, it is possible for parents/carers to request that we save a meal in order to ensure that the child may have it when s/he arrives at the setting.
- If a child is asleep during normal meal/snack times the meal/snack will be set aside to offer the child when they awaken.

Premises

Churchdown Day Nursery Ltd acknowledges that children benefit from a safe, secure environment. We provide adequate space for each age group in a warm and welcoming environment. The premises are for the sole use of the nursery and no other activities are permitted on the premises.

Indoor Play Areas

The nursery operates within the space requirements set down by Ofsted standards. These are

- Children under 2 years - 3.5 sq. meters
- Children aged 2-3 years - 2.5 sq. meters
- Children aged 3-7 years - 2.3 sq. meters

Each age group has its own designated sleep/ rest area where children can have a sleep at specific times. For the babies this is in a separate sleep area within the baby suite which can be used at all times. For older children, part of the play area is converted to a rest area at specific times. When children wish to rest or play quietly there is space within each group where provision can be made for this.

Outdoor Play Areas

The outdoor areas are to be kept clean and checked daily for animal fouling, rubbish and other hazards.

There are no known poisonous plants, flowers or berries in the garden play areas.

The play area is made of synthetic grass and soft matting which is inspected daily to check for wear and tear.

Sandpits are covered and sand replaced regularly.

Special care must be taken when children are using play equipment, and a member of staff must be standing within immediate reach of the children.

If the paddling pool is in use a member of staff must remain in close attendance at all times.

Children leaving the premises in a group, i.e. for a walk to the library must be attached to a walk-o-dile or in a buggy for safety.

Staff cars must be parked in designated areas. Staff should always check around the car before moving off and ensure that the correct exits and entrances are used at all times.

Toilets and hygiene

The registration requirements are that there is 1 toilet and 1 hand basin with hot and cold water for every 10 children over the age of 2 years.

Here at Churchdown Day Nursery Ltd we have toilets on the ground floor and first floor. Alongside this we also provide an accessible toilet and a staff toilet.

In order to ensure that the toilets are kept to the highest standard of cleanliness there are daily check sheets in each bathroom that must be checked and signed by a member of staff to confirm that checks have been made.

All children are encouraged to wash their hands after toileting and before meals.

We encourage parents to supply their children with a personalised wash bag containing a toothbrush, toothpaste and hairbrush so that after lunch the children can be encouraged to contribute to their own personal hygiene and feel fresh and refreshed for the remainder of the day.

Kitchen

The nursery provides nutritious meals for the children. These are prepared daily on the premises.

There is a kitchen located on the first floor of the nursery. It is regularly inspected by the Environmental Health office and we meet all of the requirements and regulations laid out.

All staff involved in food handling will undertake Food Hygiene or equivalent training.

Children will not be allowed to enter the kitchen unless closely supervised.

To ensure that food is prepared and served safely the fridge and freezer temperatures will be checked and recorded both day and night each day.

All hot foods are tested to ensure that it is cooked and served at the correct temperature. All temperatures are recorded daily.

Dates on food are checked daily and food rotated accordingly.

Cleanliness and hygiene procedures are carried out to the highest standard.

Laundry Facilities

1. Nursery linen, towels etc. are laundered on the premises. Laundry facilities are not accessible to the children.
2. Spare nursery clothes are available for children in case of accidents. Parents are asked to launder these and return them to the nursery as soon as possible.
3. Staff will ensure that all items are put to wash as soon as possible and that there is always a supply of clean items for their group.
4. Soiled linen must be put into a black bag before being taken into the laundry.

Equipment

Here at Churchdown Day Nursery Ltd we recognise that children require a variety of suitable toys and play materials in order to promote their imagination, language and mathematical development, as well as their social and emotional skills.

In order to ensure that the children receive the best education;

- Staff are responsible for reporting damage or defects in equipment or materials.
- All furniture, toys and equipment are checked regularly and maintained in good repair and conform to the appropriate British Standard, EC requirement or the Toys (Safety) Regulations (1995) where these apply

Risk Assessment

Here at Churchdown Day Nursery Ltd we believe that the health and safety of the children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risk to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessments. Here at Churchdown Day Nursery Ltd our risk assessments follow five stages. These are:

1. Identification of risk: where is it and what is it?
2. Who is at risk: staff/visitors/children?
3. Assessment of level of risk: is it high/ medium/ low?
4. What control measures are in place to reduce/ eliminate risks?
5. Monitoring and review: any changes need to be amended and updated.

Alongside the specific risk assessments that are carried out and reviewed on a regular basis all staff also undertake daily risk assessments (housekeeping checklist) of their environment to ensure that any wear and tear to the premises and / equipment is noted and that any appropriate actions are taken to minimise risks to all accessing the setting.

This includes that staff are constantly vigilant for any damage to equipment, buildings, play equipment etc.

- Staff shall ensure that all areas of the building will be welcoming and friendly to children and their parents. Displays of children's work will be available for parents/carers to see and will be changed on a regular basis.
- Staff will ensure that the nursery is kept clean, and at a comfortable temperature and well ventilated. The temperature can be regulated in each room via the air conditioning systems in each room. Should these be ineffective in extreme weathers the management will source alternative methods of heating/ cooling the rooms.
- All accidents/ spills etc. will be cleared up as soon as they occur.

- Where local planning and building control regulations apply the registered person will ensure that the nursery operates within the designated requirements.
- Staff will have access to a telephone in case of emergency. In addition, mobile telephones are taken on all outings.

Any toys or equipment that are found to be in a poor state of repair will be discarded with immediately, and any structural issues will be brought to the attention of Ashley Coe (Maintenance).

Health and Safety

Churchdown Day Nursery Ltd is committed to ensuring the health, safety and welfare of its employees and visitors to the site, as far as is reasonably predictable. The nursery accepts its responsibilities for other persons who may be affected by its activities. The managers will take steps to ensure that its statutory duties are met at all times.

- Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- It is the duty of the manager(s) to ensure that all processes and systems for work are designed to take account of health and safety and that they are properly supervised at all times.
- Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety.
- Employees must co-operate within the company to enable all statutory duties to be complied with... the successful implementation of this policy requires total commitment from all employees at all levels of the organisation.
- Each individual has a legal obligation to take care for his or her acts or omissions.
- This policy will be monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Organisation and arrangements

Managers/ supervisors will:

- Understand and implement the H & S policy and procedures.
- Ensure new employees are given induction training to include emergency first aid and accident reporting procedures.
- Ensure adequate supervision is available at all times and provide such training/ instruction as is necessary for employees to carry out their tasks in safety.
- Be responsible for good housekeeping and ensure that all defects and unsafe conditions are promptly reported and rectified.

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- Ensure risk assessments are undertaken and safe systems of work are complied with at all times.
- Maintain incident recording procedures and investigate promptly, as determined by the event.
- Report qualifying incidents to the enforcing authority.

We also have a health and safety trainer (Richard Coe) who has been appointed to carry out regular inspections on the premises and to ensure that all risk assessments are current and up to date.

However, it remains the general responsibility of all staff to ensure that health and safety standards are maintained, and to ensure that there are current and up to date risk assessments completed for new activities and equipment. These are then stored in the health and safety file and should be reviewed regularly.

COSHH

Churchdown Day Nursery Ltd recognises the fact that some substances have the potential to cause ill health and wherever possible the use of such substances will be discontinued or a less hazardous substitute sought.

Hazardous substances must be assessed and control measures introduced to minimise the risk to our employees or others affected by our activities. All reasonably practicable measures will be employed to reduce the risks to health prior to consideration of personal protective equipment (PPE).

Where PPE must be used, employees will be provided with the appropriate equipment, which will be maintained, repaired and tested as required by each class of protection.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances.

Churchdown Day Nursery Ltd will assess the use of all new substances introduced into the workplace.

Legislation

The Control of Substances Hazardous to Health Regulation (C.O.S.H.H) 2005.

Assessment

All substances used must be assessed in order to minimise risk of ill health through exposure. This includes all existing substances and any new substances brought on to the premises.

A designated member of staff must be trained or a trained person appointed to carry out COSHH assessments. COSHH assessments are to be carried out by the designated assessor using the company COSHH assessment form or alternatively in case of additional support being required the designated person must contact the contracted competent person (Richard Coe) to request an assessment be completed, and provide a safety data sheet for the substance.

Employees should be discouraged from bringing substances on to the nursery site. Where this does occur, the substance must be checked by an appropriate

member of staff or appointed person to determine whether COSHH assessments are required.

All COSHH assessments are to be reviewed regularly and are to be stored in the company's health and safety file.

On Discovering a Fire

Churchdown Day Nursery Ltd is committed to taking all reasonable precautions to prevent, or minimise the probability of all causes of fire. The nursery acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate.

Here at Churchdown Day Nursery Ltd we make use of a fire marshal system. The nominated fire marshals are:

Jake Parker

Laura Griffiths

The company also employs a third party company to carry out regular testing and servicing. This company is APM Fire Protection contactable on 01242 519519.

Application of Regulations

The Regulatory Reform (Fire Safety) Order 2005 defines certain fire safety measures.

Training

- Fire evacuation drills are conducted to enable:
 - ✓ Staff and others to gain an understanding of evacuation procedures.
 - ✓ Appointed persons to rehearse their specific roles.
 - ✓ Monitoring of the performance of evacuations and of person's co-ordinating the evacuation.
- The nursery will provide suitable training for appointed persons who are responsible for executing the fire procedures.
- Appointed persons are to be trained in the use of fire equipment,

Alarm Sounding

- A system will be installed to ensure that alarm testing is carried out at least once a week. This will be recorded on the fire log sheet that is stored in the fire drill file in the office.
- Staff should be informed of this testing, its means and the actions required to be taken if any.

Evacuation Drills

- An evacuation drill will take place following a manually activated alarm. Staff should not be informed of schedules of these fire drills.
- The nursery managers are to act as observers. The observer's comments and those sought from other will be collated and recorded by the appointed person. At a debriefing meeting the observations are to be considered and any necessary actions or improvements to be implemented.
- Fire evacuation drills are to be undertaken at least twice per year. Additional drills may be required following observations.
- Other unplanned evacuations should be recorded with any necessary remedial actions noted.

Maintenance of fire precautions

- It is the nursery manager's role to ensure fire precautions are maintained on site and that appropriate records are maintained.
- A timetable of maintenance periods can be found in the nursery H&S file.

Manual Handling

Churchdown Day Nursery Ltd recognises and accepts its responsibilities so far as is reasonably practicable to provide a safe place of work, safe systems of work and a safe environment. This includes the need to minimise risks arising from manual handling tasks and to provide guidance on the measures that should be taken to ensure safe lifting and handling, not only of equipment but also of children.

Definition

"Manual handling operations" means any transporting or supporting of a load by hand or bodily force, i.e. human, as opposed to mechanical, effort is required to move or hold the load, and includes lifting, putting down, pushing, pulling, carrying or moving. The Manual Handling Operations Regulations 1992.

Responsibility

The nursery managers are responsible for ensuring that staff

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Make suitable and sufficient assessments of any hazardous manual handling operations that cannot be avoided. Guidance is provided by the Health and Safety Advisor.
- Reduce the risk of injury from those 'unavoidable' operations as far as is reasonably practicable.
- Provide staff with details concerning the loads they are to handle.
- Review the assessments to keep it up to date.

Risk Assessments

Manual handling risk assessments if required will be carried out by the Nursery managers with the support and guidance of the Health and Safety Advisor. The law requires that assessment be 'suitable and sufficient' - this means adopting a realistic and pragmatic approach.

Elements for Consideration

The four main elements of a manual handling operation to be examined are:

- Task- what actions a 'handler' must perform

- Load - what is to be moved
- Environment - where is the load being handled and under what circumstances
- Individual - who is moving the load and are they 'fit'

The assessment should enable the assessor to decide the degree of risk that the work under review presents. The assessment needs to conclude that the work presents no significant risk or a level of risk that can be controlled/ managed by adopting certain safety measures (or perhaps that the task may need to be abandoned altogether).

Controls

Controls that could be applied to reduce the level of risk are:

- Modify the load
- Modify workplace/layout.
- Use different actions/movements.
- Provide mechanical assistance.
- Organise team lifting.
- Identify vulnerable persons.

Training

Manual handling will be covered at induction stage and training courses covering manual handling will also be provided.

Admissions and Requirements

Churchdown Day Nursery Ltd is a privately run children's day nursery , that provides full day care facilities for children aged from 3 months to 5 years.

Churchdown Day Nursery Ltd is registered under Ofsted and must adhere to the codes of conduct and admission requirements that are set out by both them and the local government.

Failure to meet the requirements set out by Ofsted and the local authority is a breach of registration and could lead to our Ofsted registration being cancelled.

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to make sure that all sections of our community have access to the setting through open, fair and communicated policies and procedures.

- We advertise our setting widely.
- We provide information in a clear, concise language, whether in verbal or written form.
- We base our admissions policy on a fair system.
- We ensure that parents/ carers are made aware of our equal opportunities policies.
- We do not discriminate against a child with a disability or refuse a child entry to our setting on the basis of colour, ethnicity, religion, or social background.
- We do not discriminate against a child on the grounds of ability or disability.
- We develop action plans across the setting to ensure all children are able to participate fully with all activities and services offered by the setting.
- We will take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviours are unacceptable on or around the premises and will be dealt with in the strongest manner.

Children's Records

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information takes place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the 'Confidentiality Policy' and our 'Information Sharing Policy'.

Procedures

We keep two kinds of records on children attending our setting:

Development Records

- These include observations of children in the setting, photographs, video clips and summary development records.
- These are usually kept in the children's individual files which are kept in their base rooms and can be freely accessed, and contributed to by staff, the children and the child's parents.

Personal Records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings regarding the child from other agencies, basic family information, general consents for outings and emergency medication, an ongoing record of relevant contacts with parents/carers, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters, these files also contain any other information that will help staff to understand each individual child's needs.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge within the office.
- Parents/carers have access, in accordance with our 'Access to Information Policy', to the files and records of their own children but do not have access to information about any other child.

- Staff will not discuss personal information given by parents/carers with other members of staff, except where it affects planning for the child's needs or day to day care. Staff inductions include an awareness of the importance of confidentiality in the role of a key person.
- We retain children's records for five years after they have left the setting. These are kept in a secure place.

Information Sharing

Here at Churchdown Day Nursery Ltd we recognise that at times it may be necessary for us to share information with other agencies and people outside of the setting.

When registering with the nursery all parents/ carers will be made aware that as in accordance with the Data Protection Act (1998) we shall treat all documentation and personal information with the highest level of confidentiality and that we shall at all times discuss the need for information to be shared with the parent/ carer of the child concerned, unless there is a specific reasoning not to, for example;

- Where it prevents a crime being committed or intervenes where one has already been committed.
- Where known disclosure may lead to the harm or abuse of another individual either adult or child.
- Not sharing it could be worse than the outcome of having shared it.

The decision to share information will never be made by an individual, but after discussion with relevant individuals such as Designated Child Protection Officers and Management.

Incident Management

An incident is an undesired event, which under slightly different circumstances could result in harm to people or damage to property.

Here at Churchdown Day Nursery Ltd, whilst we do our very best to minimise any incidents occurring we do accept that at times incidents do occur, and thus have clear guidelines on appropriate actions should an incident occur.

Any incident that occurs within the nursery should be reported to senior staff as soon as is reasonably possible, as well as to the nursery manager, in order that all relevant facts are passed on as quickly as possible and recorded appropriately to ensure that key information is not forgotten or overlooked.

The management team will then look into the incident and how it has occurred. During the course of the investigation management will ensure that all parties have completed the relevant incident forms, and will contact Ofsted to ensure that correct guidelines are followed at all times.

Once management have spoken to Ofsted and all facts established, staff will then be informed of any outcomes. At no point should staff be discussing incidents with parents/carers without being aware of all facts. Management will take responsibility for speaking to all parties involved and Ofsted.

Nursery Education Funding

Every three and four-year-old is entitled to receive 570 hours free childcare a year, as well as some two-year-olds.

Our criteria for providing this funding is laid down by Gloucestershire County Council.

Two Year Funding

This funding is not awarded to every child, and is dependent upon meeting the criteria set. If your child does meet the relevant criteria you will be sent a letter from Gloucestershire Family Information Services.

This letter will inform you when funding starts, which is usually the term after your child's second birthday. The funding will last until your child then begins to receive the three and four-year-old funding.

One of the elements of the funding that we as a setting are able to allocate is which sessions are made available for funded sessions. Therefore children who are in receipt of two year old funding will be allocated afternoon sessions.

If you wish to find out if you are entitled to receive two-year-old funding please contact Family Information Service on 01452 427362.

Three and four-year-old Funding

Every child is entitled to receive this funding from the term after their third birthday and will remain in place until the start of your child's reception year at school.

As a parent you are able to choose if you use your funding for 10 hours for 50 weeks of the year or 15 hours term time only. However if you choose to use your funding for 10 hours 50 weeks of the year you are only able to split the funding between two settings if both are claiming the same e.g. both are claiming for stretched funding or term time only.

Updated: 05 May 2015

Next Review: May 2016

Signed: B. Bishop (Office Manager /EYP)

If you make use of 15 hours term time only you are also liable for any additional sessions that your child undertakes that fall outside of term time.

Funding is allocated for 14 weeks in the Autumn term and 12 weeks in both the spring and Summer terms. If you do wish to know exact term dates these are available from the office.