



**little pumpkins**  
n u r s e r y   l i m i t e d

# **Policies and Procedures Handbook**

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# **Policies and Procedures Hand Book**

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## Accident and Incident Recording and Reporting Policy

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Child protection matters or behavioural incidents between children are not regarded as incidents and so there are separate procedures for these.

### Accident Form

Our accident form is kept safely and is accessible to all staff and volunteers who know how to complete it. Any accident – however minor – is entered onto the accident form via Family app by the member of staff witnessing the accident. It is then that member of staff's or manager's responsibility to ensure that either the parent/carer is informed, and that the accident form is acknowledged by the parent/carer on the day that the accident occurred.

On the Accident Form, an individual accident record is used for each child to ensure confidentiality; the following information is recorded:

- Time
- Date
- Child details
- Injury details
- Any witness details
- Body map
- First aid treatment given
- A senior staff member signature
- Any further action taken – this may be recorded at a later date

When there is any injury requiring GP or hospital treatment to a child, parent, staff member, volunteer or visitor – or in the unlikely death of a child or adult on the premises – we make a report to the Health and Safety Executive using the RIDDOR format. Ofsted is also informed in these circumstances.

### Dealing with Incidents

Great care should be taken at all times to prevent injury to children and staff. However, accidents will happen and the way they are dealt with is extremely important.

- Little Pumpkins Nursery staff will have an Ofsted-approved, current First Aid certificate covering babies and young children
- The Nursery will ensure that the first-aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed
- Safety gloves must be worn when dealing with any cuts, saliva or other body fluids – and then disposed of in the appropriate manner
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments will be applied
- If hospital attention is required then the Manager, Deputy Manager or Room Leader will make the decision and will take the necessary action to get the person to hospital
- Staff must be aware of procedures for telephoning for an ambulance. Every effort must be made to contact the parents/carers

## **Emergency Treatment**

Prior parental consent for emergency/medical treatment is asked for on the registration form completed by parents when the child joins the Nursery.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a GP or hospital
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done so, such as a gas leak
- Any dangerous occurrence is recorded in our incident book

## **Incident Book**

We have ready access to telephone numbers for emergency services. For areas of the premises we are responsible for, contact numbers for suitable services are available.

We keep an Incident Book for recording incidents including those that are reportable to the Health and Safety Executive, these include:

- Break in, burglary, theft of personal or setting property
- Intruder gaining unauthorised access to the premises
- Fire, flood, gas leak or electrical failure
- Attack on member of staff or parent on the premises or nearby
- Any racist incident involving staff or family on the premises
- Death of a child
- A terrorist attack or the threat of one

In the Incident Book, we record the date, time and nature of the event, who was affected and how it was dealt with. If it is reported to the police, we make a note of the crime reference number.

In the unlikely event of a terrorist attack, we will follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of the children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services would be called and the advice of these services followed.

Last updated January 2024

## Admissions Policy

At Little Pumpkins Nursery, it is our aim to ensure we are meeting the needs of parents and carers. It is the Nursery's intention to make itself accessible to all sections of the local community; we aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures, and in order to accomplish this we will:

- Place advertisements for the Nursery in areas where all sections of the community can see it. This will ensure the Nursery is as widely known as possible
- Provide information in clear, concise language, whether written or in spoken form
- We base our admissions policy on a fair system
- Monitor the gender and background of all new children joining the Nursery to ensure there is no accidental discrimination
- Ensure that we do not discriminate against a child with a disability or refuse a child entry to our Nursery because of any disability
- During the settling period, we will ensure that families are welcome in the Nursery for as long as it takes their child to settle
- We 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

### Criteria

- Lone-parent families
- One parent working full time claiming universal Credit
- Referrals from outside agencies
- Parents in higher/further education/ job-related training
- Parents accessing Care to Learn
- Parents working full time

All places are allocated on availability within the appropriate age group. It is the parent's responsibility to keep the Nursery informed of any changes to their care requirements; this is explained to parents at the time of completing the child's application for a place. Please refer to our terms and conditions.

The Admissions Policy is enforced alongside the nurseries Equal Opportunities Policy.

The Nursery Education Grant can be applied for the term after the child's third birthday, offering 15 or 30 hours of childcare. This will be reflected monthly in the fees payable. Parents are reminded that the funding is over a stretched offer 11hrs x 52 weeks.

### Waiting List

A place may be reserved once pregnancy has been confirmed by filling in an application form and paying a registration fee of £50.00 to add to the waiting list. For older children, parents/carers may apply at any time. The waiting list is only used when the nursery cannot confirm spaces at the time of booking. Parents will be contacted near their start date to

inform us of availability of sessions and, where applicable, arrange pre-visits and a time for the parents to complete registration forms and other necessary paper work.

### **Registration Fees**

The Nursery requires a £100 registration fee (non-refundable) and two weeks deposit to secure a place.

### **Registration Form**

Children will be registered when the registration form has been completed. Information will include:

- Family name
- Date of registration
- Date of birth
- Address
- Names of parents/carers
- Telephone numbers of parents/carers/Emergency Numbers
- Day care requirements
- Health and dietary detail if any
- Copy of Birth Certificate
- Health Visitor/Social Worker

### **Holidays**

No deductions shall be made to any fees to take account of periods of absence, for whatever reason due to sickness, holidays or temporary exclusions etc

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## Aims of Little Pumpkins Nursery

The staff at Little Pumpkins Nursery is committed to providing a happy, safe and secure environment for the children in our care to enable them to reach their full potential. We aim to provide a broad and balanced curriculum in line with the Early Years Foundation Stage (EYFS). The EYFS aims to be accessible for all of the children in our care, focusing on their own individual needs.

### **We aim:**

- To provide a happy, safe, stimulating, caring and secure environment in which the child can develop as a whole person, socially, emotionally, physically and intellectually
- To foster a good relationship with parents and carers
- To encourage confidence, self-control and independence
- To promote learning through shared experiences
- To offer a wide-ranging curriculum adequately resourced, encouraging appropriate individual development
- To meet special needs of individuals enabling all to benefit fully from the opportunities provided
- To offer opportunities for quiet times and individual space for those children here for extended periods
- To maintain and improve our professional expertise as individuals and as a Nursery

Last updated January 2024

## Alcohol and Drugs Policy

Alcoholic drinks may not be brought into the Nursery and illegal drugs are **forbidden**.

### Employees

Any employees found under the influence and in possession of alcohol will be subject to disciplinary action, including summary dismissal.

Illegal drugs of any description may not be brought into the Nursery premises and, should a member of staff be under the influence of illegal drugs or have them in their personal possessions, they will be suspended from their duties until a full investigation can be carried out. This could lead to disciplinary action and possible dismissal.

### Parents and Visitors

The Nursery's priority is to provide a safe and caring environment for the children within our care. Should a visitor or a parent be suspected of being under the influence of alcohol or drugs, a member of staff may ask them to leave the Nursery building. Should the parent or visitor refuse to leave a member of staff will call the police.

In the event of a parent collecting a child while under the influence, the Nursery staff will endeavour to contact another relative before the parent leaves with the child, to inform them of the situation. Unfortunately, the Nursery cannot force a parent collecting a child to stay, but if a parent should drive off with a child whilst being suspected of being under the influence, the police will be contacted. The nursery will also notify the Local Authorities Safeguarding Team.

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## Anti-Bullying Policy

At the age of 3-4 years, children begin to understand that others can be vulnerable, have feelings and can be upset and hurt by their actions. If, in the early years, children experience success in achieving their objectives through intimidation of others by violence and verbal aggression, the reaction of key adults around them will determine whether they continue to use these strategies. Staff will use the same principles as mentioned before when dealing with bullying.

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## Assessment and Recording Policy

The assessment of children is an integral part of our Nursery. We need to know what children understand and can do in order to plan effectively for their development. We feel that good early years practice is based on:

- a) Observation of children in action
- b) Conversations with children as they reflect on their actions

Our skill is to match these identified developmental needs of children with the provision made in the Nursery rooms in partnership with parents and the child:

- We acknowledge and share the principal that time spent on observation and conversation is time well spent and, therefore, an integral part of our planning process
- We use Development Matter as our curriculum
- We will use a workable, user-friendly, confidential but accessible system of recording significant observations and conversations, which are used to inform and influence future planning
- We base our assessments on what children can do or nearly do and encourage children to make their own self-assessment
- We collect evidence of process as well as product by using photos
- We develop trust and partnership between staff member, children and parents
- We keep two main types of record:
  - Formative records** (generally kept on the Family App):
    - Dated
    - Written in narrative form - what children say and do
    - 1 photo observation per week
    - Based on observation and conversation
    - Contributions from parents, children and all adults who work with the child
    - Incorporate analysis with some next planned steps for progress
  - Summative records:**
    - Settling in forms on the child's first day and weeks at Nursery
    - Transition forms filled in by Key Person with parent contribution
    - Usually written as brief summaries, e.g. entry profile
    - Regular profile assessment, transition records to Primary School
    - They are based on the information gained through formative record keeping
    - Designed to inform others, e.g. parents, next Nursery or School, outside agencies

Both include appropriate test results and reports from outside professionals whose help has been requested by parents and Nursery staff through the Code of Practice.

Our system of developmental records is based on:

- Opportunity for parents to see and discuss the child's development with the relevant Key Person
- Regular team analysis of the child's progress and any particular concerns plus significant needs for the child's future education

- Developmental records are completed on the child to transfer to Primary School
- Confidentiality and sensitivity of access to records will be observed
- Close links, where necessary, to Individual Education Plans for children with specific needs
- We welcome and encourage parents to view and discuss with the Key Person, the developmental records of their children at a pre-arranged time that is convenient to both parties

Last updated January 2024

## Babysitting Policy

Little Pumpkins Nursery operates a strict NO babysitting policy. By doing so, we actively safeguard our staff and all the children within our care.

All employees of Little Pumpkins Nurseries, volunteers or any other persons affiliated with the nursery are NOT permitted to babysit/homecare children registered on roll at Little Pumpkins Nursery.

The nursery has a duty of care to safeguard all children and adults while on nursery premises and whilst in the care of our staff. If staff are caring for your children at home, outside of nursery hours or premises, we cannot guarantee the safety of children or staff, against potential allegations. Babysitting crosses from the professional to the personal and has far reaching consequences in terms of Safeguarding and public liability. By the same token, our Confidentiality Policy must be adhered to at all times. This includes having regard for children, other parents and other staff members, as well as the nursery business itself.

If members of staff were to care for children out of nursery opening hours on different premises, the nursery could not guarantee confidentiality or impartiality, which staff must adhere to and respect whilst working at the setting, thus ensuring that all families and children are treated equally.

The nursery also cannot guarantee that the “babysitter” may not take other adults, unknown to the nursery and/ or parents and such adults may not hold relevant DBS checks and wouldn’t have been vetted to assess whether they are suitable to care for children unsupervised.

The nursery would not be directly held responsible for any health and safety, or other issues that may arise from such private arrangements.

All employees/ individuals employed by Little Pumpkins Nursery are made aware of this policy and it will be deemed as a breach of the nursery terms and conditions as stated clause 11 Non-Solicitation of team and Babysitting and will lead to formal disciplinary action being taken, subject to an investigation.

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## Behaviour Management Policy

At Little Pumpkins Nursery, we believe that children and adults flourish best with an established routine and environment where they know what is expected of them and where children can play freely and learn without fear of being hurt or hindered by others. And also, we believe children should have clear and developmentally appropriate expectations for their behaviour.

It is our continuing aim to:

- Create a safe, secure and happy environment that encourages and reinforces acceptable behaviour by consistent and considered response
- Be a positive role model for all children with regard to friendliness, care, courtesy and language
- Ensure that all children feel included all the time
- Enable the children to share their experiences with each other and with staff
- Display a range of positive images and objects that reveal people in non-stereotypical roles
- Celebrate diversity within the Nursery and use resources that reflect diversity, including books, toys and role-play
- Help and make children appreciate and value each other, and to feel valued as an individual
- Enhance self-esteem, self-control and mutual consideration – opportunity to self regulate
- Give a high priority to clear communications within the Nursery and to further develop positive partnerships with families

In order to implement this policy, it is important that our staff have a high self-esteem and also believe in what the Nursery is doing, in the way that it is providing Nursery education for children in our area. This also links to our Stress Policy.

### Putting Policy into practice:

1. As a Nursery, we will ensure that children and adults feel valued, respected, trusted and responsible for our Nursery community by providing positive role models, a context of genuine praise and by encouraging considerate attitudes within a consistent environment.
2. We recognise that all individuals need to feel special and need to be responsible for their own actions, whilst being aware of the needs and rights of others. We will encourage good relationships based on kindness and respect.
3. We also recognise that individuals bring a wide variety of behavioural patterns to Nursery. These are based on differences in home values, attitudes, parenting skills and culture. We will value these whilst ensuring fair treatment for all regardless of age, gender, race, ability or disability. It may be necessary for children that have been identified with behavioural difficulties that may be due to SEN, to have individual behaviour plans, which will be discussed with the parents and the SENCO.
4. In our alliance with children, parents and other professionals we will maintain

positive attitudes by building links based on trust. We will develop an appropriate approach to behavioural expectations and strategies for dealing with situations within the curriculum. Communicating at a level all can understand. To begin with a child may be **redirected/distracted** to another activity. Staff are advised to encourage positive behaviour if appropriate. If a child is still showing signs of negative behaviour, the child will be spoken to directly at their level and in a calm and quiet tone. Our next step is to tell the child what the consequences of their actions may be, e.g. removing the child from the situation. An incident form detailing all information may be filled in and the parents will be asked to read and sign it. If a child's behaviour continues to be negative, we would work with parents and prepare an action plan and observations would also be undertaken and patterns of behaviour will be monitored.

5. We have expectations of warm, caring, mutually satisfying relationships, which at times may rise, to the challenges of occasional inconsistency of behaviour.
6. Any behavioural problem will be dealt with in an appropriate and positive manner depending on the child's age and level of understanding. Staff will help distract the child from a negative situation and support in a positive way. There will not be any form of physical, emotional or nutritional punishment.
7. We believe that the child is not "naughty" or "bad" but it is the behaviour that is unacceptable. We aim to teach the children the values of what is right and wrong.
8. The staff will refrain from using negative language/criticism or labelling, shouting and raising voices in a threatening way, humiliating, frightening, discriminating or any form of corporal punishment. This maintains the child's self-esteem whilst dealing with the unacceptable behaviour.
9. We aim to build on positive behaviour by rewards, stickers, charts, praise and acknowledgement. Any negative and unwanted behaviour will be ignored but monitored so that any child will not be in any danger.
10. Physical punishment will not be used or threatened.
11. We will support children's learning to empathise with others, understanding they have feelings too and that their actions have an impact on others feelings. Insisting on a child saying "sorry" is not developmentally appropriate and not productive. Staff will use every opportunity to discuss positive behaviour and respect for each other.
12. Self-regulation is a skill, the children must have the opportunity to practice to ensure a well-rounded development, milestone can be reached. We provide opportunities both at nursery and for parents to use at home to practice self-regulation skills such as simple board games, emotions posters and feeling the thermometer used in the preschool room.

## **Physical intervention**

Physical intervention should only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour will be recorded and parents will be informed about it on the same day.

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## Biting Policy

Biting can be an uncomfortable subject for parent/carer(s) of both the biter and the child who is bitten. The aim of this policy is to explain how the Nursery deals with biting.

Please do discuss any concerns you may have regarding this issue with the Manager. If your child is known to bite, we would prefer to know in advance.

Children bite for a variety of reasons. This may be because they are teething, frustrated, exploring using their mouth, asserting their independence and wanting to gain control, may be of a toy or they could be stressed. It may also be because they want to gain attention.

The Nursery will work with you and your child to establish when and why they are biting. We will observe the child closely to see if certain conditions or situations trigger the behavior and then work with them to try and avoid the incidents occurring. This may involve altering the child's routine, giving them more one to one attention, purchasing additional resources so sharing is not such a major issue or if it is because a child is teething provide suitable teething resources.

A member of staff will ensure that if a child is bitten that they are comforted and given lots of attention. We will ensure that any first aid is applied correctly, if required, and the incident will be recorded on the Famly app and parent/carer(s) asked to sign it.

If your child bites then a member of staff will remove them from the situation. We will explain to them, according to their age and understanding that biting is unacceptable behaviour. For younger children, this may be by tone of voice and facial expressions rather than lots of words.

It may be necessary for us to exclude the child from an activity and give the child an opportunity to self-regulate until they are calm enough to return. We will also encourage the child to apologies to the child they have bitten and work with them to develop strategies to help them deal with the reasons. With regard to our Confidentiality Policy we will not disclosed the name of the biting child to the parent/carer(s) of the bitten child.

Many children go through a stage of biting, please don't be alarmed.

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## Complaints Procedure

We believe that children, and their parents, are entitled to expect courtesy with prompt and careful attention to their needs and wishes. It is our intention to work in partnership with parents and the local community and we welcome suggestions on how we can improve our group.

It is clearly of paramount importance that the Nursery should run smoothly and that parents and staff work together in a spirit of co-operation in the children's best interests. In the event of complaints from either staff or parents every effort will be made to respond quickly and appropriately and the following procedure will be followed:

### **Scenario 1 - Parents**

**If a parent has a complaint then they need to follow the correct steps, which are as follows:**

1. Shall verbally speak to the Key Person of the child
2. If staff unable to help they will refer the parent to the Manager
3. The Manager should talk to the parent/carer
4. If the Manager feels, then he/she will make an appointment to meet parent/carer and try to resolve the problem or query
5. The Manager must record the complaint in the complaint folder and action to be taken
6. The Manager must follow up with subsequent action to be taken and the effectiveness of the action taken and try to resolve the problem or query
7. If it is not resolved by this stage, then the Manager must inform the Chief Operating Officer immediately
8. The Director will inform Ofsted and this can be done in writing or verbally
9. The Director will also send any record about this particular complaint to Ofsted
10. Ofsted will reply to the parent and Little Pumpkins Nursery in writing

## **Scenario 2 – Staff**

**If a member of staff has a complaint about Management, Room Leaders, or another member of staff, student volunteer or parents:**

### **Management:**

1. The complaint about the Management should be done in writing to the Chief Operating officer and reply will be given after the Director investigates the matter within 1 week of the complaint
2. If the complaint is about the Chief Operating Officer make an appointment with the Director and try to solve the problem
3. If the staff is not happy with the outcome they can write to the Director and a reply will be given within one week of the complaint
4. If the complaint is about the Manager or Room Leaders, the staff must phone the Head Office and talk to the Chief Operating Officer
5. Staff must also write to the Chief Operating Officer and an investigation will be done and Little Pumpkins disciplinary procedure will be followed

### **Staff:**

1. If the complaint is about another member of staff, the Manager must be notified
2. If it is a Child Protection issue, then the Child Protection Procedure should be followed
3. Manager must talk to both parties and try to solve the matter verbally
4. The Manager must talk to staff separately and then together
5. If the matter is minor, then the Manager should resolve it
6. However, if two staff have been behaving badly in front of the children (client) or parents (customer) for example: screaming, fighting, shouting at each other, using abusive language (this list is not exhaustive) then they must be brought to the manager's office and talked separately and given verbal warning. The Director should be informed
7. The Manager should then try to talk to them together and make them understand how important it is for us to behave properly in front of the children and parents. We are the role models
8. If this does not help and it continues to happen then the disciplinary procedure should be followed up to level 1
9. The Chief Operating Officer should proceed with Level 2 onwards of disciplinary procedure

### **SCENARIO 3 - Public**

**If a member of the public has a complaint about the Nursery or a member of staff.**

1. The complaint should be registered in the complaint folder and should be notified to the Director.
2. The Manager must follow step 5 -10 on Scenario 1
3. If a complaint is made against a member of staff, the Manager will immediately inform Lado by registering this complaint and asking for advice. To allow for a full investigation and to protect both the staff member and the child the staff member will be suspended, and the above procedure will be followed. To ensure confidentiality, the Director will conduct the investigation. They will also ensure that any investigation carried out by Ofsted is not interfered with. If a member of staff or a volunteer is dismissed from the Nursery or is internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that their name may be included on the List for the Protection of Children and Vulnerable Adults
4. The Nursery is regulated by Ofsted (The Office for Standards in Education). Any parent who feels the Nursery has not dealt with their complaint appropriately can contact Ofsted at the following address:

Ofsted, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA

**Telephone:** 0300 123 1231

**Email:** [enquiries@Ofsted.gov.uk](mailto:enquiries@Ofsted.gov.uk)

Please note that Ofsted details are also available on the Nursery notice board.

A record of all complaints will be kept for at least 3 years from the date of the last record and is accessible to Ofsted, parents and other officials upon request.

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## Confidentiality Policy

In our Nursery, staff can be said to have a “confidential relationship” with our families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years’ care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements: means of storing and sharing information take place within the framework of the Data Protection Act and the Human Rights Act.

The Nursery’s work with children and families will sometimes bring us into contact with confidential information. Confidentiality will be respected as follows:

- 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
- The Nursery will endeavour to provide parents with a private comfortable room to facilitate any discussions with the appropriate member of staff
- Staff will endeavour to deal sensitively and professionally with any confidential issues that may arise, concerning the children in our care and their families
- The Nursery staff will respect the feelings of the parents and deal with any sensitive matter in a calm and appropriate manner
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child
- Information given by parents/carers to Manager or Key Person will not be passed on to anyone other than staff members without permission
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions
- Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the group except with the child’s Key Person/Manager
- Students on training courses observing in the Nursery will be advised of our Confidentiality Policy and required to respect and adhere to it
- A confidential file will be kept of any worries concerning a child’s safety and this file will only be accessible to the Manager and Key Person
- We always check with parents whether parents regard the information they share with us to be confidential or not
- We keep all records securely

Some parents sometimes share information about themselves with other parents: the setting cannot be held responsible if information is shared beyond those parents whom the person has “confided in”. In addition to this staff, students and parents are advised to be cautious in the use of Internet social network sites. Any information concerning any stakeholder of the Nursery is subject to this confidentiality policy. Appropriate action will be taken if this policy is breached in any way.

All the undertakings above are subject to the paramount commitment of the Nursery, which is to the safety and well-being of the child. Please see our policy on Safeguarding Children.

**All staff and students will adhere to this policy; failure to do so could result in disciplinary action.**

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## Curriculum Policy

All children will be 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. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

The Nursery provides a curriculum for the foundation stage of education. This curriculum is set out in a document, published by the Qualifications and Curriculum Authority and the Department for Education and Skills, and called The Early Years Foundation Stage (EYFS). The nursery refers to the curriculum using the Development Matters which is available to staff in the office as well as the Family app and weblink. Our Nursery follows this guidance.

The aims of the curriculum are to: -

- Stimulate imagination and creativity
- Enrich language
- Form the basis for understanding Mathematics
- Come to terms with the child's own life and develop expression of feelings
- Develop manipulative skills
- Explore and enjoy natural materials
- Develop muscular strength and co-ordination
- Use symbols and patterns as a basis for reading and writing
- Value all types of people
- Develop social awareness
- Create habits of listening and concentrating
- Extend understanding of science
- Develop the five senses
- Develop independence
- Form basic skills for self-regulate

We follow child led in the moment planning. We use the children's interests (informed by the parents/observations) to create planning which is displayed on the white boards in each of the rooms.

The curriculum sets out goals – Desirable Learning Outcomes (DLO's) - for children to achieve by the time they enter compulsory education, which are:

3 Prime Areas:

- Personal, Social and Emotional development
- Communication and Language development
- Physical Development

#### 4 Specific Areas:

- Mathematics development
- Literacy development
- Understanding the World
- Expressive Arts and Design development

Last updated January 2024

## **Diet Policy and Practice**

The sharing of refreshments plays an important part in the social life of the Nursery as well as reinforcing children's understanding of the importance of healthy eating. Children's medical and personal dietary requirements are known and respected. This includes, for example, allergies to eggs or nuts. Children's understanding of the importance of healthy eating will be reinforced at Nursery.

The Nursery will ensure that:

- Snacks provided will be nutritious and food containing large quantities of fat, sugar, salt, additives, preservatives and colourings will be avoided
- The dietary rules of religious and cultural groups and also of vegetarians/vegans are known and met in appropriate ways
- Milk provided for children is whole and pasteurised and water is offered as an alternative
- Water is freely available throughout each Nursery session, both indoors and out
- A cake to celebrate birthday is welcome, this can be shop bought, but must not contain nuts and must be supplied with a list of ingredients
- We do not accept sweets to celebrate birthdays
- When cooking with children as an activity, the adults will provide healthy wholesome food, promoting and extending the children's understanding of a healthy diet
- A multi-cultural diet is offered to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity to try unfamiliar foods
- The Nursery will observe current legislation regarding food hygiene and obtain training for staff to appropriate levels

### **Special Dietary Needs Procedure**

When a child joins the Nursery, parents are asked to inform the Nursery of all food allergies and dietary, medical or cultural requirements. This information is recorded and circulated to all staff. Information regarding specific individual needs are recorded and kept on a sheet displayed in the Nursery kitchen for staff preparing snack to adhere to. These include children's care plan completed

- Allergies
- Cultural or religious requirements

In cases of a severe food allergy the Nursery will make very careful efforts to ensure food screening. The Nursery will not include any unsuitable food in any activity that would exclude the child. We will, if necessary, have an alternative to offer the child where the food cannot be screened.



## **Breast Milk Policy**

The children's individual needs will be discussed with parents to ensure that they are met. Feeds will be prepared as and when they are required by the babies and not as part of the nursery routine.

The Nursery participates in the active encouragement of mothers to breast feed their babies. Therefore, the Nursery has put into place a Policy and associated Procedures to detail those arrangements necessary for the safe storage and use of breast milk.

### **Containers**

- Breast milk should be brought to the Nursery in a sterilized bottle or in a sterile breast milk bag, suitable for the purpose of refrigerated storage and clearly marked with the child's full name
- Bottles will be returned to parents/carers at the end of each nursery day. The containers will be washed but not sterilized.
- Parents must ensure that the container is sterilized before re-use.

### **Storage**

Breast milk should be provided on a daily basis, unused milk will be discarded at the end of each feed.

### **General Handling**

Carers will ensure that the following Policy is strictly adhered to;

- Breast milk is to be kept sterile at all times
- DO NOT leave breast milk at room temperature for more than 1 hour
- DO NOT heat breast milk on the stove or in the microwave
- Breast milk can be stored in a labelled box with lid in the freezer and date expressed written on the packaging it comes into the nursery in (must be used within 3 months)
- Breast milk can be de-frosted in baby room milk fridge in a labelled box with lid (must be used within 24hrs of being defrosted)
- Breast milk is to be warmed to a suitable body temperature
- The milk to be checked for temperature to ensure that the milk is cool enough for the child to drink, i.e. using a temperature probe.
- Practitioners must wash hands before and after handling Breast milk

### **Meal Times**

Lunchtime and snack time are viewed as another learning opportunity for the children. Meal times are social occasions in which children learn to develop their personal and social skills as well as language and communication. Meal times should always be a positive experience and the staff will work hard to develop a structured routine to maintain this, whilst maintaining sensitivity to each child's individual needs. The Nursery staff will endeavour to not allow situations to manifest so that an issue is made out of food and eating.

The Nursery respects different cultures and beliefs and will work with parents to ensure any dietary requirements are adhered too.

At meal times:

- Adults will sit with the children in small groups to promote a family atmosphere
- Children will be encouraged to follow good table manners and hygiene practices
- Wash hands before and after eating
- Wash faces after eating
- Not talk with their mouth full
- Say please and thank you
- Staff will praise and encourage the children to give them a sense of achievement and encouragement
- Children will not be made to eat against their wishes. Children will be encouraged to try their savoury before moving onto their sweet
- Refusal to eat will not be punished
- Parents will be informed of their child's eating habits and staff will work with them to address any issues and develop an appropriate plan for them both to work to, ensuring that there is consistency at home and in the Nursery
- We will aim to accommodate parent's wishes when appropriate for the child's stage of development
- Due to keeping children with dietary requirements safe we are not able to accept food brought into the nursery setting from home

Last updated January 2024

## Equal Opportunities Policy

The legal framework for this policy includes the:

- Equality Act 2006, 2010
- Disability Discrimination Act 1995, 2005
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1975, 1986
- Children Act 1989, 2004
- Special educational needs and Disability Act 2001

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to help with, our Nursery have an equal chance to do so.

We 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.

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 and anti-discriminatory practice, promoting equality and valuing diversity and
- Make inclusion a thread that runs through all of the activities in the Nursery

### Admissions

- We advertise our setting widely
- We reflect the diversity of our society in our promotional materials
- We provide information in clear, concise language
- We base our admissions policy on a fair system
- We ensure that all parents are made aware of our Equality of Opportunity Policy
- We do not discriminate against a child or their family, or prevent entry to our setting on the basis of colour, ethnicity, religion, social background
- We do not discriminate against a child with a disability and will endeavour to ensure that any disability is supported to the best of our ability
- We develop an action plan to ensure that people with a disability can participate successfully in the services we offer
- We ensure where possible that we have a balanced intake of boys and girls

- We will always prioritise the wellbeing of the children in our care to decide if admission is acceptable for a child regarding SEN
- We take action against any discriminatory behaviour by staff or parents
- Displaying of openly discriminatory and possibly offensive materials, name calling, 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 clause 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 Disclosure and Barring Services (DBS). 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 specification
- We monitor our application process to ensure that it is fair and accessible
- Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability
- Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated
- Breaches of the Nursery's Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings
- Commitment to implementing the group's Equality and Diversity Policy will form part of the job description for all workers

## **Training**

- We seek out training opportunities for staff and volunteers to enable them to develop anti-discriminatory and inclusive practices, which enable children to flourish
- We ensure that all staff 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

## **Environment**

Our environment is as accessible as possible for all visitors and service users. If access to the building is found to treat disabled children or adults less favourably, we will make reasonable adjustments to the setting to accommodate the needs of the 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
- Undertaking an access audit to establish if the setting is accessible to all children
- 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
- Positively reflecting the widest range of communities possible in the choice of resources
- Avoiding stereotypes or derogatory images in visual material
- Celebrating a wide range of festival
- Creating an environment of mutual respect and tolerance
- Differentiating the curriculum to meet children's special educational needs
- Ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning and in the maintenance of their own language

### **Valuing Diversity/British Values in families**

The DfE have recently reinforced the need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

The government set out its definition of British values in the 2011 'Prevent Strategy', and these values have been reiterated by the Prime Minister in 2014 and added to Ofsted inspection guidance in July 2014.

### **Promoting British Values at Little Pumpkins**

We are an inclusive setting and our ethos and curriculum enables children to be independent learners, to make choices and to build strong relationships with their peers and all adults. Our setting believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. We would challenge pupils, staff or parents who expressed opinions contrary to fundamental British values.

### **Democracy**

Children are involved in making class rules and they are expected to contribute and cooperate with them, taking into account the views of others.

## **The Rule of Law**

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations - that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken. Our 'Behaviour Management Policy' aims to teach children to behave in socially acceptable ways and to understand the rights and needs of others. We use positive strategies to handle any conflict and praise and acknowledge desirable behaviours.

## **Individual Liberty**

At Little Pumpkins Nursery children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a Nursery, we educate and provide boundaries for young children to make choices, to manage risks, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms and are given opportunities to resolve conflicts effectively.

## **Mutual Respect**

At Little Pumpkins Nursery, we value all of our children and families. We celebrate our rich cultural and religious diversity and promote mutual respect. Children are modelled respect through caring, sharing and listening to others. Adults help children to understand how actions and words affect others. All children, including those with special educational needs (SEN) and disabilities are valued for their individuality and supported to achieve their best. Children are taught that life is not the same for everyone and we support charities such as 'Red Nose Day', 'Children in Need', 'Save the Children'.

## **Tolerance of those of Different Faiths and Beliefs**

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.

We ensure that posters, displays and messages of welcome reflect the wide range of languages and cultures that we are fortunate to have in our school family. We monitor all forms of bullying and harassment and actively promote courtesy and good manners towards all. At Little Pumpkins Nursery, embedded in everything we do, is our determination to develop skills of empathy and tolerance to make everyone at our setting feel valued and respected.

## **The Curriculum**

All children will be 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. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

## **Resources**

These will be chosen with a view to showing children a balanced view of the world and an appreciation of the rich diversity of our multiracial society. Materials will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures and messages about any group of people.

### **The benefits of inclusion for children:**

All children can experience diversity and know they are valued for who they are and not for what they can do or learn by a certain age. They can learn to accept people for who they are.

It teaches all children (Including those with SEN) that differences should be celebrated they are what make us unique. Being included in mainstream education teaches children the tools for life, how to cope with difficult situations and how to get through them.

### **Ability/Disability**

Little Pumpkins Nursery understands that children have a wide range of needs which differ from time to time. In meeting these needs Little Pumpkins Nursery aims to:

- Ensure the environment and equipment is accessible to all children
- Provide places for all children, including children with Special Educational Needs
- Support every child and meet their individual needs (see Special Needs Policy)
- Provide each child with a Key Person to ensure their needs are being met
- Allow each child to progress at their own rate in all areas of development
- Provide positive images for all children
- Provide resources and activities that enable all children to reach their full potential
- Liaise with other professional organisations, where appropriate, for help, advice and support for both the Nursery staff and for the parent/carer

### **Social Group**

Little Pumpkins Nursery recognises that there are many different types of family groups. It is our aim to:

- Offer support to all families
- Ensure that children and their families are not judged by their social circumstances
- Enable children to learn about the different make up of families
- Ensure children are not made to feel different by handling special days sensitively (e.g. Mother's Day/Father's Day)
- Encourage children to talk about their families and their home life
- Operate a flexible payment system for families with differing means

## **Gender**

It is important for children to form a positive gender identity for their self-esteem to develop. To enable children to do this, Little Pumpkins Nursery aims to:

- Give both boys and girls equal consideration
- Ensure all children have equal access to play equipment and activities
- Challenge traditional stereotypes
- Ensure both men and women are shown in positive roles
- Challenge negative attitudes and dispositions sensitively
- Refrain from using terms such as 'big strong boys'

## **Discriminatory behaviour/remarks**

These are unacceptable in the Nursery. The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

## **Language**

Information, written and spoken, will be clearly communicated in as many languages as necessary. Bilingual/multilingual children and adults are an asset. They will be valued and their languages will be recognised and respected in the Nursery.

## **Food**

Medical, cultural and dietary needs will be met. We help children to learn about a range of food, cultural approaches to mealtimes and eating and to respect the differences among them.

## **Meetings**

The time, place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the running of the Nursery.

## **Cultural Capital**

In September 2019, the new Ofsted Education Inspection Framework added the term 'Cultural Capital'.

The Early Years Foundation Stage plays an important part here, as strong foundations are built that will make a real difference to a child's future. At Little Pumpkins Nursery, we believe that Cultural Capital is about giving our children the best possible start to their early education and future success. It is our intention to provide a curriculum which enhances and broadens experiences and opportunities for all children, particularly for our most vulnerable young learners. Our curriculum is pitched so that it offers a range of experiences which engage, enthuse and enlighten. Our intention is to provide a culture of curiosity through magical moments: to widen horizons, tap into potential and instill ambition.



The Nursery Practitioners have a wealth of experience and rely on their knowledge of the children to plan activities and learning opportunities across the EYFS curriculum to stimulate positive development for each child.

These may include:

- Finding books on a child's favorite topic
- Creating role-play activities that further their interest in a particular idea
- Taking trips to the park
- Organizing visits from the community, such as the police, Fire Brigade etc

What is important is that Nursery Practitioners feel confident explaining why they have chosen a particular activity and how it will benefit the child's learning and development.

Last updated January 2024

## Evacuation and Emergency Procedures

The Nursery will, in the event of a fire or emergency, evacuate all children from the Nursery site quickly, safely and without undue risk. The evacuation procedure is prominently displayed around the Nursery. In the event of a fire or emergency:

- No child or adult will take unnecessary personal risks
- Staff will fully understand the required procedures and understand their role
- Staff will follow day-to-day procedures to reduce the risk of fire
- The Nursery will follow fire brigade advice

### Methods

- We will follow the advice of the fire brigade on any matters arising from their visit, including discussing with the landlords on matters outside of our control
- We will have a fire procedure on the wall
- We will have a fire drill every six/eight weeks and a record will be made
- We will ensure all staff receive training on fire procedures
- We will perform a formal risk management assessment at least once a year, and will monitor risks each day
- We will keep registers of children, staff and visitors for each session

The evacuation procedure to follow is:

- A member of staff will telephone the fire brigade on 999 and give appropriate details
- We will use the nearest available exit and meet at the designated assembly point
- The evacuation will start immediately and people should not try to collect bags and other personal possessions
- The Health and Safety Officer and Senior Management will be responsible for checking that the building and garden has been completely evacuated before proceeding to the assembly point
- If it is safe to do so, the Manager or Deputy Manager will collect emergency contact details, children's register, staff register and visitors signing in book and take them to the assembly point
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and the fire brigade will be told of any missing people. If necessary, the nominated person will contact the parents and advise them on the next steps

### Critical Incident Policy

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure of nearby road or severe traffic jam the following procedure will be followed:

- The safety and well-being of the children will be of paramount importance
- In the event that we need to evacuate the building current emergency evacuation

- procedures will be activated
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers
- As many staff, as possible would stay with the children for as long as necessary
- No child would ever be left without a member of Nursery staff with them
- If Little Pumpkins Nursery needs to close all efforts will be made to inform parents before opening times. Staff will attempt to text or ring parents, we will put notices on the website and exterior doors if possible
- It is impossible for the Nursery to plan for every emergency that may arise; however, every effort will be made for the safety and convenience of Nursery families
- In the event of a critical incident Ofsted and any other relevant agencies will be contacted
- Staff and committee members will be informed as soon as possible

### **Severe Weather Warning Policy**

In the event of a Severe Weather Warning/Flood/Snow Alert:

- Front door must not be opened. Nobody is to leave the Nursery or enter the Nursery, including the parents
- Place issued sand bags at bottom of the slope and by the gates and also by the front doors
- Close all windows and doors
- Turn off the electric
- Plug in non-digital phones or use a mobile
- Telephone 999 or 112
- Tell the operator which emergency service you require
- Wait for the operator to connect you to the service
- Tell the emergency service:
  - What the trouble is
  - Where the trouble is
  - Where you are
  - The telephone number you are calling from
- Nominated person to gather the evacuation bags/boxes from each room
- Nominated person to begin to call the parents
- Inform the parents of the situation and remain calm
- Once staff have been advised on what to do in the situation that they will pass on this info on to the parents

In the event of severe snow falling during the day or overnight, the Manager will assess the situation and inform parents and staff if they should not attend the Nursery due to slippery and icy conditions. If the weather is bad, please check the website to see if the Nursery is open.

## **Bomb Explosion or Gas Leak, Derailed Train Procedure**

On hearing the warning:

- The front door must NOT be opened. Nobody is to leave the building and nobody is to be let in, including parents
- Seal any vents (check tumble dryer, vents in the kitchen and the bathroom)
- In the event of a gas leak, tape across windows in case there is an explosion. All windows and doors must be closed, including internal doors
- In the event of a fire, turn off the electric
- Plug in non-digital phones or use a mobile
- Telephone 999 or 112
- Tell the operator which emergency service you require
- Wait for the operator to connect you to the emergency service
- Tell the emergency service:
  - What the trouble is
  - Where the trouble is
  - Where you are
  - The telephone number you are calling from
- Nominated person from each room to gather items needed on grab bag list
- A nominated person to begin to call the parents
- Inform the parents of the situation, remain calm and reassure
- Inform the parents of the plan of action and explain that they are not to collect their child and that we will contact them again once we have further information
- Keep all children calm
- Follow advice from the emergency services
- If possible, contact staff whom are not on shift to meet you at place of evacuation

## **Lock Down Policy**

Little Pumpkins Nursery will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical situations might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the Nursery)
- An intruder on the Nursery site (with potential to pose a risk to staff and children in Nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the Nursery – as long as it is safer staying in the premises than leaving

In this case, the staff will be notified by the following action:

**A lockdown will be initiated by using the word “PEANUT”**

**Lock down procedures will be practiced from time to time so that staff and children are familiar with them**

Follow the **CLOSE** Procedure

1. Close all windows and doors
2. Lock up
3. Out of sight and minimise movement
4. Stay silent and avoid drawing any attention
5. Endure, be aware that you maybe in lockdown for some time

The following steps provide guidelines for staff, work placements and visitors in an emergency situation:

1. On hearing the lock down signal, the Manager/Deputy Manager will call for assistance - 999
2. Staff will lock the back door and draw blinds on all windows
3. The word "PEANUT" will be called out to signal lockdown procedures to take effect immediately

**In the setting:**

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to secure all windows and doors
2. Close all blinds
3. Instruct children to sit on the floor and keep calm and if anyone is outside, call them in
4. Collect medical box, register and mobile phone
5. Do a head count immediately and register
6. Supervise, ensuring everyone remains out of sight and are sitting quietly
7. No one should be allowed out of the room during a lockdown procedure
8. Remain in lockdown until the all-clear has been given and normal situation resumes
9. If necessary, parents will be notified as soon as possible via email or text
10. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from Nursery as it may put them and their children at risk
11. Details of any serious incident will be conveyed to parents as soon as possible following the event to inform them of the context of the lockdown, and if necessary any advice regarding how to convey this issue to their children
12. After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned

**Local Industrial Accidents**

Local industrial accidents such as a factory fire with hazardous fumes may also necessitate sheltering inside the main building. All doors and windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or television.

Last updated January 2024

## General Data Protection Regulations (GDPR) Policy

The General Data Protection Regulation (GDPR) is a new EU law that came into effect on 25<sup>th</sup> May 2018 replacing the Data Protection Act 1998. It gives individuals greater control over their own personal data. As a Nursery, it is necessary for us to collect personal information about the children who attend as well as staff and parents/carers.

### GDPR principle

GDPR condenses the Data Protection Principles into 8 areas, which are referred to as the Privacy Principles. They are:

1. We must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
2. We must only use the data for the reason it is initially obtained.
3. We must not collect any more data than is necessary.
4. It must be accurate and there must be mechanisms in place to keep it up to date.
5. We cannot keep it any longer than needed.
6. We must protect the personal data.
7. We must have appropriate measures against unauthorised or unlawful processing or personal data and against accidental loss or destruction/damage to personal Data.
8. Personal Data shall not be transferred to any outside agency or country within the EU that does not comply with the new General data protection regulations.

The GDPR provides the following rights for individuals:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erase.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision-making and profiling.

There are two main roles under the GDPR; the data controller and the data processor. As a childcare provider, we are the data controller. The data is our data that we have collected

about the children and their families. We have contracts with other companies to process data, which makes them the data processor. The two roles have some differences but the principles of GDPR apply to both. We have a responsibility to ensure that other companies we work with are also GDPR compliant.

### **Lawful basis for processing personal data**

We must have a lawful basis for processing all personal data within our organisation and this is recorded on our information audit for all the different information we collect. The six reasons are as follows:

**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:** the processing is necessary to protect someone's life.

**(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

For the majority of data we collect, the lawful basis for doing so falls under the category of 'legal obligation' such as names, date of birth and addresses as we have a legal requirement to obtain this data as part of the Statutory Framework for the Early Years Foundation Stage.

Some data we collect, for example, photographs, requires parents to give consent for us to do so. Where this is the case, parents will be required to sign a consent form to 'opt in' and are made aware that they have the right to withdraw their consent at any time.

We may also be required to collect data as part of parent's contract with the setting or local authority, for example, for us to claim government funding.

### **Data retention**

We will hold information about individuals only for as long as the law says and no longer than necessary. After this, we will dispose of it securely. Please see a copy of the retention periods for records.

## **Security**

We keep data about all individuals secure and aim to protect data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected.

## **Privacy notices**

All parents and staff are provided with Privacy Notices which inform them of our procedures around how and why we collect data, information sharing, security, data retention, access to their records and our commitment to compliance with the GDPR act 2018.

## **Ensuring compliance**

The Nursery has as appointed Data Protection Officer who is responsible for ensuring that the setting is compliant. Their main duties are:

- Ensure that the provision is compliant with GDPR
- Audit all personal data held
- Ensure all staff are aware of their responsibilities under the law, this may include delivering staff training
- Undertake investigations when there is a breach of personal data and report to the Information Commissions Office, IC
- Keep up to date with the legislation

## **Legal framework**

- The General Data Protection Regulation (2018)
- Human Rights Act 1998

Last updated January 2024



## Health and Hygiene Policy and Practice

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:

### Hygiene

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

#### Personal Hygiene

- Hands are washed after using the toilet
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary and that soiled tissues are disposed of hygienically
- Children are encouraged to shield their mouths when coughing
- Staff have access to anti-bacterial gel to use on their own hands once they have wiped children's noses etc.
- Paper towels are used and disposed of appropriately
- Hygiene rules relating to bodily fluids are followed with particular care and all staff members are aware of how infections, including HIV infection, can be transmitted

#### Cleaning and clearing

- Any spills of blood, vomit or excrement are wiped up and disposed of down the toilet or in the yellow bin bags and disposed of in the external bin outside
- Disposable gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected using antibacterial cleaning products
- Spare laundered pants and other clothing are available in case of accidents and nappy bags are available in which to wrap soiled garments once they have been rinsed thoroughly
- All surfaces are cleaned daily with a disinfectant cleaner, including the nappy changing area after each use

#### Food safety advice for children age 5 and under

The Nursery will observe current legislation regarding food hygiene, registration and training. All staff members and Nursery Chef will hold a level 2 certificate in Food Hygiene. In particular, each adult will:

- Always wash their hands under hot running water and with soap before handling food and after using the toilet
- Adhere to best practice when storing food

- Not be involved with the preparation of food if suffering from any infectious/ contagious illness or skin trouble
- Never smoke anywhere in or around the Nursery premises
- Never cough or sneeze over food
- Use different cleaning cloths for kitchen and toilet areas
- Wash fresh fruits and vegetables thoroughly before use
- Use separate chopping boards for the preparation of foods
- Tea towels will be kept clean and washed between each shift
- All utensils will be kept clean and stored in a dust free place, e.g. closed cupboard or drawer
- Always wear a disposable apron, hair net and tie hair back when preparing food
- All staff will receive Food Hygiene Level 2 training

### **How to reduce the risk of choking**

Food preparation:

- All Kitchens must have “How to reduce choking risk” poster on display
- Remove any stones and pips from fruit before serving
- Cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters
- Cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks
- Do not offer raisins as a snack to children under 12 months – although these can be chopped up as part of a meal
- Soften hard fruit and vegetables (such as carrot and apple) and remove the skins when first given to babies from around 6 months
- Sausages should be avoided due to their high salt content, but if offered to children these should be cut into thin strips rather than chunks and remove the skins
- Remove bones from meat or fish
- Cut cheese into strips rather than chunks
- Do not give popcorn as a snack
- Do not give children marshmallows or jelly cubes from a packet either to eat or as part of messy play activities as they can get stuck in the throat
- Do not give children hard sweets

### **Supervision**

Infants and young children should be seated safely in a highchair or appropriately sized low chair while eating. Infants and young children should never be left alone while they are eating, and staff should be familiar with paediatric first aid advice for children who are choking.

## **Animals in the setting**

Children learn about the natural world, its animals and other living creatures, as part of the Early Year's Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

### **Procedures**

- We take into account the views of the parents and children when selecting an animal to keep as a pet in the setting
- We carry out a risk assessment accounting for any hygiene or safety risks posed by the animal
- We provide suitable housing for the animal and ensure this is cleaned out regularly and is kept safely
- We ensure that the right food is offered at the right times
- We make arrangements for weekend and holiday care for the animal. We register with the local vet and take out appropriate pet care health insurance
- We make sure all vaccinations and other health measures, such as de-worming is up to date and recorded
- Children are taught correct handling and care of the animal and are supervised
- Children wash their hands after handling the animal and do not have contact with animal soil or soiled bedding
- Staff members wear disposable gloves when cleaning the housing or handling soiled bedding
- If animals are brought in by visitors to show the children, they are the responsibility of the Director
- The Nursery Manager/Deputy Manager carries out a risk assessment, detailing how the animal is to be handled and how any safety issues will be addressed

### **Visits to the farms**

- Before a visit to a farm a risk-assessment is carried out, this may take into account safety factors listed in the farms own risk assessment which should be viewed
- The outings procedure is followed
- Children wash their hands after contact with animals
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors

### **Health**

#### **Outdoor Play**

Children will have the opportunity to play in the fresh air daily in the Nursery's own outside play area, the children will be allowed to free flow between the indoor and outdoor environment, when weather permits.

## **Garden Guidelines**

- Check the garden is safe – gates are secure before setting up
- Ride-on toys need to stay in designated areas
- Bikes may be scooted, balanced on, used in a variety of ways to improve physical skills/balance, and should be used appropriately at all times
- Correct staff/child ratio in garden at all times
- No touching fungus. Remove any if we know it to be poisonous
- No climbing on fences or outside of steps
- Children should not pick flowers, vegetables/fruit etc. indiscriminately, but can be picked for appropriate purposes, daisy chains, displays, gifts for helpers etc.
- A risk assessment should be carried out in adverse weather conditions to decide on the suitability of outside activities

## **Food**

At Little Pumpkins Nursery, we provide a well-balanced diet; all food is freshly cooked on the premises. Menus are devised by the Nursery Chef and the Manager in conjunction with the Nursery staff to ensure that the children's nutritional needs are being met.

Children on special diets will be catered for but in exceptional cases parents may be asked to provide specific items, thus ensuring cultural needs and any allergy concerns are strictly addressed. We operate a system of colour coded plates i.e. red for dietary needs. All children are encouraged to taste a little of everything on their plates.

Drinks of water or milk will be provided throughout the day. Where appropriate, the children have free flow access to drinks, to allow the children freedom of choice and to ensure play is undisturbed.

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

## **Oral Health**

This policy applies to Little Pumpkins Nursery including all staff members, volunteers and visitors at Little Pumpkins Nursery. (Please note that the term 'parents' also relates to carers and those with legal guardianship of children). Little Pumpkins Nursery strives to raise awareness of the importance of good oral health for children. These early years for children are when positive routines are formed and subsequently carried through to adulthood. Promoting good oral health early on can therefore, have a productive impact on future outcomes.

### **Food/Snacks/Drinks:**

- As much as possible, snacks provided for the children will be 'tooth friendly'
- Any food containing sugar will be restricted to mealtimes and will be provided on a basis that is deemed suitable and appropriate.
- Food and snacks will be varied and children will be encouraged to try new things.

- No fizzy drinks or juice will be served at the setting.
- Children under 2 Parents to supply water bottle/beakers as per guidance by British Dental Association
- Children over 2 the nursery will provide open top beakers
- Each room will have a drinks station with clean cups and fresh drinking water available all day
- Drinks station set up in the garden each day

#### Oral Health:

- Oral health will be promoted at the setting.
- Visits from dentists, hygienists or other professionals who can talk about oral health will be encouraged throughout the year.
- Displays will reflect the importance of good oral health.
- Parents will be provided with information on promoting good oral health.
- Good oral hygiene will be encouraged at all times.
- Children and parents will be encouraged to undertake a positive tooth brushing and oral health routine at home.
- Families will be encouraged to visit the dentist regularly (twice a year is recommended.)

#### Activity outline:

- Start by talking to the children about the importance of healthy teeth and how to look after them, share photos/magazine cut-outs of healthy teeth and what happens when teeth are not looked after
- Use mirrors so children can look at their own teeth
- Encourage the children to sort out different food in to groups of which are healthy and good for our teeth e.g. cheese and milk, and which are not good for our teeth e.g. sweets and fizzy drinks
- Use the toothbrushes and water to help clean small world animals such as the dinosaurs. Roll them in glitter or in play dough first and then talk about how hard it is to clean them, and to make sure you clean them to get all the bits off them just like we have to do with our own teeth
- Talk to the children about what you are doing and together demonstrate the most effective way to brush, don't forget to set the timer too, to make sure you brush for the full two minutes

#### Extension ideas:

- Share books about the dentist/looking after your teeth and stories such as Pepa Pig's Trip to the Dentist and Alan's Big Scary Teeth
- Share and sing songs about tooth brushing such as the [Tooth Brushing Song by Blippi](#)
- Talk about and engage in role-play about going to the dentist.

## **Food Allergy Prevention**

### **Admission**

On admission, parents must advise in writing via Famly app or email of any changes to their child's dietary requirements, medical conditions or cultural restrictions. All of this information is stored in the Famly app as well as in a locked filing cabinet. The dietary requirements are updated regularly and available to all the staff to view and check throughout the day. The Nursery Chef also has copies of any dietary requirement sheets so they are aware when preparing meals.

### **Cooking activities and food tasting**

Before any cooking activity is planned alert sheets are checked to ensure suitability. Recipes should be adapted accordingly; for example, regular flour should be swapped for gluten free flour if a child has Celiac Disease. All ingredients will be displayed outside rooms on the day of the activity. This gives the parents the opportunity to discuss any concerns with the staff. All ingredients must be checked for possible allergens.

### **Snack time**

The children are offered milk or water and a variety of snacks such as fruits, crackers, vegetable sticks etc. If any child has an allergy to these items, an alternative must be offered. Snack times must be supervised at all times and the nursery chef to follow guidance on choking prevention when preparing any snacks.

### **Celebrations**

In the event of the child's birthday, if the parents wish to provide a cake for their child/children they are advised to check with their child's/children's room with the room leader for any allergies. If a cake is shop bought it must not contain any nuts. The celebration cake will be sent home for parents to decide if their child can consume it. List of ingredients will be sent via the Famly app. We do not use candles.

### **Illness**

A child returning to the Nursery after an absence due to illness must be well enough to return.

- Children must not be brought into Nursery if they have any types of infection or illness, e.g. chicken pox, diarrhea, a full list of illnesses which require exclusion can be found in the Nursery's Policy and Procedures handbook via the nursery website
- Any child found to be unwell with a suspected infectious illness will be sent home
- Parents must inform the Nursery if any child attending the Nursery is admitted to hospital for any reason
- The Nursery must then inform Ofsted depending on the situation
- There may be occasions when these exclusion times are extended due to regional outbreaks of contagious illness advice will be sought from UK Health Security Agency and guidance followed

**Please inform the Manager or Deputy Manager if your child has any of the following:**

<b>Disease/ Illness</b>	<b>Minimal Exclusion Period</b>
Chicken Pox	At least 5 days until the spots scab over
Measles	Minimum of 4 days from appearance of rash
Mumps	Until the swelling has reduced and in no case less than 5 days
Rubella (German Measles)	For 7 days after the rash has shown
Whooping Cough	For 5 days If treated with antibiotics, or 21 days if no treatment. The child can return when doctor gives the all clear
Hand, Foot and Mouth	No minimal exclusion but may consider exclusion if the child cannot cope with the Nursery day. Symptoms include high temperatures and generally feeling unwell
Diarrhoea and vomiting	Until diarrhoea and vomiting has settled (child must be free from diarrhoea and sickness for at least 48 hours after the last bout of diarrhoea/vomiting).
Head lice	None
Impetigo	Until lesions have crusted/ healed or 48 hours After starting antibiotics
Meningococcal Meningitis	Contact local UKHSA health protection team for advice any action needed
Scarlet fever	24 hours after starting antibiotics
Slapped cheek (fifth disease)	None
Salmonella	Until diarrhoea and vomiting has settled (neither for last 24 hours)
Tuberculosis	Contact local UKHSA health protection team will advise on action
Threadworm	None
Tonsillitis	None
Gastro-enteritis, food poisoning, Salmonellas, Dysentery	Until authorised by the doctor or District Community Physician
Poliomyelitis	See above
Typhoid fever	See above
Ringworm	None
Scabies	Until first treatment has been completed
Conjunctivitis	None – however, the discharge needs to be manageable – if there is an outbreak we may consider exclusion.
Covid – 19	Please refer to the current guidelines from public health. Also refer to our website.

Parents are asked to keep their children at 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 and make careful observations of any child who seems unwell. If a child develops any infection the minimal exclusion period must be followed. Parents will be advised of illness outbreaks via the Family app. If a child has been given medication to reduce a

temperature they must remain at home for the day.

The Nursery will ensure that the first aid equipment is kept replenished at all times. A checklist is in place to ensure this happens on a frequent basis. Sterile items will be kept sealed in their packages until needed.

If a child should become unwell while attending the Nursery every effort will be made to contact firstly the parent and then the person designated as emergency contact, to ask for the child to be collected. The child will be looked after and comforted by a member of staff until collection. Parents will be expected to collect their child as soon as possible. The child may return when they are well enough.

In an emergency situation, an ambulance will be called and one member of staff will accompany the child. Parents will be contacted and informed of the destination. If there is a food poisoning outbreak affecting 2 or more children, the Nursery will immediately inform Ofsted by either telephone or letter.

### **Medication Policy**

At Little Pumpkins Nursery, we promote the good health of children attending Nursery and take necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child's needs for this and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the Nursery, strict guidelines will be followed.

### **Administration of Medication**

At Little Pumpkins Nursery, we recognise some children may need to take prescribed medication during the time they are attending the setting.

Parents are required to sign a medicine consent form giving written permission for medication to be administered. The form includes written instructions for dosage and frequency. All medication brought in to be administered must be prescribed by the child's G.P. and clearly labelled in the original container. All medication will be stored in the locked cabinet or in the fridge away from the children as required by the instructions on the medication via the nursery Famly app. The medicine cannot be given until the form is acknowledged by the parent on the Famly app.

Medication is only to be administered by the Manager or Deputy Manager and witnessed by a second staff member. The dosage and time will be checked by both staff and this is to be recorded immediately on the medication form via the Famly app.

In some cases, non-prescribed medication such as teething gel, eye drops for children over 2years old or homeopathic mixtures may be administered but at the discretion of the Manager and according to our medication procedure.

- The parent must be asked when the child had last been given the medication before coming to Nursery; this information will be recorded on the medication form.
- Prescribed medication is only administered by a Senior Management



- All medication administration is witnessed and countersigned by another staff member
- The medication container is checked by both staff
- All medicine must be in original container with instructions and content clearly labelled in english
- Only medication which is correctly labelled with the child's name and details and in the original box will be administered
- Staff will check that all details contained on the medication match the instructions given by parents on medicine form
- The Nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- Medication is administered in a positive manner
- Inhalers can be administered by the senior staff member in the room, again following all other medication procedures
- Parents who wish us to administer homeopathic mixtures or teething gel are advised that we would only give this if the child has already been given this at home and suffered no adverse reaction
- Medicine forms are official documents that need to be stored securely after use for many years
- Staff must have due regard for this and ensure names, dates, times, medication names and dosage are clearly and fully stated
- Any medication that needs to be stored in a fridge e.g. antibiotics, must be stored in one that either has a lock or is not in the children's rooms
- **Medication MUST NOT be stored in children's bags.**
- **All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication**

#### **Non-prescription medication (*these will not usually be administered*)**

- The Nursery will not administer any non-prescription medication containing aspirin
- If the Nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse Nursery care until the child is seen by a medical practitioner
- An emergency Nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child exhibits the symptoms for which consent has been given to give non-prescription medication during the day, the Nursery will make every attempt to contact the child's parents in the first instance. Where parents cannot be contacted then the Manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the Nursery i.e. less than 4 hours we will not administer the medicine. The circumstances surrounding the need for this medication and the medical history of the child on their registration form for giving non-prescription medication will be a last resort and the Nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the Nursery will remove clothing, use fanning, tepid

cooling with a wet flannel. The child will be closely monitored until the parents collect the child.

- If a child has a specific condition that requires 'Calpol' or 'Piriton' then it is the onus being on the parent to provide the medicine.
- Children of two years and above will not be given prescribed Calpol in the Nursery, unless accompanied with a note from your child's G.P, explaining the specific need to do so.
- For any non-prescription cream for skin conditions prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name. We will not apply body cream unless there is a specific medical need to do so.
- For any non-prescription of teething gel prior written permission must be obtained from the parent and the onus is on the parent to provide the teething gel which should be clearly labelled with the child's name. We will not apply the teething gel unless there is a specific medical need to do so.
- If any child is brought to the Nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the Nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the Nursery, together with the times and dosage given.
- The Nursery **DOES NOT** administer any medication unless prior written consent is given for each and every medicine.

### **Injections, Pessaries, Suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for the child. This training would be specific for each child and not generic.

### **Children who have a long-term medical condition**

Inhalers will be kept in a secure place within each room and be in original containers and clearly labelled to indicate:

- Child's name
- Photo of the child
- Date of prescription
- Expiry date
- Dosage
- Any other relevant information
- Parents are required to complete a health care plan that will be stored with the inhaler

Epi pens will be stored securely in the child's room and taken into the garden with the relevant details. The information held will clearly identify what action needs to be taken when and after administering the epi pen.

A care plan is carried out for each child with a long-term medical condition that requires ongoing medication. This is the responsibility of the Manager and Key Person. Other medical or social care personnel may need to be involved in the care plan.

Parents will also contribute to a care plan. They should be shown around the setting, understand the routines and activities and point out anything they think may be a risk factor for their child.

The training needs of the staff will be part of the risk assessment.

A health care plan will be drawn up for the child with the parent, outlining the Key Person's role and what information must be shared with other staff that cares for the child. The health care plan should include what to do in an emergency. This will be reviewed every six months

### **Staff Medication**

- Staff must inform their Manager if they have taken any medication, particularly if this is likely to affect their performance
- All medication will be recorded and if an emergency situation occurs, we will pass this information to the emergency services
- Staff who are taking long term medication must inform the Manager and a record of this will be placed on their staff file and care plan
- If long term medication can cause impairment of ability to perform work role, we may ask staff if we are able to discuss this with their GP
- Any staff medication must be stored according to the storage of medication procedure, the same as the children's in the office or fridge

### **Information Sources**

- Parents will have the opportunity to discuss health issues with Nursery staff and will have access to information available to the Nursery
- The Nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies

### **Procedure to be followed in the event of an accident**

1. If a child or a member of staff has an accident they will receive first aid by the first aider only.
2. Gloves will be worn when dealing with blood or any other bodily fluids and then disposed of in the appropriate manner.
3. The wound will be cleaned with sterile cloths or a cold compress applied. No ointments will be applied.
4. If hospital attention is needed then the Manager, Deputy Manager or room Leader will make that decision and will take the necessary action to get that person to hospital.
5. If the accident has happened to a child the person in charge will inform the parents

immediately.

6. An accident form will be completed and the accident will be recorded in the accident book. It will state the time it happened, the date, how it happened, first aid given and will be signed by two members of staff via the nursery Famly app the parents must acknowledge the notification on the nursery Famly app

### **Procedures for children with allergies**

When children start the setting, the parents are asked if their child suffers from any known allergies. This is recorded on their registration form and on an allergy form in the kitchen and in the base room and a care plan must also be completed and reviewed every 6 months.

If a child has an allergy, a medication/allergy form is completed by the parent/carer before they start. The following details are recorded:

- The allergen
- The nature of the allergic reaction – e.g. rash, breathing problem, anaphylactic shock
- What to do in case of a reaction
- Control measures – prevent contact with allergen
- If an Epi pen is required parents are responsible for ensuring this is on site. A new child cannot start until this is at the nursery and all forms are completed
- Review

This will be kept in the child's personal file and all staff will be notified of allergen and treatment required. Parents or other professionals will train the staff on how to administer special medication.

Last updated January 2024

## Health and Safety Policy and Practice

This is the Health & Safety Policy Statement of Little Pumpkins Nursery

### **Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals
- To ensure that all staff are aware of the Stress Policy

The safety of young people is of paramount importance. It is our intention to provide and maintain a safe and healthy environment and safe and healthy working conditions for all employees. Concerns relating to health and safety should be taken to the Health and Safety Officer. If these concerns cannot be dealt with directly, the Manager will raise the concerns to the Director.

A record of any such concerns will be kept in the risk assessment folder. The person with overall and final responsibility for ensuring our Health & Safety Policy is in place is our Health and Safety Officer. Their role is to be vigilant to potential hazards at all times.

In order to ensure the safety of both children and adults, the Nursery will make sure that:

- The Safeguarding Children Policy is followed at all times
- No inappropriate jewellery to be worn
- Dress code is followed – Nursery uniform at all times
- Children are encouraged to walk inside the premises
- Children are encouraged to run outside in a safe environment
- All electrical sockets should be protected by safety plugs where necessary
- Adult scissors or potentially dangerous objects are not left lying within reach of the children
- Any accident involving body fluid is reported to a first aider, the Manager or Deputy Manager

In addition:

- No student placement should be left alone at any time with the children
- No child should be left unsupervised
- When children are on the premises, there must be minimum of two adults present
- Activities such as cooking and energetic play receive close and constant

- supervision
- On outings, a risk assessment is conducted
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- Under no circumstances may a member of staff take a child from the Nursery unless written consent is obtained from the parent of the named child. All parents are required to fill in our outings consent form for their child
- Sun awareness- parents are asked to supply their own sun cream and hat for their child
- On very hot sunny days outdoor play will be restricted to before 11am and after 3pm, when the sun is not at its hottest
- Ratios of adults to children are adhered to at all times both inside and outside
- A register of both adults and children is completed as people arrive, so that a complete record of all those present is available in any emergency
- There is no smoking anywhere in our Nursery
- A correctly stocked first aid box is available at all times
- Fire extinguishers are checked annually by RES, and staff know how to use them
- PAT Testing is carried out yearly
- There are locks on doors that are checked at the beginning of each session
- All staff receive health and safety training on induction; this includes risk assessment training, manual handling, fire safety, COSHH and RIDDOR training

## **First Aid**

The Nursery aims to train all staff in first aid as follows:

- First aid is to be administered by first aider trained staff only
- First aiders will determine the cause of injury
- Gloves will be worn when dealing with blood or any other bodily fluid and then disposed of into nappy bags and then into the nappy bins
- Check notes for children with allergies to adhesive dressings; use a bandage on these cuts
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments applied
- In case of a severe injury or allergy call another member of staff. If in **ANY** doubt, dial **999** for an ambulance
- If an accident has happened that needs hospital attention a staff member will contact the parents immediately and expect them to collect the child and take them to hospital/or a staff member will take the child to hospital and wait for the parents
- If the child is well enough to stay in Nursery, they will be monitored throughout the session for any adverse reactions
- The first aid form is completed and a statement written
- All staff with a level 2 or level 3 obtained after 2016 will always have a valid first aid certificate to comply with the EYFS 2024
- Parents must sign the accident form at the end of the session. All treatment

however minor, is recorded and reported to parents

**For further advice, Call NHS Direct on 0845 46 47 or 111**

**Please note: Staff accidents must be recorded in the data protection-compliant staff accident book.**

### **First Aid Coordinators**

The First Aid Coordinator has the responsibility of ensuring that the first aid kit in each room is maintained. The First Aid Coordinator informs the Manager or Deputy Manager of any supplies running low.

### **Kitchen Health and Safety**

#### **Food Preparation Areas**

- Any person preparing the food or drinks in the kitchen must wear appropriate clothing to avoid food contamination. Hair must be tied back or covered with a hair net
- Any person assisting in food preparation must have a valid food hygiene certificate
- Floors can become slippery which could result in an accident for which any unauthorised person will not be insured

Failure to comply with the said policy could result in prosecution. Staff can support the Nursery Chef by:

- Only entering the kitchen area when necessary
- Staff may occasionally use the fridge in the kitchen to store items and must clearly label them according to food hygiene principles

#### **Food Safety Complaints Policy**

If a child or a member of staff fall ill after eating food that has been prepared and made within the premises of Little Pumpkins Nursery, it must be immediately reported to the Manager who will then fill in the Allegation form. It will require details regarding symptoms, period of time, what has been eaten, and where the food has come from.

Depending on the scale of the food poisoning you may need to seek medical attention and advice. The Nursery will investigate by looking through temperature control forms and contacting the suppliers to see if any other food has been reported to be at risk.

#### **Manual Handling Policy**

The Nursery has a responsibility to ensure that the staff have the knowledge to safely and successfully complete their job. One such area is Manual Handling. Safe manual handling throughout the working day will reduce the risk of back strain or injury.

It is the Nursery's responsibility to provide the staff with information of safe manual handling

practices that will allow them to carry out their daily routine without being at risk. It is the responsibility of the Risk Assessment Coordinators to ensure that any risks that are brought to their attention are assessed and suitably minimised. Employees have a duty to communicate with each other for manual handling to be effective.

The responsibility does not just lie with Little Pumpkins Nursery. Employees have a responsibility and a duty of care to themselves. It is the employees' responsibility to take reasonable care of their own safety and action any advice given to them. Employees need to be responsible for asking fellow colleagues for assistance and know their own capabilities.

Employees will only lift and carry children when absolutely necessary and where possible will get down to the child's level to console and comfort (this is also good behaviour management). It is unnecessary to carry a mobile child. Staff will assist and support each other in carrying out this policy.

If a back injury occurs, it the employee's responsibility and duty to report the injury so a risk assessment can be carried out. If the injury has occurred at work then an accident form will need to be completed.

### **Safe Working Methods and Equipment Policy**

- Please refer to the manufactures guidelines and instructions on the usage of equipment within the Nursery. Contact the appointed Health and Safety officer within your Nursery if you are experiencing any problems with the instructions.

Last updated January 2024



## Information and Communication Technology (ICT) Policy

The Nursery recognises the rapidly changing world of ICT and the role technology plays in our media rich environment.

We believe ICT includes all current technologies in the world around young children today; it is therefore not exclusively about computer use but includes everyday technologies such as answer phones, washing machines, programmable toys and remote controls as well as other technological tools such as digital cameras, laminators and scanners.

By creating opportunities to investigate, try and experience technology in the Nursery, and outside environment, children will learn for themselves whilst being taught skills and knowledge to enable them to build on what they know. By carefully planning our play areas to reflect the world in which we live, children will, through play, gain experience and an understanding of ICT.

### **We believe:**

- ICT is a tool for learning
- Technology is part of children's worlds and a relevant curriculum includes investigating technology as well as using technology to learn
- Working in partnership with parents is vital for enriching children's experiences with appropriate technology both at home and in the Nursery. We believe this partnership is a two-way process that we can all learn from for the benefit of the children
- ICT is more than computers and their experiences of ICT in everyday life are used as a basis for learning
- ICT is not an add-on to the curriculum but embedded across all areas of learning
- Technology needs to be appropriate and accessible for young children
- Children can be confident users of technology

### **Our aims in teaching and providing opportunities for ICT are:**

- That we build on each child's previous experience
- To cultivate the skills that are essential for the children to gain access to developing technologies
- To promote the children's enjoyment of ICT, building on their experience in everyday life as a basis for learning
- To evaluate resources and update and add to them as necessary
- To undertake ICT training and opportunities for all staff
- To allow for differentiation with pupils that need additional help to access learning
- To be aware of current developments in ICT
- To employ initiatives from central and local government authorities and other bodies to support ICT in the Nursery
- To ensure the health and safety of pupils, staff and visitors with regard to using ICT
- To develop ICT capability in finding, selecting, and using information
- To use ICT for effective and appropriate communication

- To apply the children's ICT skills and knowledge to their learning in other areas of the curriculum
- To develop the children's understanding of everyday uses of ICT
- To develop technological literacy through a range of products which children will be familiar with and which will be easily understood and accessed
- To encourage children to work collaboratively, sharing knowledge, skills and enjoyment
- To develop a skills-based approach to computer use which puts the child in control of the equipment rather than the other way around
- To encourage children and staff to use the Internet to gain knowledge and support learning
- To use technology as a means of additional communication with families and the community

**To ensure our aims are met, the following strategies will be employed:**

- Ongoing monitoring and recording of children's achievements and areas needing support and development
- Through planning, following observations to ensure a broad and balanced approach to ICT
- To have an environment in the Nursery which reflects our present technological world and where children can access equipment, computer and programmable toys with ease and confidence
- All children will have equal access to technological equipment
- Software availability will address language needs of pupils
- ICT equipment will be used to record the progress of children, for example, use of the Nursery digital camera and video camera
- ICT equipment will be used to display children's work and to enhance interactive displays
- Develop staff skills so that they are confident about when to use ICT for effective learning
- Use ICT tools to improve efficiency of Nursery management and communication both within the Nursery and with external communities – for example: using e-mail to communicate with parents, committee and other professionals
- Take advantage of government and retail initiatives to improve school resources.
- Health and safety procedures regarding computer use and the use of all electrical equipment will be adhered to as set out in the Health and Safety Policy, for example, regular testing of electrical equipment
- The Internet is available in the Nursery with a Policy and Procedure in place to safely support its use

**Aims and Legislation**

It is our aim to ensure that all digital information that is used, recorded, transmitted or archived is managed in a way that will provide an environment in which children, parents and staff are safe from incorrect or inappropriate use. By so doing this will eliminate the following concerns:

- The inappropriate use of recording devices around children.

- The inappropriate use of Information Technology or other digital media.

This policy lays down clear guidelines which will ensure that everyone connected with the Nursery adheres to what we would deem as acceptable use of technology and media. In putting together this policy we have been mindful of the key objectives of the following legislation:

- The Computer Misuse Act (1990)
- The Copyright, Design and Patents Act (1988)
- The Data Protection Act (1998)
- Defamation Act (1996)
- Obscene Publications Act (1959)
- The Protection of Children Act (1978)
- The Criminal Justice Public Order Act (1994)
- The Telecommunications Act (1984)
- The Health and Safety at Work Act (1974)
- Discrimination Act (1975)
- The Race Relations Act (1976)
- The CCTV Code of Practice produced by the Information Commissioner;
- The Human Rights Act 1998;
- The Regulation of Investigatory Powers Act 2000;

There is far too much information contained in these acts to disseminate here. Furthermore, we cannot be held liable if a parent / carer or visitor to the Nursery is in contravention of the law in this regard and we have exercised all reasonable care to ensure digital data is used in a responsible manner. Please refer to the Media Policy for staff and internal use for a complete view of how technology is deployed within the Nursery.

## **Learning and Teaching**

We employ a range of strategies and use our professional judgment to decide on the most appropriate styles of teaching and learning. To enable the child to become a confident and independent user of ICT, we use a balance of:

- Demonstration, modelling, discussion, presenting and sensitive intervention
- Peer to peer teaching and collaboration
- Planned learning opportunities
- A learning environment that encourages and enables children's spontaneous use of ICT
- Time for independent use with opportunities to experiment and explore
- Opportunities to play with all forms of appropriate technology

## **Curriculum Organisation**

Technology adds another dimension to children's opportunities to learn. The staff and management team take responsibility for continually researching these opportunities by finding new resources, replacing resources and by finding ways in which we can extend the children's learning:

- ICT tools are resourced and planned for and are to be used across all areas

- of learning
- ICT is used in indoor and outdoor learning
- Children are encouraged towards independently choosing and using ICT appropriate for purpose
- Through role play with ICT resources, children will begin to understand technology in the real world, for example, playing with non-functioning keyboards as “rocket control panels”, using a cardboard box as a pretend TV or playing with a till in the maths area
- By operating real electrical devices – for example, using the cassette recorder to listen to stories
- Through a planned programme of activities on the computer where the staff have placed emphasis on the development of ICT capability or on the area of learning which is being supported by ICT
- Through the use of programmable toys
- Through walks in the local environment to encourage children to observe and talk about ICT – for example, looking at traffic lights or telephone boxes
- Through computer use: children are able to choose from a core of planned software, they are able to access the software independently and their previous experience is recognised and built on. They are encouraged to work together sharing and helping each other, adults interact and scaffold children’s use and learning at the computer. All areas of learning, as well as discrete ICT, are provided for through appropriate software. Children are encouraged to see and use the computer as a tool to support their learning and links are made with experiences away from the computer – for example, the computer may be used to design a bug to be made in play dough, or photos to add to Family

### **Access to ICT**

We aim to have:

- Two children’s digital cameras
- Programmable toys
- Non-functioning pieces of technology which children can use for role play

### **Equal Opportunities**

It is our aim that:

- All children should have equal access to ICT in order to develop their personal ICT capability and understanding
- We ensure all ICT applications are free from violence and stereotyping
- We reflect the world we live in, with our cultures and races, in our choice of ICT applications

Our learning and teaching provides assurance that:

- Through planned experiences, all children have equal access to ICT applications
- Individual needs are observed, monitored and planned for providing appropriate access for all children

- All groups of children will be monitored so that no one group miss's opportunities – for example, ongoing monitoring ensures girls have the same opportunities as the boys to use the computer
- Activities are planned which allow for different levels of achievement by children or that incorporate possibilities for extension work
- Gifted and talented children will have opportunities that will challenge them and allow for development. The SENCO advises on the IT support that can be provided to individual children with particular educational needs, including high ability children

### **Observing & Recording**

We endeavour to ensure that not only do children acquire skills and are able to use computer programs, but also, they increase their levels of confidence and independence.

ICT resources and experiences are identified within long, medium and short-term planning across all areas of learning. Both discrete ICT experiences as well as using ICT across areas of learning are planned for.

### **Staff Development**

The Nursery recognises the need for ongoing training at a variety of levels and for a range of purposes:

- A record of each member of staff's training will be kept and updated on (office database)
- Individual training needs will be discussed at appraisal meetings

These experiences are observed and evaluated and next steps are built back into planning.

### **Protection from Online Access**

It is recognised that access to the Internet can enhance a child's development but that strict controls are necessary to deal with any undesirable material. To ensure these controls are in place, the following measures are taken:

- Access to screens is always in a visible area.
- Hardware should be switched off when staff are monitoring the use of the PC.
- The use of the Internet should always be supervised.
- An information Ethics Policy will be developed.
- De-fragmentation and scan disc to be run when required.
- Virus protection – up-dates are ongoing.
- Firewall installed to protect from unwanted materials.

### **Health & Safety**

We are aware of various health & safety issues when using computers with young

children and the need to form good habits from the beginning:

- Computers need to be set at the right height so that the child can sit comfortably without putting strain on back, neck or arms
- Chairs need to be adjusted to the right height so that the child looks at the monitor straight on
- Backs should be supported and feet flat on the floor, or on a block
- Children should hold their hands above the keyboard and in line with their wrists
- Children should be encouraged to have short turns at the computer so that they are not staring at the monitor for too long. We can use sand timers to enable children to self-monitor their time and to take turns

Additional safety issues that we are aware of include:

- Locating computers so that air can circulate around.
- Ensuring that children have clean hands when using the computer.
- Taking care that no liquids or paints spill onto the keyboard.
- Teaching awareness of electrical safety and keeping cables and sockets out of reach or covered.
- Keeping magnets away from the computers.
- Allowing only one child to hold the mouse and operate the keyboard at a time.
- Working together to safeguard children 2023 (Dec 2023)

Last updated January 2024

## Information Sharing Policy

We recognise that parents have a right to know that information they share will be regarded as confidential, as well as to be informed about the circumstances and reasons when we are obliged to share information.

In most circumstances, we will explain to families how, when and why information will be shared about them and with whom, first seeking written permission, unless it puts a child at risk or undermines a criminal investigation. We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. This includes when:

- It is to prevent a crime being committed or to intervene where one may have been committed, or to prevent harm to a child or adult
- Not sharing information could have a worse outcome than sharing it
- Where there is evidence that a child is suffering, or is at risk of suffering, significant harm
- Where there is reasonable cause to believe that a child may be suffering or is at risk of suffering significant harm
- Trying to prevent significant harm arising to children and young people or serious harm to adults including the prevention, detection and prosecution of serious crime

### Registration System

- The Nursery will record the time of arrival and departure of children and staff
- The system used includes a visitor register to record the time of arrival, time of departure, and whom they are visiting or the purpose of their visit
- The visitors register is found on the wall inside the Nursery's entry foyer

### Record Keeping

By law, full details must be kept of all children attending the Nursery. Relevant details are transferred to the register, which is open to regular inspection by Ofsted. The sessional attendance record must be completed as children arrive/depart. Total attendance figures for the morning and afternoon sessions are recorded on a daily basis.

Children's records include confidential information supplied by parents covering:

- Full names, address and telephone number of parents and children
- Child's date of birth
- Record of immunisation and allergies and any other significant health information.
- Parent's place of employment and telephone number, telephone number of
- An emergency contact
- Name, address and telephone number of family doctor
- Written consent for group staff to provide first aid or seek medical attention
- Special requests and requirements about religious observance, food, clothing, health or other matters which we should observe whilst the child is at Nursery
- Background information on the child which may help us understand their e.g. any

special fears, names of brothers or sisters, any family problems, illnesses, special toys etc.

- Any other relevant information e.g. parental access or custody arrangements

### **Record Keeping Procedures**

- A Key Person will be allocated before the child starts; they will liaise with parents from the beginning, and will hopefully stay with them to the end of their time at Nursery
- An account for each child will be set up on the Family App (Nursery Management system) which parents will have access to anytime. It will securely store the child's personal details i.e. name; date started, date of birth and more
- All staff members will have access to the Family app via a dedicated iPad to make observations and evidence gathering relevant to individual child
- If a child is moving on to school a Pre-school summary report will be produced and signed off by the parents and passed on to their new school.

### **Staff and Volunteer Records and Information**

The Manager of Little Pumpkins Nursery will ensure:

- That staff are meeting the correct ratios and that this is maintained at all times including lunch breaks etc.
- Staff are qualified and experienced as set out in the welfare requirements
- Records are kept of our arrangement for staff induction and training
- Confidential records are kept on the premises, including the name and address and telephone number of Our Manager, staff members, and any other person who will regularly be in unsupervised contact with the children
- All records on staff, volunteers and committee members are kept confidential
- Record systems are in place for supervision and appraisals



## **Statement on the Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure information**

As an organisation we use the Disclosure and Barring Services (DBS) to help assess the suitability of applicants for positions of trust. Little Pumpkins Nursery complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information on anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once a recruitment (or other relevant) decisions have been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. We may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision take.

Last updated January 2024

## Late and Non-Collection of Child Policy

Our Nursery is open Monday - Friday.

We understand when there is a real one-off emergency and you cannot get to the Nursery on time to collect your child/children. In these circumstances, we ask you to call the Nursery and let us know the situation. However, if your child/children are regularly collected late from the Nursery, this causes issues with staffing and costs. Therefore, Late Collection Fees will be applied where children are persistently being collected late from the Nursery. The Late Collection Fees are as follows:

1 Minute Late	£1.00
5 -10 Minutes Late	£10.00
10 – 15 Minutes Late	£15.00 (and so on)

In the event that an authorised adult does not collect a child, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

### Procedures

1. Parents of children starting at Nursery are asked to provide specific information which is recorded on our Registration Form, including:
  - Home address and telephone number – if the parents do not have a telephone, an alternative number must be given
  - Place of work, address and telephone number (if applicable)
  - Names and telephone numbers of adults who are authorised by the parents to collect their child from Nursery
  - An agreed password
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform the Nursery.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must inform us of the name, address and telephone number of the person who will be collecting their child. We agree with parents how the identification of the person who is to collect their child will be verified. Without the above information and without the Nursery being informed of another person collecting, **we will not let your child go home.**
4. Parents are informed that if they are not able to collect their child as planned; they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their children are not collected from Nursery by an authorised adult and the staff can no longer supervise the child in our premises – we apply our procedures as set out in our safeguarding children policy.

5. If a child is not collected at the end of the session, we employ the following procedures:
- Parents/carers are contacted at home or at work or by mobile phone;
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from Nursery and whose telephone numbers are recorded on the Registration Form – are contacted;
  - All reasonable attempts are made to contact the parents/carers, for example a neighbour may be contacted or an available member of staff visits the child's home;
  - The child stays at the Nursery in the care of two fully qualified workers until the child is safely collected;
  - The child does not leave the premises with anyone other than those named on the Registration Form;
  - If nobody collects the child and the premises are closing, or staff members are no longer available to care for the child, we apply the procedures set out in our Safeguarding Children Policy. We contact our local authority social services department and inform Ofsted
  - A full written report of the incident is recorded and, depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff

Last updated January 2024

## Lone Working Policy

At Little Pumpkins Nursery we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However, there may be occasions when this isn't always possible due to:

- Toilet breaks
- Lunch cover
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead staff away with a child to explore an area
- Supporting children in the toilet area that may have had an accident
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

**We always ensure that our staff to child ratios are maintained.**

On the rare occasions, that lone working within a room does take place we ensure that a specific risk assessment is completed prior to lone working taking place, this includes:

- how staff can manage with a variety of tasks such as talking to parents and supervising children safely
- That each member of staff required to work alone has the required qualification/training and/or skills for the role; e.g. holds a level 3 qualification, paediatric first aid, safeguarding and child protection training and basic food hygiene
- That staff members working alone are competent in their role
- That the staff member can call on others in an emergency, including procedures if there was a fire evacuation
- There are procedures in place to check in on the staff member and cover for breaks
- The member of staff and children are safeguarded at all times (relating to safeguarding/child protection policies)
- Ratios are maintained at all times.

Public liability insurance for lone working will be sought where applicable.

Staff member's responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
- To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned
- Ensure that the building remains locked so no one can walk in unidentified
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
- To ensure that the employee has the ability to contact them or a member of the team event if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call
- To ensure that employees have the ability to access a telephone whilst lone working
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

Last updated January 2024

## Missing Child Procedure

Children's safety is held as the highest priority at all times – both on and off premises. Every attempt is made through carrying out the Outings Procedure and the Exit/Entrance Procedure to ensure the security of children is maintained at all times.

In the unlikely event of a child going missing, our Missing Child Procedure is as follows:

### **Children going missing on the premises**

- As soon as it is noticed that a child is missing, the member of staff will alert the Manager or Deputy Manager
- The Manager or Deputy Manager will carry out a thorough search of the building and garden
- The register is checked to make sure no other child has also gone missing
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out
- If the child is not found, the parent is contacted and the missing child is reported to the police
- The Manager or Deputy Manager talks to the staff to find out when and where the child was last seen and records this
- The Manager or Deputy Manager contacts the Director and reports the incident
- The Director, carries out an investigation and comes to the setting immediately

### **Children going missing on an outing**

This procedure describes what to do when staff members have taken a small group on an outing, leaving the Nursery and other children and staff in the setting. If the Deputy Manager has accompanied children on the outing, the procedures are adjusted accordingly.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other children are missing. One staff member will search the immediate vicinity but will not search beyond that
- The Manager is contacted immediately and the incident is reported, the Manager or Deputy Manager will go straight to the scene
- The remaining Manager contacts reports the child missing to the police. They will also contact the parent, who should make their way to the setting or outing venue. The setting is advised as the best place, as by the time the parent has arrived the child may have been returned to the setting
- Staff take the remaining children back to the setting
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found
- The Manager contacts the Director and reports the incident
- The Director carries out an investigation and may come to the setting immediately

At all times during these procedures staff will be ensuring that someone is still looking for the missing child, whilst the rest of the staff maintain the care of the rest of the group.

After the event:

- Debrief and ask questions – Why did it happen?
- Review procedures and compile risk assessment to ensure it never happens again

### **The investigation**

- Staff members remain calm and do not let the other children become anxious or worried
- The Manager, together with the Director speaks with the parents
- The staff members write a report detailing the date and time, what staff and children were present, name of the designated staff member responsible for the missing child, when the child was last seen, what has taken place since the child went missing and the time 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 will cooperate fully. In this case, the police will handle all aspects of the investigation including interviewing all staff. Also, the child's social worker may also be involved if it appears that there is a child protection issue to address
- The incident is reported under RIDDOR arrangements (see our Accident & Incident Recording and Reporting Policy). 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**

- The Manager or Deputy Manager will manage the incident and try to keep everyone as calm as possible.
- The Manager will ensure that staff under investigation are not only treated fairly but receive support while feeling vulnerable.
- When dealing with worried or anxious parents, there should always be two members of staff: The Manager and the Director. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated and the police will be called.
- The remaining staff caring for the children 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 incident and final outcome, staff may need counselling and support. If a child is not found or is injured or worse, this will be a very difficult time. The Director will use their discretion to decide what action is taken.

Staff must not discuss any missing child incident with the press without taking advice.

Last updated January 2024

# **Mobile Phone, Smart Devices, Cameras, CCTV and Personal Recording Equipment Policy**

## **Introduction**

The internet and smart technology provides us with good communication and when used well is very helpful. However, the use of technology is governed by both the GDPR (General Data Protection Regulation) and the requirements set in the Statutory Framework to the Early Years Foundation Stage 2014.

In addition, the company has a zero-tolerance policy on anyone bringing disrepute to Little Pumpkins Nursery via social media or other internet sites.

This policy applies to all staff regardless of whether they are on permanent contracts, temporary contracts or agency staff. Disciplinary hearings will be held and may lead to dismissal for gross misconduct if:

GDPR standards are not adhered to

The requirements as set out in part 3 of the Statutory Framework to the Early Years Foundation Stage is not met

The company is brought into disrepute or slandered through the use of emails or social networking

## **Mobile Phones / Smart Devices**

Mobile phones or smart devices including watches are not be used at any time while working with children. They can be used off the premises, during breaks and in the staff room. Personal mobile phones, smart watches and tablets must be kept locked in lockers or in the Manager's office while on the premises.

All visitors will be asked to leave any technology they may have in the office during long visits, including parents who are settling children in.

Parents are not to use their mobile phones while on the premises and all staff are expected to ask parents not to do so if this situation occurs. This also include at the front door of the nursery when collecting or dropping of their child/children.

## **Personal Tablets and Laptops**

All staff are requested not to use any of these devices while at work and are strongly discouraged from bringing them into work.

Parents may not use personal tablets and laptops while at the setting.

## **Photographs**

Photographs of children can only be taken on the Nursery cameras and iPads for use on the Family app or for displays in the setting.

Parents are requested to sign a consent form before photographs of their children can be posted on the Family app or displayed in the Nursery setting. So that photographs of children do not travel around, photographs are regularly deleted from the Nursery iPads.

Anyone observed taking photographs of the Nursery from outside the setting must be



strongly challenged to safeguard children.

Staff found with images of children from the Nursery will be subject to a disciplinary hearing. See General Data Protection Regulations (GDPR) Policy.

### **The Use of Little Pumpkins Nursery Technology**

The computer network is the property of Little Pumpkins Nursery and is to be used for legitimate business purposes only. Staff are provided access to the computer network to assist them in the performance of their jobs. Additionally, staff may also be provided with access to the internet through the computer network. All Staff have a responsibility to use the computer resources and the internet in a professional, lawful and ethical manner. Abuse of the computer network or the internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

Any information on the Nursery computers or iPads are the property of Little Pumpkins Nursery. Therefore, if you create a form or information to use in the setting this information belongs to Little Pumpkins Nursery and may not be used or shared outside the company without written permission from Little Pumpkins Nursery.

Little Pumpkins Nursery has the right to review information on any company computer or iPad at any time and this includes looking at the history of use as well as viewing personal information written on the computer. If the Nursery equipment is found to have downloaded or have written information that may cause offence or is sexual in nature, may result in a disciplinary for the staff member responsible.

All members of staff are expected to adhere to the best practice principles outlined below, to ensure compliance with the company's legal and safeguarding obligations.

iPads are supplied to each room for the purpose of using Famly, our nursery management software. They are not to be removed from the premises at any time. Use of the Famly software is monitored closely. Senior Managers can see who is logged on and the times. Working on the Famly software is not authorised outside of the Nursery building.

If there is something that needs to be download onto one of the iPads that will enhance children's learning and experience, then you must make a written request beforehand to your Manager or Deputy Manager. **A sample of this form can be seen below.**

### **Expectations of Privacy**

Employees are given iPads and internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the company's computer equipment.

Staff must expressly waive any right of privacy in anything they create, store, send or receive using the company's computer equipment or Internet access. Staff must consent to allow company personnel access to and review all materials created, stored, sent or received by staff through the Internet connection.

The Company has the right to monitor and log all aspects of technology owned by the company. This may be, but is not limited to, monitoring Internet sites visited by staff, monitoring chat and newsgroups, monitoring file downloads, and all communications sent

and received by staff.

### **Communications Best Practice**

There are certain general principles that must be kept in mind when using any type of communication which include, but are not restricted to, hard copy letters, memos, notices letterheads and stationery.

Little Pumpkins Nursery expects all staff to:

Use communication equipment and facilities responsibly and professionally in accordance with company duties

Be mindful of what constitutes confidential or restricted information ensuring that such information is never disseminated during communications without express authority

You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company

Ensure that you do not breach any copyright or other intellectual property right when making communications

Be mindful of the fact that any communication may be required to be relied upon in court to the advantage or detriment of the individual or Little Pumpkins Nursery. Staff are to conduct their use of communication systems and equipment accordingly, including all record keeping

All letters sent to parents must be sent in PDF format

### **Use of the Internet**

Little Pumpkins Nursery provides access to the Internet for the sole purpose of business and to assist staff in the performance of their duties.

Staff must not attempt to download, view or otherwise retrieve illegal, pornographic, sexist, racist, homophobic, offensive or any other material which may cause embarrassment to the corporate image of Little Pumpkins Nursery. Any such attempt will constitute a disciplinary matter and the person doing so may be subject to disciplinary action or dismissal.

Staff must not use the Internet to gain or attempt to gain unauthorised access to computer material or private databases. Staff must not attempt any form of "hacking" nor must they intentionally or recklessly introduce any form of malware, spyware, virus or other malicious software or code that will affect the company systems in any way.

Staff must not access or attempt to access any information which they know or ought to know is confidential or restricted.

Staff must not install or download any software without the express permission of Little Pumpkins Nursery.

### **Social Networking Sites and Blogging**

Whilst Little Pumpkins Nursery recognises the increase in popularity and use of social networking sites and the right to freedom of expression of its members of staff, the company has a legal duty of care to safeguard the children in its care. As a result, using social networking websites at work is strictly prohibited.

Social networking sites include but may not be restricted to: "Facebook", "Twitter", "Instagram" "Snapchat" in addition to any other blogging, content sharing or same such

sites.

The company understands that a number of these sites allow you to create a profile in which the details of where you work is named. Under no circumstances is any employee to use, post, mention or otherwise indicate that they work for Little Pumpkins Nursery.

Little Pumpkins Nursery maintains the right to protect the children in its care by maintaining strict control over its company name since any details posted about it on the internet compromises its strict safeguarding approach.

Given the nature of childcare, Little Pumpkins Nursery employees are to adhere to this policy even outside of work. People on social networking sites may know the work you do, however sharing information about work is strictly prohibited. Anyone found to have identified a family, child or another employee on social networking will be investigated to determine if they have constituted a breach of policy or procedure and the person doing so may be subject to disciplinary action or dismissal.

Little Pumpkins Nursery staff have a duty to the company not to discuss work or experiences relating to work and must ensure at all time that conduct is appropriate and consistent with their contract of employment and the corporate image of Little Pumpkins Nursery.

Employees should not connect with parents from the Nursery such as “friends on Facebook” or “followers on twitter”. This increases the risk to both staff and to the Nursery of inadvertent information being shared and exposes staff to potentially difficult situations.

If anyone is unsure as to the appropriateness of a posting or other content published by either themselves or another member of staff, they should speak to the Manager at the earliest opportunity to seek clarification.

Employees that bring the company’s good name into disrepute with inappropriate disclosures on social networking sites will face disciplinary action which may include instant dismissal for gross misconduct.

Employees are encouraged to:

Go through the history of their accounts and remove anything that may cause them embarrassment.

Ensure appropriate privacy settings are used to prevent parents searching and asking for connections.

Ensure they have high security on all social media accounts.

## **Company Email**

The email system is provided by the company for business purposes to create timely communication and information sharing with parents and colleagues.

The following points of best practice that should be adopted are:

Before communicating via email staff should ensure it is the most suitable form of communication particularly where time is of the essence.

Emails should be professional and worded appropriately in the same manner as if it were a letter.

All emails should be proof read before sending, which includes ensuring that any attachments referred to in the text are attached, are correct and the intended recipients email addresses are correct.

All computers should keep the setting to automatically highlight spelling errors and grammatical mistakes

Employees are permitted to access and use their personal email accounts to the extent that such use is reasonable and does not interfere with the performance of duties and is done in the employee's own time, remembering anything written must not breach any part of this policy and is only done in the office's or staff rooms.

Under no circumstances are any work photographs to be uploaded to any personal email accounts.

Use of personal emails while at work is subject to "No Expectation of Privacy".

Staff should remember that email messages may be disclosed as evidence for any court proceedings or investigations by regulatory bodies and may therefore be prejudicial to both themselves and Little Pumpkins Nursery. Data that has been deleted is still recoverable.

### **Images and YouTube Videos**

Images or short YouTube videos are an excellent way to enhance children's learning. This is particularly important when the information is outside the child's normal realm of experience. Therefore, we do permit staff to use iPads in this manner but only if previous authorisation has been gained from the Manager before use. The Internet content form should be used before any images are used with children. Failure to do so may lead to an investigation and disciplinary procedure.

### **CCTV System**

Cameras will be located both internally and externally at strategic points, essentially:

Inside and outside the main entrances

Within each play area/room. NOT covering nappy change areas or bathrooms.

The external playground

Signs will be prominently displayed in key locations to indicate that a CCTV monitoring system is operating. The nursery is registered with Information Commissioners Office (ICO).

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Little Pumpkins Nursery use CCTV extensively. CCTV may be used to help develop staff, to review a concern shared by staff or parents, to monitor entry and exit to the Nursery. All images captured are private and confidential to Little Pumpkins Nursery. Managers and Deputy Manager managers may download footage onto their computers for sharing later for any of the purposes above. No parent may see any stored footage without first completing a confidentiality agreement. Staff are not to be shown stored or replayed footage unless there is a direct need, such as personal development or concerns shared.

### **Monitoring the Family Software**

By working for Little Pumpkins Nursery, you accept that the company has the right to monitor any communications for the following reasons:

To ensure company policies and guidelines are followed and standards of service are maintained

To provide evidence of communications

To help combat unauthorised use of Little Pumpkins Nursery, equipment and systems

To understand the requirements of Little Pumpkins Nursery in terms of the provision of communications equipment and systems

To ensure the safeguarding of children in its care

Staff need to be aware that all information on Family is stored and logged. Family servers are their own, minimising the risk of data breaches however management will continue to review all work on Family.

Little Pumpkins Nursery shall ensure that any monitoring of communications complies with the **Data Protection Act 1998**.

Only Senior Managers are given full access to Family. All staff will only be able to see data relevant to the children in their dedicated room.

Currently parents provide photographic permission on their application forms, which allow us to post the photos on the Family app.

### **Data Protection**

In order to care for children properly including gaining action in an emergency we have to gather sensitive data about children and their families. Sharing information that may identify an individual is a breach of GDPR. Anyone who is found to have identified a child to anyone other than their parent or carer will be subject to disciplinary procedures and potential prosecution. The exception to this rule is sharing information at social services meetings or with Ofsted. Sensitive discussions with parents should be conducted out of the hearing of other parents and children.

On school transitions, we will share the information from Family with the School as well as the parent.

### **Misuse and Compliance**

Any user found to be misusing the communications equipment or systems provided by Little Pumpkins Nursery will be subject to the usual disciplinary procedure which may include instant dismissal.

The viewing, transmission, downloading, uploading or accessing in any way the material mentioned above and reproduced will amount to gross misconduct with the possibility of dismissal:

Material which is pornographic, sexist, racist, homophobic, pedophilic or material which is discriminatory or otherwise offensive

Illegal or criminal material, including material which breaches copyright or any other intellectual property rights.

Any material which has the object or effect of causing harassment to the recipient

Material which the staff member knows or ought to know is confidential or restricted information and which they are not authorised to deal with

Any photographs, videos or other hard or soft copy materials that involves children who are looked after by the Nursery and its staff without the company or parents' prior authorisation.

As all mobile phones are to be kept locked away in the Main Office at all times during working hours, any photographs, videos or other hard or soft copy material or photographs that are taken with personal mobile phones

Any mention of Little Pumpkins Nursery its members of staff, children or issues that occur from within its nurseries, whether intended or unintended that are posted on the internet or any other such social networking sites including any instant messaging will result in

dismissal.

### The Internet content permission form:

This form is to be used whenever you wish to show children an image or video downloaded from the internet. Repeat requests for the same article are not needed.

<b>Room Name:</b>	
<b>Job role:</b>	
<b>Date requested:</b>	
<b>1. HTTP address</b>	
<b>2. HTTP address</b>	
<b>3. HTTP address</b>	
<b>Purpose:</b>	
<b>Brief description of content:</b>	
<b>Authorised: Yes / No</b>	
<b>Signed By:</b>	
<b>Date:</b>	

Last updated January 2024

## Nappy Changing, Toileting and Intimate Care Policy

No child is excluded from our Nursery for the reason of not yet being toilet trained or for still wearing nappies or the equivalent. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. This policy is linked to Health and Safety, Health and Hygiene and Safeguarding Children Policy.

Nursery fees do not include nappies, creams and wipes. Parents are asked beforehand to provide enough nappies, creams and wipes for each session that their child attends. The children's nappies will be kept in named drawers.

Nappies are checked regularly and are also changed throughout the sessions as required.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. All children are free to go to the toilet at any time with adult help or supervision if needed. A non-slip step will be available in each toilet area. Staff will be working with parents towards training children when they are ready. In order to ensure high standards of care and safety the following guidelines must be followed:

- Only persons with a suitable disclosure and barring services (DBS) clearance will be allowed to change or toilet children
- All members of staff will inform another member of staff in the setting prior to taking a child to be changed or to use the toilet
- Key Persons have a list of children's toileting needs and preferred procedures
- Key Persons undertake changing and toileting children within their key group, in their absence it will be the responsibility of their Key Person buddy
- The changing area is warm and safe
- Key Persons will take the child's bag along to the nappy changing area, to ensure they have everything to hand when changing children
- Gloves and PVC aprons are **only** worn for soiled nappies and any bodily fluids. **Gloves/PVC aprons must be worn when changing soiled nappies, clearing up vomit or dealing with blood. This is for staff's own protection as well as for the children. Gloves and aprons are not required to be worn for wet nappies.**
- The changing mat is wiped with antibacterial spray after each change.
- Wash your hands thoroughly after each nappy change and wipe clean PVC apron with antibacterial spray
- Recording of nappy changes should be logged on to Family app
- All staff members are familiar with the hygiene procedures and carry these out when changing nappies
- Key Persons ensure that nappy changing is relaxed and a time to promote independence in young children
- Young children are encouraged to take an interest in using the toilet
- Children are encouraged to wash their hands and have soap and paper towels to hand
- Key Persons are gentle when changing; they avoid pulling faces or making comments about "nappy contents"
- Nappies or pull-ups are disposed of in a tied nappy bag that is then placed into a yellow secure nappy bin and emptied at the end of the day. **The bag should be fastened with a zip lock tag and the yellow sac placed in the YELLOW bin located in the forecourt**

- Any clothing that has been soiled will be bagged for the parents to take home. If young children are left in wet or soiled nappies/clothes whilst in the setting, this may constitute neglect and will be a disciplinary matter. We have a duty of care towards children's personal needs

### **Potty/training Seat Procedure**

- Always make sure you have everything you need before starting
- Always make sure children are not allergic to any products
- Always wear disposable gloves and apron provided when supervising a potty/training seat
- Be aware of child's independence skills
- Wipe down potty with anti-bacterial spray and place on floor
- Talk with the child if appropriate, respect child's dignity and modesty
- Flush contents down the toilet
- Always spray the potty/training seat with antibacterial spray when finished
- Always discard the disposable gloves and apron in the external bins when finished
- Always wash your hands using the antibacterial soap provided; encourage children to wash hands so that good hygiene practices are started

### **Intimate Care**

At Little Pumpkins Nursery, we believe that all children need contact with familiar consistent carers to ensure they grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet the basic needs of children. This includes nappy changing, supporting children with toileting, changing clothes, giving first aid treatment and specialist medical support, when required.

We wish to ensure the safety and welfare of the children during intimate contact routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following action:

- Promoting consistent and caring relationships through the Key Person system in the Nursery and ensuring all parents understand how it works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Inductions for all new staff to ensure they are fully aware of all Nursery procedures relating to intimate care routines
- Ensuring children are given privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines will take place behind closed doors
- Following up procedures with meetings and appraisals to identify any areas of development
- Ensuring all staff have an up to date understanding of safeguarding/child protection and how to protect children from harm. This will be identifying symptoms of abuse and how to raise concerns as set out in the safeguarding policy



- Operating a Whistleblowing Policy to help staff raise concerns about their peers or Manager and helping staff develop confidence in raising worries as they arise to safeguard the children in the Nursery
- Conducting regular risk assessments on all aspects of the Nursery operation including intimate care and reviewing safeguards in place. The Nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place if a parent or member of staff has concerns or questions about intimate care procedure or individual routines, please see the Manager at the earliest opportunity

### **Kissing and Cuddling**

Whilst we know that the children need comforting and cuddling from time to time, for example, when they have just woken up or if they hurt themselves, it is important staff are aware that it is kept to a minimum:

- Never kiss a child. If a child asks for a kiss, try to do an air kiss so that they do not feel rejected
- Do not allow a child to sit on your lap for longer than necessary. Encourage them to join their friends
- Never initiate a cuddle, children will ask or let you know by actions when they need a cuddle

Last update January 2024

## Non-Smoking Policy

The Nursery recognises that many people in our society smoke. We are aware that smoking is lawful and a matter of choice for adults. However, we recognise that smoking is an activity disapproved of by many parents and to which they do not wish their children to be exposed. We recognise also that our employees have a right to be able to work and have periods of rest from work in a smoke free environment.

We have therefore designated all the premises within the confines of the Nursery a smoke free area. No one is permitted to smoke at any time on Nursery premises. Furthermore, any staff members that wish to smoke are also prohibited from doing so in the Nursery grounds, thus reducing the chance of any child seeing a member of staff smoking.

- All parents are informed of this policy when applying for the Nursery
- All staff members are informed of this at their interview and are expected to abide by this policy as with any policy. Failure to do so could result in disciplinary action
- Staff members are not permitted additional breaks for the purpose of smoking, and smokers and non-smokers have the same breaks
- The entrance of the Nursery will display a “No Smoking” sign
- All staff/parents/carers/visitors are expected to support and observe the No Smoking Policy and must draw it to the attention of someone who is disregarding it. In this instance, the smoker will be asked to leave the premises

### E-Cigarettes/Vaping

The use of e-cigarettes/vaping has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking/vaping policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking/vaping while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the nursery, are not permitted to smoke/vape. We also request that any parents accompanying nursery children on outings refrain from smoking/vaping while caring for the children.

Staff must not smoke/vape while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke/vape during breaks they are asked to change into their own clothing and smoke/vape away from the main entrance/nursery premises.

We respect that smoking/vaping is a personal choice, although as an organisation we support healthy lifestyles. We follow Public Health England advice and aim to help staff and parents to stop smoking/vaping by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline - [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)

Last updated January 2024

## Nut-Free Policy

Although we recognise that being nut free cannot be guaranteed, Little Pumpkins Nursery still aims to be a Nut-Free Nursery. This policy serves to set out all measures to reduce the risk to those who may suffer an anaphylactic reaction if exposed to nuts. The Nursery aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility for what foods they can eat and to be aware of where they may be put at risk.

Our “Nut-Free Policy” means that the following items should not be brought into Nursery:

- **Packs of nuts**
- **Peanut butter sandwiches**
- **Fruit and cereal bars that contain nuts**
- **Chocolate bars or sweets that contain nuts. E.g. M&M's**
- **Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)**
- **Cakes made with nuts**
- **In the interest of keeping all children safe we request that parents do not give their child nuts to eat on the way to nursery**

We have a policy to not use nuts in any of our food prepared on site at our Nursery. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces. Any birthday treats such as sweets, that is provided by the parent cannot be given to the children.

### Definitions

Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal.

Anaphylaxis is your body's immune system reacting badly to a substance (an allergen), such as food, which it wrongly perceives as a threat. The whole body can be affected, usually within minutes of contact with an allergen, although sometimes the reaction can happen hours later.

### Staff

Staff and volunteers must ensure they do not bring in or consume nut products in the Nursery and ensure they follow good hand washing practice.

Caution must be taken at certain times of the year such as Easter and Christmas. If Staff distribute confectionary, care must be taken to ensure that no nuts are included in the product. Fruit sweets such as Haribos are a better alternative. Particular confectionary that are a cause for concern are: Celebrations, Roses, Heroes and Quality Street.

All product packaging must be checked for warnings directed at nut allergy sufferers and if the following or similar are displayed, the product must not be brought into the Nursery. Packaging must be checked for:

- Not suitable for nut allergy sufferers;
- This product contains nuts;

- This product may contain traces nuts;
- Indicating this is unsuitable for Nursery consumption

## Parents and Carers

Parents and carers must notify staff of any known or suspected allergy to nuts and provide all medical and necessary information. This will be added to the child's care plan and if necessary, a meeting organised with the Nursery.

Homemade snacks or party food contributions must have a label detailing all ingredients and the kitchen environment where the food was prepared must be nut free. If you are unsure about an ingredient, please speak to a staff member before bringing the food item into the Nursery. The Nursery requests that parents and carers observe the nut-free policy and therefore **do not** include nuts, or any traces of nuts, in packed lunches (if provided).

## Symptoms

The symptoms of anaphylaxis usually start between three and sixty minutes after contact with the allergen. Less commonly they can occur a few hours or even days after contact.

An anaphylactic reaction may lead to feeling unwell or dizzy or may cause fainting due to a sudden drop in blood pressure. Narrowing of the airways can also occur at the same time, with or without the drop-in blood pressure. This can cause breathing difficulties and wheezing.

### Other symptoms:

- Itching
- Sore, red, itchy eyes
- Changes in heart rate
- A sudden feeling of extreme anxiety or apprehension
- Itchy skin or nettle-rash (hives)
- Unconsciousness due to very low blood pressure
- Abdominal cramps, vomiting or diarrhea, or nausea and fever.

Anaphylaxis varies in severity. Sometimes it causes only mild itchiness and swelling, but in some people, it can cause sudden death. If symptoms start soon after contact with an allergen and rapidly worsens, this indicates that the reaction is more severe.

Last updated January 2024

## Outdoor Play Policy

At Little Pumpkins Nursery, the outdoors is the ideal environment for experiential learning, because it offers unique opportunities to be creative, to move around, to be noisy and to take risks. The outdoors is full of special stimuli such as weather, sounds, smells and textures which can enrich and enhance a child's learning environment.

Being outdoors enhances all aspects of children's development: social, physical, creative, cultural and personal. Children with these skills are better able to learn and to retain that learning. In doing so it provides a rich context for the development of their language and encourages positive attitudes towards a healthy lifestyle.

Outdoor play should be seen as an integral part of early years' provision. At Little Pumpkins Nursery, our children are given the opportunity to work in both our indoor and outdoor areas using the resources which best meet their needs on a daily basis all year round.

The aim of both indoor and outdoor play is to provide a stimulating environment for children's learning in all areas of the EYFS curriculum. Close observation is essential in order to assess children's ability and to ensure appropriate planning and continuity for the outdoor curriculum.

The provision and planning for outdoor play, just as indoor play, must reflect the diversity and richness of the experience and developing interests of the children.

### **Slide/Climbing frame**

The slide and climbing frame provide lots of fun and an opportunity for developing new physical skills and enjoyment although it also brings danger. Children need to learn about danger and risk taking, however, in order to reduce the risk of possible accidents and the following procedures must be followed:

- Children will be encouraged to share and take turns
- Staff will explain risks (appropriate to age) of pushing and standing on the slide or running up the wrong way
- The slide and climbing frame will be checked for wear and tear/damage regularly and withdrawn from use if faulty
- Children will be encouraged to participate but will not be made to do any activity they are uncomfortable with

### **Water table**

Children can have great fun playing with water and it can also support their development in a variety of ways. However, there are safety issues when children play with the water table therefore staff will:

- Never leave children unsupervised with water
- If a child needs our attention, we will make sure the other children are safe
- Water tables will be emptied when not in use and refilled each day
- Children will be supported to learn about water safety

## **Sandpit**

Whilst sandpits can provide great play and learning opportunities, they can also pose several health and safety risks. To prevent these staff will:

- Only use sand which is suitable for play and purchased from a recognised source
- Dispose of soiled sand
- Ensure the sandpit is covered to prevent animals using it as a litter tray
- Teach the children to keep the sand low to prevent it getting into their own and others eyes

Last updated January 2024

## Outing Policy

The opportunity may arise for the Nursery to take the children off-site on an outing or visit. On such occasions, the level of care and safety provided in the setting of the Nursery must be followed off-site.

In the event of an outing:

- Prior to any outing a risk assessment will always take place and be recorded
- Most venues will have their own risk assessments and can make these available
- The parents will be required to sign an agreement (or disagreement) regarding their child taking part in outings/walks in the local community. This is included within the child's confidential records, which are to be filled in prior to the child beginning Nursery
- Our ratio on these walks is 1 to 3 for over 3 year olds and 1 to 2 for under 3 year olds  
We may ask parents for assistance in fulfilling the ratios. The adult will hold the children's hands whenever possible and pushchairs/safety harnesses will be used
- First Aid supplies will be taken and a Qualified First Aider will be present on the outing
- A qualified member of staff will be present on the outing
- The Manager/Deputy Manager will carry a register of names and contact telephone numbers in case of an emergency
- The outing leader will carry a mobile phone in case of emergency
- During the outing, the children will each wear a badge bearing the mobile phone number of the outing leader, name and number of the setting
- In the unlikely event that a child should become lost, our Lost Child Procedure will be followed

The following should be taken on every outing:

- First Aid box (any important medication – allergies)
- Bottle of drinking water
- Medical list of children taking part
- Contact list
- Family doctor – details
- Mobile phone
- Spare nappies and clothes

### **Trips Involving Transport**

Trips involving transport will always need extra parental consent. Parents will be provided with detailed information about the trip – including a risk assessment – and the details below will be acted upon if necessary. This will allow parents to make an informed decision as to whether they allow their child to attend.

Planning:

- Ratio will be kept to 1 staff to 2 children
- Staff and children list will be made prior to the outing to ensure the correct ratios are maintained
- Staff will be assigned specific children and be responsible for them at all times

- Children will be assigned to and must be accompanied by a qualified member of staff at all times
- Coaches with seat belts will be considered – ideally 3-point seat belts. Parents will be given details of the company
- Parents must sign a detailed consent form allowing their child/children to attend the trip
- Parents will be informed as to who will be responsible for their child during the trip
- The Health and Safety Officer will carry out a risk assessment that will outline all the possible risk factors that have been considered, and actions that have been put into place to minimise them

#### During the trip:

- Children with severe medical conditions will be assigned to a qualified member of staff, preferably the Manager or Deputy Manager. Advice from parents will also be sought to ensure appropriate care is provided
- Children with special needs will be assigned to a Senior member of staff
- Children that require medication will be assigned to the Manager, Deputy Manager or Room Leaders
- Adults are required to stay in minimum groups of two adults. Parents who are accompanying their own children are free to go off alone with their child. If they are supervising another child, then they must stay with another adult
- All supervising adults – including any parents – will be provided with a map (if necessary), meeting up times, meeting places, departure times, a list of emergency contact numbers, details of first aid points if necessary and a list of first aiders' contact numbers
- Registers will be taken:
  - In the Nursery prior to leaving
  - On the coach before leaving
  - On meeting up
  - On the transport before leaving
  - On returning to the Nursery

Last updated January 2024



## Parental Partnership Policy

Parents are children's first and most enduring educators. When parents and practitioners work together in early years' settings, the results have a positive impact on the child's development and learning.

### Curriculum guidance for the Foundation Stage – Development Matters

At Little Pumpkins Nursery, we consider ourselves to be sharing responsibility with parents for the care and education of their children. The relationship between the Nursery and parents begins at our first meeting with a parent. At this meeting, we try to establish the notion of partnership with parents. We gather information and ask for parental input about the child's interests and abilities, during the first few weeks of settling in. With babies, we will try and keep as close to the home routine as possible.

Parents are invited to attend Open Days and Parent Evenings to discuss issues concerning child development, the curriculum, teaching, and learning.

Parents are welcome in the Nursery whenever they have free time to participate in activities in the Nursery. We encourage parents to join us on outings, enabling the children to have more adult interaction, maximising their learning and enjoyment on the outing. On special days of celebration, parents are invited into Nursery to share with us. Parents are involved on a more behind-the-scenes level, as they perhaps offer their skills to benefit the Nursery through helping at fund raising events.

There is also a "Parent's Notice Board" where the current learning areas are displayed, along with other items of interest.

The aim of the Nursery is to support parents' essential work, not to supplant them. We will:

- Make all new parents aware of the Nursery's systems, policies and procedures
- Encourage parents on an individual basis to play an active part in the management of the Nursery
- Ensure that parents are informed on a regular basis about their child's progress
- Ensure that all parents have opportunities to contribute their own skills, knowledge and interests to the activities
- Involve parents in shared record keeping about their own child
- Ensure that all parents are informed fully about meetings, conferences, workshops and training
- Consult with families about the times of meetings to avoid excluding anyone
- Welcome the contributions of parents, whatever form they may take
- Make known to all parents the systems for registering queries, complaints, compliments or suggestions
- Provide opportunities for parents to learn about the Nursery curriculum and about young children's learning, in Nursery and at home

Last updated January 2024

## Recruitment, Staffing and Employment Policy

In accordance with regulations, we aim to have at least half of our staff qualified in day care or education relating to young children. We pride ourselves on maintaining good adult-to-child ratios and aim to operate above the legal requirements of 1:8 for children aged 3 and over and 1:5 for children between 2 and 3 years of age. Our Key Person system ensures each child and family has one particular staff member who takes a special interest in them. They will also observe them and use this information to plan activities suitable for their learning and development. Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.

We aim to meet the Nursery's staffing needs as far as possible with regular staff employed on permanent contracts. From time to time, we employ other staff members on a casual basis, for example to cover emergencies, or on fixed-term contracts, typically to meet particular short-term needs.

We ensure that all staff members are given the opportunity to do appropriate training to update their skills and underpin their knowledge and understanding of pre-school children. There are a number of training courses run by the local authority and our staff members are encouraged to attend these whenever possible.

We are an 'Equal Opportunity Employer and are committed to implementing the Nursery's Equality and Diversity Policy will form part of the job description for all staff. We have an Equal Opportunities Policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, and from all religious, social, ethnic and cultural groups.

A member of staff to be employed on a permanent basis will be interviewed by the Manager or occasionally by the Director. The selection panel takes responsibility for the creation or checking of recruitment information such as the job description, person specifications and advertisements. This panel takes an active role in shortlisting and interviewing the applicants using standardised interview procedures. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

The Manager is authorised to recruit staff being employed on a casual basis to cover staff illness or absence or to meet a short-term need.

All staff positions are exempt from the Rehabilitation of Offenders Act 1974 and they must be prepared to disclose any convictions they may have had or orders they have against them. All successful applicants must agree to the appropriate checks on criminal records and health as required by the relevant statutory authorities.

In accordance with our Safeguarding Children Policy and Procedures, all appointments will be subject to a probationary period (usually six months). We use guidance in obtaining references and criminal records checks through the Criminal Records Bureau for staff and volunteers who have substantial access to children. The appointment will not be confirmed unless the checks are satisfactory.

We provide staff induction training in the 6 months of employment. This induction includes our Health and Safety Policies and Procedures and Safeguarding Children Policy and Procedures. The appointed mentor – within an induction plan – will introduce other policies and procedures.

Staff members should restrict the number of private telephone calls received at work to a minimum. Mobile phones may not be used at any time while working with children. They can only be used off the premises, during breaks and in the staff room.

We support the work of our staff by holding regular staff meetings and through supervision and appraisals with the Manager. If any member of staff reveals, through action or attitude, a lack of positive feeling towards themselves or for our work then the Manager or Deputy Manager will invite the member of staff to discuss the situation and seek to resolve this issue through discussion.

Whilst the Nursery is very aware that its members of staff will themselves be encountering issues in daily life which may cause problems and discomfort, the Nursery must insist that the undertaking of the role of working in this Nursery requires a positive attitude and approach on all occasions.

All staff are employed and paid by Little Pumpkins Nursery using money from the Nursery funding and fees. Our Nursery's budget includes an allocation towards training costs.

The Manager and Deputy Manager have an annual review and appraisal with the Directors. Other members of staff have the opportunity for an annual review and appraisal with the Manager.

### **Policy on staff numbers**

It is the policy of this Nursery to ensure that there is always sufficient staff to give the children the care and attention they need and in particular that staff numbers do not fall below the recommended staff to child ratios set by. For this reason, we follow the principles:

- The number of permanent staff members is, where possible, in excess of requirements. In particular, the Manager is supernumerary but can be called on to take over in the event of unplanned staff absence
- The Nursery has a standby list of people who can be called on if necessary in the event of staff absence. These people may already work in the Nursery on a part time basis
- In the event of supply staff not being available, agencies may be called upon

### **Staff shortage procedure**

In all cases of staff absence, the Manager/Deputy Manager must ensure staff to child ratios are maintained in accordance with the Statutory Framework for the Early Years Foundation Stage welfare requirements (DFES).

### **Staff sickness**

In the event of a member of staff being off sick, substitute staff members should be deployed suitably around the Nursery to cover child: staff ratios. If this is not possible, supply staff members are to be arranged. Wherever possible, current part-time staff members should cover for colleagues.

## Staff training

Part-time staff/supply staff will cover staff training shortages. In the event of staff absence, it may be necessary to ask the member of staff attending training to return to the Nursery. In both cases, if the above cover is not available, the Manager will cover any shortages due to his/her supernumerary status.

## Emergency staff shortages

In the event of unforeseen staff shortages, the following options may be actioned:

- Staff may need to redeploy into other areas of the Nursery
- The Manager/Deputy Manager may need to cover in other rooms
- It may occasionally be necessary to join rooms together to maintain staffing levels.

In the rare event of the Manager, Deputy Manager or Room Leaders not being present, staff members must contact the Manager or Deputy Manager to seek advice on how to cover shortages. It may, on rare occasions, be necessary for the Manager/ Deputy Manager to return to the Nursery to assist.

**All staff members from agencies must have a DBS check, and have two references. Details of agency staff members' experience must be given to the Manager before commencing work at the Nursery.**

## Stress policy

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction from pressure, which can be detrimental to health.

We at Little Pumpkins Nursery are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health issue and acknowledge the importance of identifying and reducing workplace stressors. We do this by:

- Monitoring working hours and overtime to ensure that staff members are not overworking
- Monitoring holidays to ensure that staff members are taking their full entitlement
- Ensuring that bullying and harassment is not tolerated within the Nursery
- Being vigilant and offer additional support to a member of staff who is experiencing stress outside of work e.g. bereavement or separation
- Ensuring any issues/concerns are raised with the Manager

## Clothing and appearance

Staff must remember that in everything you do or say at work, or whilst you are out and about in your uniform, you are representing the Nursery. It is important that you present yourselves as professionals.

The Nursery will supply staff with t-shirts and jumpers with the Nursery logo embroidered on them. You will need to provide yourselves with trousers (3/4 length trousers are acceptable) in black. **Jeans and leggings are not allowed.** It is important that you are comfortable in the

clothing that you wear.

Footwear should, again, be comfortable. For health and safety reasons your shoes must have a back to them to support your feet during the working day. No Sliders or flip flops are allowed.

Make-up and jewellery should be kept to a minimum – no dangly earrings or rings with raised stones.

It is your responsibility to maintain your uniform to a good standard, ensure it is cleaned regularly and returned upon the Nursery's request. Uniform remains the property of Little Pumpkins Nursery.

### **Personal property**

Little Pumpkins Nursery cannot be held responsible for any loss or damage to personal property kept on the premises or in vehicles.

### **Sickness/Absence from work procedure**

In the event of absence from work, due to illness or any other reason, you must telephone and speak to either the Manager or Deputy Manager as soon as you know when you will not be available. Contact needs to be made, between 6:00 am to 6:30 am latest, and you must ring back the same day by 4pm. It is your duty as part of the team to keep the Nursery informed of your progress to allow the Nursery to put contingency plans into action.

**Please be aware it is not acceptable to “text” or leave a voice message.**

You are also reminded that your contract states:

*“Notification of absence from work due to illness or any further cause should be made prior to your starting time on the first day of absence to the Manager of the Nursery.*

### **Overtime procedure**

- The overtime procedure is incorporated alongside each employee's individual contract and job description
- If any member of staff works beyond their agreed working hours, they will be given the “Time off in Lieu” (TOIL). Any TOIL must be authorised by the Manager or Deputy Manager
- TOIL is recorded in the TOIL book and must be taken back at a convenient time for the Nursery. Consent form Manager or Deputy Manager must be sort
- Time must be used by the end of each year. If TOIL is not taken, it will be lost
- Room leaders are responsible for discussing the staffing needs of individual rooms to the Manager to ascertain if any staff cover is needed. In the event of rooms needing cover, where possible staff will support each other and be deployed throughout the Nursery if possible

## **Staff Appraisal and Reviews**

### **End of probation reviews**

Each member of staff begins their contract on a six month probationary period. When this period ends, staff members will be given an “end of probation review”. The review takes on a similar format to an appraisal and gives both the employee and employer an opportunity to discuss the previous three months. Assuming that a satisfactory probation period has been completed, the employee’s contract will be made permanent. This will be confirmed in writing. If there has been an unsatisfactory probation period, the contract will either be extended for another three month period or a new contract will not be issued, thus terminating employment.

### **Appraisals**

Staff appraisals will take place annually and will consist of a one-to-one meeting with the Manager. Prior to the meeting, each member of staff will be given notice of the date and time of their appraisal and they will be asked to consider the following points so that they can be discussed during the appraisal meeting:

1. Immediate improvements that could be made in relation to the individual’s job
2. Immediate improvements that could be made in the Nursery
3. Long term plans or visions of how they see their role and the Nursery progressing
4. How we will implement any agreed targets
5. Any new areas of responsibility that may be investigated further
6. Training needs

Last updated January 2024

## Rest and Sleep Procedure

- Children must be toileted or their nappies changed as appropriate before any rest or sleep
- Shoes and any thick clothing must be removed, taking into account the temperature of the room
- Children will have their own individual bed sheets in named bags and bed label
- Children are to be laid on their bed within a calm, relaxing, ventilated room
- Children are to be laid “top-to-tail”, a good distance apart from one another
- If the children require, they may be patted off to sleep if they find this a comfort
- The Nursery will not use drinks as a form of comfort to a child as they go off to sleep for health and safety reasons
- Children will be checked every 15 minutes, and this check will be recorded on the nursery Family app
- To allow children to familiarise themselves with their surroundings they will be woken in a gentle and calm manner
- Children will be left for as long as needed unless parents specify otherwise
- Drinks will be offered to the children if they require them
- If necessary children will be toileted or nappies changed upon waking
- Parents will be kept informed of their child’s sleep patterns at Nursery
- The Nursery will work in partnership with the parents to provide the children with consistent routines as used at home
- Upon sleeping/waking all children will be logged on the nursery Family app

Last updated January 2024

## **Safeguarding Children, Child Protection and Prevent Duty Policy**

**Our designated person for safeguarding children is the Manager and the second designated person is the Deputy Manager.**

### **Child protection**

In our Nursery, we provide a safe environment where children are safe from abuse and where the suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

#### **Exclude known abusers by:**

- Advising all applicants applying for employment within the Nursery that, should they be offered a position, it will be dependent upon a satisfactory enhanced Disclosure and Barring Services (DBS) check. Applicants will also be informed that the positions are exempt from the Rehabilitation of Offenders Act 1974
- Before appointment, applicants will be requested to supply two references, which will be taken up, and explanations will be sought whereupon an applicant has held several jobs in a short period of time or has gaps in their employment history
- Appointment will be subject to a probationary period (usually six months) and will only be confirmed once the Nursery is completely satisfied that the applicant can be safely entrusted with children. This will include both paid and voluntary staff
- Volunteers are not permitted to work unsupervised
- Ensure that only known parents or carers – or another responsible adult of whom we have been informed about – collect children. This person must know the password originally stated on the child's application form by the parent carer

#### **Provide training:**

- Train staff through Lewisham/Croydon Borough Council so that they can learn to recognise the signs and symptoms of possible abuse, i.e. physical, emotional, neglect and sexual. We ensure that all staff members know the procedures for reporting and recording their concerns in the Nursery
- All staff will attend possible training session after their employment commences
- All of our staff members will have attended a Lewisham/Croydon Borough Council Safeguarding Children Training Course or completed the recommended online training

#### **Prevent abuse by good practice:**

- Not one particular staff member will be left alone for an extended period of time with either one or more children. Should a child need to be taken aside – for example for discussion of their behaviour – this will be done in a separate room if possible, but with the door left slightly open
- The layout of the room(s) will permit constant supervision of all children
- Children will not be taken to the toilet by a member of staff who has not been checked by the appropriate authorities (DBS)
- If a member of staff needs to tend to a child, for example, changing a nappy, they must inform another member of staff where and what they are doing
- We educate the children to understand and express their feelings and, at the



same time, build up their confidence

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

- Changes in a child's appearance and/or behaviour will be investigated
- We allow investigation to be carried out with sensitivity. Staff members in the Nursery take care not to influence the outcome, either through the way they speak to children or the way they ask questions to children
- Parents will normally be approached first although suspicions will also be referred to the Social Services Department, if deemed appropriate
- All such suspicions and investigations will be confidential, and only those people who need to know will be informed, such as the child's Key Person, the Manager and the Director.

### **Disclosures**

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

- Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying
- Write down exactly what the child says or what actions concern you, and what you have said in response. The member of staff should not question the child or promise they will not tell anyone else. Sign and date it
- Do not make assumptions as to whom the allegation might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children
- Inform the Manager of your suspicions and they will contact – without delay – the Duty Social Worker in the Access and Assessment Office for the District in which the child lives, or the Emergency Duty team if outside office hours. will also be contacted who will offer advice and support to you wherever possible, although they will not be responsible for conducting enquiries into the allegation/suspicion. Once a child is referred to Access and Assessment, they and the Area Safe Guarding Committee will make an assessment of the child's needs.

### **Keeping of records**

- When worrying changes in a child are observed, a separate and confidential record will be set up, which will include not only their name, address and age, but also timed and dated observations that objectively describe the child's behaviour/appearance without comment or interpretation. If possible and relevant, the child's exact spoken words should be noted. Each record will be signed and dated.
- Any such record will be kept in a separate lockable file and will only be accessible to the Manager, the child's Key Person and the Director.

### **Liaise with other agencies**

- The Nursery operates in accordance with local authority guidelines. Confidential records will be shared with the Social Services Department if the Nursery feels they have not been provided with an adequate explanation for changes in the child's condition
- The Nursery will keep in contact with the registering authority and keep names, addresses and telephone numbers of individual social workers to ensure that, in an emergency, the Nursery and Social Services can work well together.
- Records will also be kept for the local NSPCC contact or other appropriate bodies.

### **Support families**

- The Nursery will do everything it can to build up trusting and supportive relationships between families and staff/volunteers in the group. Parents are made aware of the Nursery's policy from registry, and are asked to read and sign the form "Protecting Children"
- Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children's Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents
- Where there is suspicion of abuse at home, we will continue to welcome the child and their family while investigations take place
- We will share with the parents, any confidential records that are being kept on their child
- With the understanding that the care and safety of the child is of paramount importance, the Nursery will do all it can to support and work with the child's family

### **Allegation of abuse made against a member of staff (also a committee member or volunteer)**

If an allegation is made against a member of staff, we will follow the below procedure:

1. The allegation should be reported to the Senior Manager. If this person is the subject of the allegation, then this should be reported to the Directors
  2. The Local Authority Designated Officer (LADO), and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly;
    - A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
    - The Nursery will follow all instructions from the LADO, Ofsted, LSCB and asks all staff members to do the same and co-operate where required
    - Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The Nursery reserves the right to suspend any member of staff during an investigation
  - All enquiries/external investigations/interviews will be documented and kept in a locked file
  - Unfounded allegations will result in all rights being re-instated

- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. The company is also required to notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re- investigation
- The Nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Support will be available for any member of the Nursery who is affected by an allegation, their colleagues in the Nursery and the parents.

**All staff members need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.**

### **Contact numbers**

Should any member of staff need to contact Access and Assessment, the contact numbers are below;

#### **Little Pumpkins Nursery - Lee Branch**

Local Authority Designated Office: London borough of Lewisham 1<sup>st</sup> floor Laurence House, 1 Catford Rd, SE6 4RU.

Office Tel: 020 8314 7280

Email: [lewishamLADO@lewisham.gov.uk](mailto:lewishamLADO@lewisham.gov.uk)

Prevent team Tel: 07710 387 930 email: [prevent@lewisham.gov.uk](mailto:prevent@lewisham.gov.uk)

MASH Tel: 020 8314 9181

#### **Other Useful Numbers**

NSPCC: 0800 800 5000

Childline: 0800 1111

Adult Helpline: 0808 800 5000

Lewisham Police: 101

Lewisham Borough Council: 020 8314 6000

#### **Little Pumpkins Nursery - South Norwood & East Croydon Branch**

MASH Tel: 020 8255 2888 between 9am-5pm email: [mash@croydon.gov.uk](mailto:mash@croydon.gov.uk) Referrals to: [childreferrals@croydon.gov.uk](mailto:childreferrals@croydon.gov.uk)

Out of Hours Emergency Duty Team : 020 8726 6400

Social Services: 020 8726 6000

#### **Other Useful Numbers**

NSPCC: 0800 800 5000

Child Protection: 020 8255 2888

Childline: 0800 1111

Adult Helpline: 0808 800 5000

Croydon Police: 101

Croydon Borough Council: 020 8726 6000

Ofsted: 0300 123 1231 Or by email: [enquiries@Ofsted.gov.uk](mailto:enquiries@Ofsted.gov.uk)

## **Register**

In order to safeguard the children and to ensure we are aware of the number of children in the building at any one time, every child will be marked in the register as they enter the building at the beginning of each session. This will be the responsibility of the nominated staff member in each session.

## **Arrival and Departure Procedure**

To ensure the safety of all children at the beginning and end of sessions, the Nursery operates an Arrival and Departure Policy to ensure that all children are supervised adequately at these times and are only handed over to previously advised adults who are known to staff

### **Procedures: Arrival**

The main doors will be opened at the time opening ensuring that staff only allow entrance to known individuals. Parents are asked not to let each other in. As the children arrive, a member of staff will greet them and parents will add them to the register, whilst the remaining members of staff will be in room, supervising those children who have already arrived.

### **Procedures: Departure**

Parents and carers are aware that they must provide advance notification if another person is to collect their child. Details of these people will be notified to the management whom will inform staff members to hand over children. If the person collecting the child is not known to the staff members, then it will be necessary for that person to provide suitable identification to the staff members before the child is released to them. If the staff members are in any doubt as to the person's right to collect the child, they will contact the appropriate parent or carer before releasing the child. Parents and carers are made aware that their children must be collected within five minutes of the designated collection time. Any child that is not collected after this time will result in the staff taking action in line with the Non-Collection of Children Policy.

## **Personal mobile phones**

Mobile phones are not to be used in the Nursery environment at any time and must remain switched off and kept in the office. Should staff members need to make an urgent call or be called, the Nursery phone is available with consent from the Manager/Deputy Manager. Staff caught using mobile phones during working hours will immediately be disciplined and dismissed. Staff may use their phones on break times only within the staff room or off the premises.

## **Safety**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Nursery will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult
- Forms are available for the reporting of any accident/incident
- Regular safety monitoring will include checking of the accident and incident records

- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods
- Children will leave the group only with authorised adults
- Safety checks both indoors and outdoors are made at the beginning of each day
- Outdoor space is securely fenced
- Equipment is checked regularly and dangerous items are repaired or discarded
- The layout and space allow children and adults to move freely between activities
- Fire doors are never obstructed
- 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
- Adults do not walk around with hot drinks or place hot drinks within reach of children
- Fire drills are held every 6 weeks
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency
- There is no smoking on the premises
- A correctly stocked first aid box is available at all times
- Fire extinguishers are checked annually and staff members know how to use them
- Whenever children are on the premises at least two adults are present
- Large equipment is erected with care and checked regularly
- Activities such as cooking, and energetic play receive close and constant supervision
- On outings, the staff to child ratio will be at least one or two
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- The premises are checked before locking up at the end of the day
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches

## Keeping Children Safe in Education 2023

Keeping children safe in education is **statutory guidance that Early Years, schools and colleges in England must have regard to when carrying out their duties to safeguard and promote the welfare of children**. It is essential that everybody working in an early years, school or college understands their safeguarding responsibilities.

[https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf)

## Prevent Duty

As of 1<sup>st</sup> July 2015, all registered early years childcare providers are subject to a duty under section 26 of the Counter – Terrorism and Security Act 2015. to have “due regards to the need to prevent people from being drawn into terrorism”

The Prevent Duty aims to stop people becoming terrorists or supporting terrorism and to keep children safe from associated dangers.

Little Pumpkins Nursery have regard to the Prevent Duty 2015. The designated lead for safeguarding has oversight of the Prevent Duty at our setting.

Senior staff has accessed the online awareness course and all staff should recognise signs of people being at risk of being recruited by terrorist or extremist groups. They can also access advice via the LSCB.

Advice given suggests staff should be alert to:

- Changes in family behaviour
- Changes in children's behaviour e.g. aggression towards others
- Comments made by a child which may cause concern e.g. What their mummy/daddy has said
- Comments made by family members e.g. Certain faiths beliefs /cultures
- Any other signs that family members may be showing extremism

Internet safety will be maintained at all times, alongside our Social Media Policy.

If staff have any concerns for any child, they should report it immediately to the Safeguarding Officer, Senior Management or Multi Agency Safeguarding Hub (MASH).

Last updated January 2024

## Selecting Equipment and Toys Policy and Practice

The toys and equipment in the 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:

- Is appropriate for the ages and stages of the children
- Offers challenges to developing physical, social, personal and intellectual skills
- Features positive images of people: both male and female, from a range of ethnic and cultural groups and with and without disabilities
- Will enable children, with adult support, to develop individual potential and move towards required learning outcomes
- Conforms to all relevant safety regulations and is sound and well made
- Have been risk assessed before use

We select books, equipment and resources that promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.

We check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment.

We keep an inventory of resources and equipment. This will record the date on which each item was purchased and the price paid for it.

All toys supplied in the UK must meet a list of essential safety requirements which are set out in the Toy (Safety) Regulations 2011 (previously the Toy safety Regulations 1995 – updated in 2010 and now revoked) and to prove that these requirements are met, all toys should also carry a CE marking.

Toy regulations in the UK are governed by a Europe-wide toy safety standard EN71 which governs the safety all toys sold in the UK and within the European Union. These toy safety standards have been in place since 1990, and were updated in 1995.

EN71 covers the safety standards for all toys for children up to the age of 14 - products that are not intended as toys but look like toys (e.g. those made for decorative purposes) are still included under the directive. It also divides toy suitability into age ranges and warnings for toys that are unsuitable for children under three. The legislation is in six parts and covers aspects of safety that include flammability, toxicity and safety marking.

The United Kingdom Conformity Assessed or UKCA mark is being phased in from 1st January 2021 to replace the CE mark in Great Britain, although for most goods the CE mark will remain acceptable for a transition period ending on 31 December 2024.

Last updated January 2024

## Settling In Policy

At Little Pumpkins Nursery, we want to make the transition from home to Nursery a positive experience that focuses on the individual needs of the child and family.

### **Our aim is:**

- To support children in the transition from home, family and familiar people, into the new community of the Nursery
- To help children make a strong attachment to their Key Person
- To help children feel secure and confident in Nursery
- To work closely with parents/carers
- To work with the child and family on any difficulties that might arise

Once a place is guaranteed for a child, they will be assigned a Key Person. Every child attending Little Pumpkins Nursery has a Key Person. This member of staff will have special responsibilities for working with a small number of children and for developing a genuine bond with the child and their parent/s. The Key Person will also help your child and parent/s to become familiar with the Nursery and feel confident and safe within it.

We will arrange settling in/pre-visit sessions for children at the Nursery. The settling-in sessions/pre-visits will be a time before the child joins the Nursery where they can visit in order to get to know their Key Person, the other staff members, children and the routines etc. The Key Person will work with the parent to complete the 'All about me' and registration forms during the settling in period. The child's Key Person will be responsible for the development and learning record.

As a matter of policy, we encourage children to visit Little Pumpkins Nursery on at least two occasions before the starting date. For the first visit, we suggest it should be around two hours long. We invite parents to stay with their child for the first visit, so that they can talk to the staff about routines and anything else they want to know. For the second visit, we suggest a stay of two hours again, and you are able to leave your child for this visit.

These visits may be over the course of a mealtime, so that the child can experience eating within a large group. We understand that some children may need more than two visits and, if this is the case, more can be arranged.

Please be reassured and try not to worry if your child experiences difficulties; it is a normal part of a child's development to be anxious, nervous or angry about starting Nursery. We also recognise that many parents will find this a difficult and sometimes upsetting process. We hope that we can call on our experience to support you and your child in whatever way suits you.

The above is a guide; some children settle into a new environment with ease, other children may need more re-assurance. Sometimes, it is parents who benefit most from the settling-in sessions/pre-visits. Whatever the case, please be reassured that the staff will wholeheartedly support your child and family when joining the Nursery.

Last updated January 2024



## Special Educational Needs (SEN) Policy

Our Nursery aims to welcome and provide appropriate learning opportunities for all children, and to have regard to the DfES Code of Practice in the Identification and Assessment of Special Educational Needs (SEN).

In order to achieve this, we have appointed a Special Educational Needs Co-ordinator (SENCO), Nursery Manager, who is responsible for the day-to-day operation of the SEN policy.

### **In order to achieve these aims, we will:**

- Ensure that all children have the same entitlement to a broad-based curriculum
- Explore all opportunities to provide extra resources to match the child's individual needs
- Regularly review with the parents and any appropriate professionals, the child's progress and the way forward, which will ensure a planned, co-ordinated approach for the provision of the child's needs
- Provide appropriate opportunities for the development of every child's self-esteem and encourage full integration into the setting
- Support parents/carers in obtaining help and advice from outside agencies, such as health visitors, paediatricians etc.
- Evaluate the success of the inclusion policy by monitoring the progress of children with SEN offer and make available appropriate training to all staff
- Encourage staff to establish relationships with other local settings to share expertise and training
- In conjunction with parents, our observations and record keeping will enable us to monitor the child's needs and progress on an individual basis
- When a child has been identified and before any further action is taken, there will be full and on-going discussion with parents. Other professional agencies concerned with the child will be consulted as appropriate. The SENCO is responsible for managing this process

### **The Role of the Special Educational Needs Co-ordinator:**

- To liaise with staff and primary carers to identify children who require support.
- To take the lead in observation and assessment of identified children and identification of their strengths, weaknesses and consequent needs, in conjunction with staff.
- To assess plan and review.
- To take the lead in planning future support for children with SEN, in discussion with staff
- To liaise with outside agencies where necessary
- To offer support and advice to staff and primary carers. This will include:
  - I. Attendance at meetings between staff and primary carers.
  - II. Attendance at meetings between staff and outside agencies.
  - III. Provision of written Individual support plans, containing targets for the child, review date and strategies to be employed
  - IV. Taking the lead in monitoring and reviewing the action taken
- To maintain an up to date Register of Special Needs.
- To ensure that relevant background information about individual children with

- Special Educational Needs is collected, recorded and updated
- To keep up to date with changes in legislation and methodology regarding Special Educational Needs and to attend such training as may be required in order to do so

### **The Key Persons are responsible for:**

- Monitoring the progress and outcomes of children
- Regularly informing the SENCO of any progress and/or concerns relating to children with SEND
- Liaising with parents/carers to discuss progress
- Reviewing the progress and writing children's support plans, in partnership with the SENCO and parents/carers
- Sharing information relating to the progress and needs of each child with SEND with the whole staff at staff meetings
- Liaising with outside agencies as required by the SENCO

### **Definitions of SEN and disability**

- A child has SEN if they have a learning difficulty or disability which calls for a special education provision to be made for them.
- For children aged two or more, special educational provision is educational provision that is additional to or different from that made generally for other children of the same age. For a child under two years of age, special educational provision means educational provision of any kind.  
A child under compulsory school age has SEN if he or she is likely to have a learning difficulty or disability when they reach compulsory school age or would do so if special educational provision was not made for them.  
A disability is defined in the Equality Act 2010 as 'a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'.

### **Identifying Special Educational Needs**

This policy describes the way we meet the needs of children who experience barriers to their learning, which may relate to the following broad categories of need:

- Communication and interaction
- Sensory and/or physical impairment
- Cognition and learning difficulties
- Social, mental and emotional health

In identifying the needs of a child, we will consider the needs of the whole child. This will include not just the special educational needs, but also other factors which may impact on the child's progress and attainment e.g.

- Disability
- Attendance and punctuality
- Health and welfare
- English as an Additional Language
- Being a Looked After Child
- Being a child of a Serviceman/woman
- Being in receipt of the Early Years Pupil Premium Grant

**The Graduated Response:  
Assess:**

Once identified as requiring additional SEN support a more detailed assessment of the child's needs will be carried out. This will include further discussions with parents and, when appropriate, the pupil. It may draw on assessments and reports from external agencies involved with the child such as speech and language therapist. The SENCO may also carry out more diagnostic assessments of needs in key areas of difficulties. Each pupil's difficulties will be considered against the four broad areas of needs:

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health difficulties
4. Sensory and/or physical needs

The Nursery recognises that it is highly likely that the needs of individual child will overlap across one or more of these areas of need or that needs may change overtime.

This comprehensive assessment will give a detailed picture of each child's strengths and special educational needs.

**Plan:**

The Nursery will use the information from the assessment to draw up a plan to outline the support that will be offered. The plan will:

- Be outcome focused where the desired benefit or difference from any intervention is clearly identified and matched to need.
- Detail the range of additional interventions and approaches that will be made available to support progress towards these outcomes
- Highlight the ways parents and pupils can work in partnership with the Nursery to support progress towards targets and outcomes.
- Give details of the role and input of external agencies when they are involved with a pupil

This plan will be recorded (Specify your approach to documenting this additional provision e.g. provision maps or individual support plans.

This plan shared with all Key Persons so that they are fully aware of the outcomes sought, the support on offer and any particular teaching strategies and approaches and resources that have been agreed.

Parents will receive copy of this plan *with a specified time frame/date* to show when it will be reviewed.

**Do:**

The Key Persons, with the support of the SENCO will take the responsibility for overseeing the implementation of the plan. This will ensure that the additional support offered is linked closely to the EYFS curriculum offer and maximise the opportunities to reinforce and consolidate key skills within the context of the Nursery.

This will be particularly important when the intervention takes place outside of the Nursery. There will be regularly liaison and feedback with staff delivering interventions so that any required refinement of the support can be managed promptly.

#### **Review:**

The impact of any additional support offered will be reviewed at least quarterly. Parents will be invited to attend this review meeting along with child when this is appropriate.

This review may be included in the general Nursery quarterly cycle of parental consultation meetings. However, where the child needs are more complex and they receive support from a range of specialist agencies a separate review meeting will be arranged so that all key parties can contribute and share views on progress and subsequent provision.

At the review the following will be considered:

- Impact of each element of the intervention towards the identified outcomes
- Child's response to the support and view of their progress where this is applicable
- Views of parents and specialist agencies
- Next steps with refinement and adjustments to the support offered as required

Where progress has been limited, further analysis and assessments will be made to ensure the provision offered matches the nature and level of needs. If not already involved and with the agreement of parents, the SENCO will make a referral to MARF (SPOC) with parent permission.

**Securing expertise** We are committed to establishing an effective collaboration between all agencies working with a child and actively support a multi-disciplinary approach to meeting children's SEND. Support from outside agencies may include specialist help from other professionals. Our settings liaise regularly with Best Start colleagues and a number of external support agencies as required. These include:

- Chatterbox / Speech & Language Therapy Team
- Children's Medical Services
- Pediatricians
- Educational Psychologist
- Hearing Impairment & Visual Impairment Team
- Occupational Therapy Team
- Physiotherapists
- Early Years SEND Team
- Health visitor
- Specialist nurse
- Carers Centre (Parents in Partnership)

Progress will have continued to be monitored regularly as part of the termly tracking for all children.

Requesting a Statutory Assessment of needs in deciding whether a statutory assessment is necessary for a child the following should be considered:

- The child makes little or no progress in any given areas over a long period
- The child continues working at a stage substantially below age related expectations
- Whether there is recorded evidence of the child's identified needs
- Whether individual strategies have been in place for a reasonable period of time
- Whether outside advice has been sought in relation to the child's:  
Communication and interaction Sensory and/or physical impairment Cognition  
and learning difficulties Social and emotional well-being
- Parent/carers views have been taken into consideration throughout the process

## **Complaints**

If parents are at all dissatisfied with the provision for their child, they should contact the Manager in the first instance. If they remain unhappy after this contact, they should contact the Director.

Last updated January 2024

**Links with Local and National services and organisations to support implementation of the SEN policy.:**

<b>Croydon Educational Psychology Service</b>	020 82415468
<b>Croydon CAMHS</b>	0203 228 000 <a href="http://www.slam.nhs.uk">www.slam.nhs.uk</a>
<b>Occupational Therapy</b>	020 8274 6854/50
<b>Children's Physiotherapy</b>	020 8274 6853/020 8401 3000 Ext 4261
<b>Speech and Language Therapy</b>	020 8714 2594  <a href="http://www.croydonhealthservices.nhs.uk">http://www.croydonhealthservices.nhs.uk</a>
<b>Community Pediatricians</b>	020 84011 3982 option1
<b>Peripatetic Visual Impairment Service</b>	020 8760 5784  <a href="mailto:linda.james@croydon.gov.uk">linda.james@croydon.gov.uk</a>
<b>Peripatetic hearing impairment service</b>	020 8760 5783  <a href="mailto:luisa.saddington@croydon.gov.uk">luisa.saddington@croydon.gov.uk</a>
<b>Croydon Locality Early Help</b>	<a href="mailto:earlyhelp@croydon.gov.uk">earlyhelp@croydon.gov.uk</a>
<b>Croydon Primary Behaviour Support Team</b>	020 8726 6500
<b>Primary Fair Access Panel</b>	020 8726 6162 <a href="mailto:Valerie.Burrell-Walker@croydon.gov.uk">Valerie.Burrell-Walker@croydon.gov.uk</a>
<b>Secondary Fair Access Panel</b>	020 8726 6162 <a href="mailto:Valerie.Burrell-Walker@croydon.gov.uk">Valerie.Burrell-Walker@croydon.gov.uk</a>
<b>Parents In Partnership (PIP)</b>	0208 663 5626 <a href="http://www.pipcroydon.com/">www.pipcroydon.com/</a>
<b>SENDIAS (SEND support for parents and carers)</b>	
<b>Contact a Family</b>	020 86635630/020 8663 5631 <a href="mailto:croydon@kids.org.uk">croydon@kids.org.uk</a>
<b>Council for Disabled Children</b>	0207 843 1900 <a href="http://www.councilfordisabledchildren.org.uk/">www.councilfordisabledchildren.org.uk/</a>

**Lewisham Borough Contact details:**

<b>Kaleidoscope Child Development Centre</b>	020 7138 1100 <a href="mailto:sen@lewisham.gov.uk">sen@lewisham.gov.uk</a>
<b>Contact a Family</b>	020 8297 8056 <a href="mailto:Lewisham.office@contact.org.uk">Lewisham.office@contact.org.uk</a>
<b>SENDIASS (support for parents and carers)</b>	0203 319 2163 <a href="mailto:lewisham@kids.org.uk">lewisham@kids.org.uk</a>
<b>KIDS London SEN Mediation service</b>	020 7359 3635 <a href="mailto:mediationlondon@kids.org.uk">mediationlondon@kids.org.uk</a>
<b>Special Educational Needs &amp; Disability Tribunal HM Courts &amp; Tribunals Service</b>	01325 289 350 <a href="mailto:sendistqueries@hmcts.gsi.gov.uk">sendistqueries@hmcts.gsi.gov.uk</a>

Last updated January 2024

## Student Placement Policy

Little Pumpkins Nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by us. As part of our commitment to quality, we offer placements to secondary school students seeking work experience and to students undertaking early years qualifications and training. We recognise that the quality and variety of work which goes on in the Nursery makes it an ideal place for students on placement from school and college childcare courses, as well as those on the Diploma in Nursery Practice or Tutor Fieldworker courses.

Students are welcomed into our Nursery on the following conditions:

- They understand that the needs of the children are paramount. Students will not be admitted in numbers that hinder or disrupt the essential work of the Nursery therefore no more than 2 students will be allowed to attend each session
- Students must be confirmed by their tutor as being engaged in a childcare course that provides the necessary background understanding of children's development and activities
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied
- Any information gained by the students about the children, families or other adults in the Nursery must remain confidential
- We require schools placing students under the age of 17 years with the Nursery to provide a character reference.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our Nursery on a short-term basis are not counted in our staffing ratios. Students who are placed for longer periods – e.g. a year – may be counted in our staffing ratios, provided we consider them to be competent
- We take out employer's liability insurance and public liability insurance which covers both trainees and voluntary helpers
- We require students to adhere to our Confidentiality Policy
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study
- We provide students – at the first session of their placement – with a short induction on how our Nursery is managed, how sessions are organised and our policies and procedures

We communicate a positive message to students about the value of qualifications and training.

Last updated January 2024



## Sun Care Policy

At Little Pumpkins Nursery we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

- Children must have a clearly labelled sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection
- Children must have their own labelled high factor sun cream with prior written consent for staff to apply. This enables children to have sun cream suitable for their own individual needs. Staff must be aware of the expiry date and discard.
- Parents are requested to supply light-weight cotton clothing for their children suitable for the sun, with long sleeves and long legs
- Children's safety and welfare in hot weather is our prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the **direct sunlight** between 11.00am – 3.00pm on hot days. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.
- Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day.
- Children are encouraged to drink cooled water more frequently throughout sunny or warm days and this will be accessible both indoors and out.
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun.
- Key persons also work with the parents of their key children to decide and agree on suitable precautions to protect children from burning, including those with more sensitive skin types and those that may be more tolerant to the sunshine, e.g. black and/or Asian colouring.

### Vitamin D

Sunlight is important for the body to receive vitamin D. We need vitamin D to help the body absorb calcium and phosphate from our diet. These minerals are important for healthy bones, teeth and muscles. Our body creates vitamin D from direct sunlight on our skin when we are outdoors. Most people can make enough vitamin D from being out in the sun daily for short periods with their hands or other body parts uncovered.

At nursery we find the right balance to protecting children from sunburn by following the NHS guidance. The benefits are discussed with parents and their wishes followed with regard to the amount of sun cream applied.

We also promote the NHS recommendation to parents that all children aged under 5 years should be given vitamin D supplements even if they do get out in the sun.

Last updated January 2024

## Use of Internet and E-mail Policy

Use of the Internet by employees of Little Pumpkins Nursery is permitted and encouraged where such use supports the learning and education of the children, in line with the Early Years Foundation Stage. However, Little Pumpkins Nursery has a policy for the use of the Internet whereby employees must ensure that they:

- Comply with current legislation
- Use the internet in an acceptable way and for business purposes only
- Use e-mail for business purposes only
- Do not create unnecessary business risks to the company by misuse of the internet

### Unacceptable use or behaviour

In particular, the following is deemed unacceptable use or behaviour by employees:

- Visiting Internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- Visiting websites that are not for business purposes
- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Using the Internet to send offensive or harassing material to other users
- Downloading any software or files without the prior permission of the Manager or Director. In addition, any software or any copyrighted materials belonging to third parties must not be downloaded unless this download is covered or permitted under a commercial agreement or other such licence (unauthorised copying is a criminal offence)
- Downloading any software or files which are not for business purposes
- Installing any software without the prior permission of the Manager or Director
- Hacking into unauthorised areas
- Undertaking deliberate activities that waste staff effort or networked resources
- Introducing any form of malicious software into the corporate network
- Accessing personal e-mails
- Accessing any social networking sites or chat rooms
- Making personal online purchases
- Making business online purchases without the prior permission of the Manager or Director
- Publishing defamatory and/or knowingly false material about Little Pumpkins Nursery, your colleagues and/or our parents, children, Committee or any other associate of Little Pumpkins Nursery on social networking sites, blogs (online journals), wikis, 'tweets' and any online publishing format

Parents and carers also need to have regard for the above statement. Also, the confidentiality of all within the Nursery is paramount and all members of staff must be mindful of this at all times, taking care to ensure pictures or names are not made public knowledge without prior permission from those involved.

Last updated January 2024

## Whistleblowing Policy

We operate a strict policy in relation to wrongdoing (which will be regarded as a disciplinary offence) and will not tolerate actions which may amount to a criminal offence or breaches of legal obligation, a miscarriage of justice, danger to health and safety or which may damage the environment ("wrong doing"). All employees are expected to maintain the highest of standards of integrity and good faith. Under Part IVA of the Employment Rights Act 1996, employees who report wrong doings to certain parties are protected. However, it is our policy that any wrong doing that has occurred should be reported to us. Accordingly, we have devised the following policy in order to encourage you to report any matters that you believe are of concern to our business and to reassure you that you will be protected in respect of any such disclosure.

You may be concerned about the repercussions to you in reporting matters that are of concern. We assure you that you will be protected and will not be subjected to any detriment because you have reported a matter that you believe in good faith to amount to wrongdoing or potential wrong doing.

However, you must note that if you make any allegation which you do not believe or which is made maliciously or for some ulterior motive (i.e. a grudge against a fellow worker) then this may be treated as a disciplinary matter and we may invoke the disciplinary procedure.

### Reporting Wrongdoing

In the first instance, you may wish to raise the matter with your Room Leader on an informal basis and discuss with them what steps should be taken to report the matter to more Senior Management.

You may at any time raise the matter formally with your Room Leader, whether orally or in writing and he or she will pass on the matter to the appropriate level of Management or Local Authority Designated Office (LADO).

If your concern is about your Room Leader or someone at a higher level of management then you should feel free to raise the matter with the Director.

At all stages, all statements that you make will remain confidential unless you express a contrary wish or it becomes necessary to divulge such statements during the course of an investigation.

### Investigation

You must recognise that a complaint about wrongdoing may lead to us carrying out an investigation into the allegations of wrongdoing. In these circumstances, you will be informed before any of the matters that you have raised are put to the alleged wrongdoer and you will be protected by Little Pumpkins Nursery who will ensure that the work environment is not affected because you disclosed the matter to us.

You will be informed of the outcome of any investigation and what action has been taken.

If you have any concern or complaint about the manner in which you feel you are being treated because you made the disclosure, whether by the alleged wrongdoer or any co-employees you should raise this with the Director and this may be dealt with as a disciplinary matter in relation to such individuals.

If you are unhappy about the manner in which your disclosure was treated by the person to whom it was reported to, or you consider that it has not been properly investigated then you should report the matter to whatever level of management you consider appropriate which may include a Director of the Board of Directors.

At all times our intention will be to resolve the allegations that have been made and to ensure that wrongdoing has not occurred or, if it has occurred it is dealt with appropriately. However, we will not hesitate to report wrongdoing to the appropriate body if we consider that this is the correct approach to adopt in the circumstances.

### **Monitoring**

Little Pumpkins Nursery accepts that the use of the Internet is a valuable tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the Nursery.

In addition, all of the company's internet-related resources are provided for business purposes. Therefore, the company maintains the right to monitor the volume of Internet and network traffic, together with the Internet sites visited.

### **Sanctions**

Where it is believed that an employee has failed to comply with this policy, they will be subject to the company's disciplinary procedure, which can be found in the Contract of Employment. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

### **Agreement**

All company employees, contractors or temporary staff who have been granted the right to use the company's internet access are required to sign this agreement confirming their understanding and acceptance of this policy.

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