



Policies and Procedures

Registered Charity no: 1037586

Mill Lane, Brant Broughton, Lincolnshire, LN5 0RP (01400) 279061

19 March 2018

This document contains the policies and procedures currently in practice in Brant Broughton Pre-School.

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These policies were adopted at a meeting of
 Brant Broughton Pre-School Committee
 Held on 19 March 2018
 Date to be reviewed March 2019

Name	Role	Signature	Date

ADMINISTRATION

1.1 Admissions

Policy Statement

It is the intention of Brant Broughton Pre-School to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

Procedures

- We will ensure that the existence of Brant Broughton Pre-School is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting
- We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity
- We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of 2 year will be admitted in accordance with our Ofsted Registration.
- We will be endeavour to be flexible regarding attendance to accommodate the needs of all families

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The age of the child.
- Where 3 & 4 year old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE).
- Length of time on waiting list
- Siblings already attending the setting

- The vicinity of the home to the setting

EYE places will be offered in accordance with the Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds (September 2010) and the local Conditions identified within the Early Years Provider Agreement.

Parents/carers must complete an enrolment form before their child can attend and sign consent for this information to be maintained by in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

Payment

An 'application to join' form will be given to parents for registration which will include sessions child requires and when they would like to start, a £20.00 (non-refundable) deposit will be required, this is for administration purposes.

At Brant Broughton Pre-School we are flexible in receiving fee payment; we give parents the option of paying weekly, monthly or Termly by cash, BACS and cheque.

Brant Broughton Pre-School encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Brant Broughton Pre-School will ensure that no child/children/families are penalised should this situation arise. Brant Broughton Pre-School will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non payment:

- The Manager will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue the Chair/Treasurer of committee will liaise with the parent/carer to arrange payment options.
- Where there is no resolution the child's/children's place may be withdrawn.

Cheques should be made payable to Brant Broughton Pre-School

Tax Credit

Brant Broughton Pre-School is registered with Ofsted, therefore where appropriate parents/carers can claim child tax credit.

Childcare Vouchers

Brant Broughton Pre-School is registered with various employee schemes and accepts childcare vouchers. Details are available on request. For more information please contact the Pre-School Manager

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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ADMINISTRATION

1.2 Arrival, absences and departures

Policy Statement

Brant Broughton Pre-School will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Procedure

Arrivals

- An accurate record/registration form will be kept of all children who attend the setting.
- No child will be admitted into the Pre-School until the enrolment form, medical, contracts are fulfilled by preschool and parents. And all forms are completed with all necessary information as identified in the EYFS and preschool.
- A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day.
- The register will be kept on the premises at all times.
- A copy of the register will be taken on trips and outings.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.

Absences

Staff are to be made aware if a child is absent from the setting, relevant communication of absences will be monitored with a phone call and logged on 'absence sheet' identifying the reason for absence. If persistent absence management will speak to parents, and advise of if the child is government funded this could be withdrawn, place will be withheld and relevant professionals will be involved.

Departures

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer or the person on the enrolment forms unless the setting has been informed of changes beforehand and a password given.
- Brant Broughton Pre-School reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Children must be signed out by a member of staff.
- Departure times will be recorded by staff.

Late collection

- Late collection of children may result in a service charge along with a charge for each additional fifteen minutes based on the standing hourly rate, unless prior

arrangement has been made with the manager. These matters will be discussed with parents if this is a permanent occurrence.

Non-Collection of Children

Full details of our Uncollected Child policy and procedures can be found in [Section 9.7](#) of this document.

Brant Broughton Pre-School will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's enrolment form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding Children's Board will be informed.

Lincolnshire Safeguarding Children's Board Customer Service Centre:

Office Hours: Tel. 01522 782111

Out of Hours: Tel. 01522 782333

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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ADMINISTRATION

1.3 Reserves

Policy Statement

It is important for Brant Broughton Preschool to have an appropriate level of reserves in place for potential future expenditure. In addition to this, the proceeds of a fundraising campaign may need to be held in reserve until they can be appropriately used. However, we recognise that as a charity, we need to balance this with our duty to spend our income on charitable activity to further the aims and objectives of the pre-school.

Procedures

We have a clear Reserves Policy in place:

- The Committee carries out a regular assessment of the preschool's needs to determine the amount of reserves required.
- The current level of reserves as at January 2018 takes into account the following:
 - Three months' running costs of the preschool.
 - Potential major repairs to the building (roof, flooring, heating & plumbing system, boiler etc).
 - Upcoming agreed renovation projects.
 - Potential loss of income due to any fluctuation in numbers of children attending preschool.
 - Potential staff redundancy payments.
 - Potential payments to debtors should the preschool close.
 - The cost of a new building for the preschool which has been identified as a need in the future.
- The reserve amount is available on request from the Committee.
- **The reserve funds are held in a separate preschool savings account.**
- The amount is regularly monitored by the Committee to reflect any necessary changes to the required level of reserves.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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ADMINISTRATION

1.4 Notifying Ofsted of Changes

Policy Statement

Brant Broughton Pre-School will notify Ofsted in writing of the following events in line with the EYFS 2012 as part of the legal welfare requirements. We will do this in advance of the event happening if possible. If it is not possible to inform Ofsted in advance we will do so as soon as possible after the event; and in all cases within 14 days of the event occurring.

All written notification will be sent recorded delivery. A record will be kept of our communication with Ofsted, including copies of written notifications.

Procedure

We will inform Ofsted of the following events;

- Any change in the name or address of the childcare provider
- Any change in the name, registered number or registered address of a company or charity providing childcare
- Where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual'
- Where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who make up the 'registered person' including directors, the secretary or other officers or members of the organisation's governing body
- Any change to the address of the premises where the childcare is provided
- The details of any changes to the premises where the childcare takes place. This includes changes that affect the space available or the quality of care available
- Any intention to change the hours that we provide childcare where such a change involves overnight care
- Any allegations of serious harm to, or abuse by any person living, working or caring for children at the premises where the care is provided. The allegations of serious harm or abuse may have occurred on the premises or elsewhere. We will inform Ofsted about any other alleged abuse that might have happened on the childcare premises. We will also notify Ofsted about the action that we have taken
- Where relevant, details of any order, determination, conviction or other ground for disqualification from registration. This will include the date of the order, determination, conviction or the date when the other ground for disqualification arose, the body or court that made the order and a certified copy of the relevant order
- The details of any serious accident, serious illness, injury to, or death of, any child in our care and the action that we took
- Details of any incident of food poisoning where two or more children cared for on the premises are affected.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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ADMINISTRATION

1.5 XXXXXXXXXX

Policy Statement

Brant Broughton Pre-School will

Information and Records

Our Aims and Objectives

Policy Statement and Procedure

- To provide good quality, affordable childcare.
- To work in partnership with parents/ carers and the local community.
- To provide a secure and creative environment for children to develop emotionally, physically, intellectually, creatively and socially.
- To provide a varied selection of activities and games including sports, music sessions, and multi-cultural activities.
- To ensure our policies and procedures are followed and assessed for their effectiveness.
- To offer training to staff members and placements for childcare students.
- To offer opportunities of employment to the community.
- To work within an Equal Opportunities framework.
- To work within a Quality Framework.

Quality Statement

We will Endeavour to develop, demonstrate and sustain quality in all areas of Brant Broughton Pre-School. This is a positive and visual way of ensuring that parents and children are offered the top quality childcare they deserve.

The values of enrolling on an accredited quality assurance award will be realised.

Quality at our Provision means:

- A warm and supportive environment.
- Happy and involved children.
- A child centred service.
- Partnership with parents.
- Positive play opportunities.
- Accessibility.
- Good management.
- Up to date administration.
- High quality staff.
- Safe premises.
- Nutritious snacks.

We are committed to delivering a quality service for all, and:

- **Strive for continuous improvement in all that we do.**
- Promote equality of opportunity through our internal and external conduct.
- Are accountable for our actions.
- Adding value to our users and parents.

- Agrees requirements with parents and endeavours to meet or exceed these.

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ADMINISTRATION

1.6 Setting closure procedure

(In the event of exceptional Circumstances)

Policy Statement

Brant Broughton Pre-School aims to give parents planned notice of closure but there may be circumstances which will result in emergency closure. Such a closure will occur, when to remain open would result in a breach of the EYFS safeguarding and welfare requirements and/or Ofsted registration.

We will aim to rectify the cause of closure as soon as possible and keep all parents and carers informed of the situation.

Procedure

Preschool operation requirements

In order to operate we must meet the following criteria:

- The EYFS safeguarding and welfare requirements
- Appropriate numbers of qualified staff
- Appropriate child: staff ratios
- The conditions of our insurance policy
- The physical environment subject to appropriate risk assessments
- Our ability to safeguard the children in our care in the event of a Critical Incident

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as;

1. Unable to meet the adult: child (qualification) ratios due to illness or resignations, resulting in understaffing
2. Lack or failure of heating
3. Accidental damage or vandalism to the setting making it unfit for purpose.
4. Failure in supply of services (water, sewerage, electricity, gas)
5. Extreme weather conditions such as snow flood or storm

Unexpected closure before a session

On discovering that a scheduled session is not able to run, the following procedure will be implemented:

- The first member of staff on site will inform the manager / chair / proprietor
- If needed the emergency services will be contacted if needed
- The Manager will contact parents immediately to inform of session closure and reason
- Unexpected closure poster will be displayed on main door

- Professional services will be engaged according to nature of incident
- The manager or deputy will inform Ofsted and if necessary the insurance company
- We will notify the Birth to Five Service in accordance with the Early Years Provider agreement

Closure during a session

If the Pre-School must close mid-session, the following procedure will be implemented:

- If necessary children will be evacuated to a place of safety as per the Emergency Assembly/Collection Point, which is the School Playground, Primary school or if necessary Brant Broughton Village Hall.
- Parents will be contacted to collect their children as soon as possible.

If you wake to heavy snowfall

In order to help parents and carers find out if the setting has been closed, we will contact Radio Lincolnshire 94.9 FM and Lincs FM (102.2) who will broadcast information about the closure. If the setting decides it can remain open in adverse weather conditions, a limited service may be offered due to reduced staffing. The setting will work to the adult: child (qualification) ratios set down within the EYFS and this may affect the number of places available on that day. A 'first come first serve basis' will be applied for those sessions.

Fees

If Brant Broughton Pre-School is forced to close for any length of time due to an exceptional circumstance that is beyond their control, no refunds can be authorised and all fees must still be paid.

Funded

In the event of an unplanned closure the Early Years Entitlement (EYE) will be claimed, parents are not entitled to receive a monetary refund of the free entitlement, we will notify the Birth to Five service of our closure and seek guidance from the Birth to Five Service Early Years Entitlement team regarding alternative sessions once the group is able to re-open. We will follow the Guidance set out in 'Effective Early Years Entitlement Delivery' as part of our Early Years provider agreement.

When the setting returns to normal operational hours, the EYE funding will be claimed and or normal fees charged even if the parent's/carers decide not to send their children (for example during extended periods of adverse weather).

Whenever a session is closed a report will be completed confirming the circumstances and any actions taken. This will be available for parents/Ofsted to view at any time.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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ADMINISTRATION

1.7 Visitors

Policy Statement

Brant Broughton Pre-School will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes. We will ensure that a clearly written visitor's book is on display on the Information Notice Board at all times (pink book).

Procedure

- All visitors are valued for whatever reason, but the children are our priority and must come first.
- All visitors will be welcomed and their enquiries dealt with as soon as possible.
- Children and parents are welcome to visit us prior to joining the setting.
- No visitor will be left alone with children or accompany children to the toilet.
- Whenever possible visitors should make an appointment to visit the setting.
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.

If a visitor calls unannounced;

- Ask for identification, who they wish to see and request the purpose of their visit.
- Show them to a comfortable area, where they can wait until someone is free to speak to them.
- Explain that the setting is busy and they may have to wait until a staff member is free to deal with them. Give the option of waiting or making an appointment.
- Exception to this rule may be an Early Years Consultant from the Birth to Five Service, who may wish to look around the setting unescorted to monitor and observe practice as part of their support programme.
- In all cases, ensure that the visitor's book has been signed and procedures explained.
- NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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ADMINISTRATION

1.8 Transportation policy and legal requirements

Policy Statement

Brant Broughton Pre-School takes the safety of children seriously and realises the responsibilities required when transporting children. We will ensure all legal requirements are met.

Procedure

Cars

- We will ensure that there is one seat per child
- The vehicle will have a valid M.O.T. certificate.
- The vehicle will carry a first aid kit.
- We will ensure that no side facing seats are used.
- The setting will be insured for liabilities to third parties, (which covers passengers in the vehicle).
- The driver will hold a full licence.
- If there are four children or more then, at least one non-driving escort will be in the vehicle.
- We will obtain written permission from parents prior to transporting children.
- All transportation used by Brant Broughton Pre-School will be covered for business use insurance.

Minibuses

- We will ensure that there is one seat per child.
- All seats will be equipped with appropriate seat belts.
- The vehicle will have a valid M.O.T. certificate and appropriate insurance.
- The vehicle will have a fire extinguisher and first aid kit.
- Section 19 (Local Authority driving permit) will be obtained if appropriate.
- The driver will hold a pre 1997 driving licence with valid Category D1 authority, unless Section 2 applies. (Please see below).
- If there are four children or more then, at least one non-driving escort will be in the vehicle.
- We will obtain written permission from parents prior to transporting children.
- All transportation used by Brant Broughton Pre-School will be covered for business use insurance.

Seat belts - Legal requirements

	Front Seat	Rear Seat	Who is responsible?
Child up to 3 years old	Correct child restraint MUST be used.	Correct child restraint MUST be used. If a restraint is not available in a licensed taxi/private hire vehicle, the child may travel unrestrained.	Driver
Child from 3rd birthday up to 135cms in height (approx 4' 5") (or 12th birthday whichever they reach first)	Correct child restraint MUST be used.	Where seat belts are fitted, the correct child restraint MUST be used. The child must use adult belt if the correct child restraint is not available as follows: - in a licensed taxi or private hire vehicle; or - for a short distance in an unexpected necessity; or - two occupied child restraints prevent fitment of a third. A child 3 years and over may travel unrestrained in the rear seat of a vehicle if seat belts are not fitted in the rear.	Driver
Child over 1.35 metres (approx 4' 5") in height or 12 or 13 years old	Seat belt MUST be worn if available.	Seat belt MUST be worn if available.	Driver
Passengers aged 14 years old and over	Seat belt MUST be worn if available.	Seat belt MUST be worn if available.	Passenger

Reproduced from The Highway Code

In almost all cases, every child up to 135cms (4' 5") or the age of 12 (whichever is reached first) must use a child restraint **and** drivers may not carry children as passengers just in seat belts.

Rear-facing baby seats **MUST NOT** be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically.

Driving a Minibus – Legal Information

This section explains the licensing position of drivers of **minibuses** not used for hire or reward. It also explains the position for holders of **minibus and community bus permits**. DVLA Information Leaflet INF28 covering this subject is available for download [here](#).

1. [Driving licences held before 1 January 1997](#)

2. [Drivers who do not have minibus entitlement \(Category D1\)](#)
 3. [Minibus and Community Bus Permits](#)
-

Driving licences held before 1 January 1997

If you had entitlement to drive cars prior to 1 January 1997 - shown as group A (B for automatics) on an old style green or pink licence or as category B and D1 **not for hire or reward** on a pink and green or photo card licence - you can drive a minibus provided:

You are 21 or over, the minibus has a maximum of 17 seats including the driver's seat and is not being used for hire or reward.

To drive a minibus which has 9 or more passenger seats for **hire or reward** you will normally need passenger carrying vehicle entitlement [**PCV**] (category D1 or D). To obtain this you must meet higher medical standards and take a further driving test.

Hire or reward encompasses any payment in cash or kind by (or on behalf of) passengers which gives them a right to be carried.

However, if you drive a minibus for an organisation under the minibus or community bus permit scheme, you will **NOT** need a category D1 or D licence even if a charge is made to passengers - please see the section on these pages covering minibus and community bus permits.

New rules from 1 January 1998

Your minibus entitlement will remain valid in the UK and on temporary visits abroad until your licence is next **renewed**. When your licence is renewed, your minibus entitlement (D1 and D1+E not for hire or reward) can only be issued if you make a special application which will involve meeting higher medical standards.

If your minibus entitlement is renewed you will normally be granted a D1 and D1+E licence for 3 years which will allow you to drive minibuses, not for hire or reward, in the UK and on temporary visits to other EC/EEA countries. See below for more details about driving abroad.

If your minibus entitlement is not renewed, categories D1 and D1+E will no longer appear on your licence. **However if you are aged under 70 years, you may still be able to drive minibuses in certain circumstances. The rules explained in [Section 2](#) will also apply to you.**

Drivers whose licences are due for renewal will receive advice about these new procedures with their renewal reminder letter.

Medically Restricted Licences

In general, car licences have to be renewed when drivers reach the age of 70 but younger drivers with restricted medical licences will also be affected by the new rules when their licences are renewed after 1 January 1998. If you have a medically restricted licence you should note that entitlement to drive non-commercial minibuses on a voluntary basis will NOT be subject to

the higher standards until you reach the age of 70. The rules (listed at car licences first obtained after 1 January 1997) will also apply to you.

Drivers who do not have minibus entitlement (Category D1)

If your driving licence does not allow you to drive minibuses, there are certain circumstances where you still may be able to do so.

You may drive a minibus with up to 16 passenger seats if:

- i) You drive on behalf of a non commercial body for social purposes but not for hire or reward, unless operating under a permit;
- ii) You are aged 21;
- iii) You have held a car (category B) licence for at least 2 years;
- iv) You are providing your service on a voluntary basis; **and**
- v) The minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances.
- vi) If you are aged 70 and over, you are able to meet the health standards for driving a vehicle (i.e. minibus) which comes within the D1 class;

When driving a minibus under these conditions you may not receive any payment or consideration for doing so other than out of pocket expenses or tow any size trailer; you may only drive minibuses in this country.

Drivers aged 70 or over will need to make a special application which involves meeting higher medical standards.

Maximum authorised mass and specialist equipment

The maximum weight of a vehicle that may be used on the road is known as the **maximum authorised mass (mam)**. It may also be described as the gross vehicle weight or permissible maximum weight. This is normally shown on a plate fitted to the vehicle.

There is no specified method of calculating the weight of specialist equipment such as tail lifts or wheelchair security fittings, but there is an allowance of 750kgs for the extra equipment for minibuses which are intended for the carriage of passengers with disabilities or wheelchair users. **This would cover minibuses with a mam of 4.25 tonnes and would be comparable with the weight threshold which new drivers of cars/light goods vehicles are permitted to drive.**

Minibus and Community Bus Permits

Minibus and Community Bus Permits are issued to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community.

Minibus Permits allow certain organisations to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement. The service must be provided for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general public and the charges made must be on a non-profit basis. **Community Bus Permits** are issued to bodies wishing to run a local bus service on a voluntary non-profit basis using unpaid volunteer drivers. Members of the general public can be carried in the minibus.

If you had entitlement to drive cars prior to 1 January 1997 you will continue to be able to drive minibuses under the permit schemes, provided your entitlement to drive minibuses (Category D1, not for hire or reward) remains in force. New drivers who passed their car test (category B) on or after 1 January 1997 may also drive a permit minibus provided the driver licensing conditions at [Section 2](#) are met.

[Further information is available in the booklet 'Passenger Transport Provided by Voluntary Groups' available from traffic area offices.]

THIS NEEDS TO BE REDUCED – CONSIDER LINKS AND PRECIS OF INFO> NL, 01-Mar-18

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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CHILD CARE PRACTICE

2.1 The role of the key person and settling-in

Policy Statement

Brant Broughton Pre-School recognises that parents/carers are the first educators of their children and our aim is to work in partnership with parents and carers in providing an environment that supports that and involves them in the work of the setting.

Procedure

Brant Broughton Pre-School aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings.

We aim to give consideration to the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

In order to achieve this, the following points will be covered with all new placements:

- Information will be provided to parents through a variety of media, including; setting prospectus, parent notice board, policies and procedures, information sessions and individual meetings.
- Following enrolment, children and parents/carers will be invited to visit for settling sessions.
- Parents will be given an 'all about me' sheet for preschool to design welcome tags, shoe basket tags, learning journey tags and 'getting to know the child' starting point.
- A key person will be allocated to each child and the family prior to the child starting at the session (*or after a period of the child settling in, depending on what meets the needs of the individual child*).
- The settling sessions will be used to introduce the possible key persons, complete enrolment forms, and introduce the child and parents/carers to the policies and procedures of the setting Which provided to view on a disk (parent signature for viewing at home)
- Parents will be invited to join their child for short settling sessions and then leave children for short settling sessions.
- On their first session children will be introduced to the staff members, to other children and shown around the room in the setting.
- Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session.
- Children will be comforted and distracted if they become distressed.
- Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers,

participation in activities, familiarity with routines and the whereabouts of resources and equipment.

- **Child absences** – In working in partnership with parents and the well being of the children, parents are informed we will monitor repeated or unexplained absences. (keeping children safe) in Education guidance) Para 16 page 17.

Brant Broughton Pre-School recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

EMPLOYMENT

3.1 Employment and staffing

(Including vetting, contingency plans, training and development and Suitable People)

Policy Statement

Brant Broughton Pre-School recognises the need to meet the EYFS Welfare Requirements in relation to appropriate qualifications of staff, ratios of staff to children and staff checks. We aim to provide children with high quality care and education and individual attention.

Procedure

We will:

- Ensure all staff and volunteers satisfy any DBS criteria and health checks.
- Ensure that a check is made against the Disclosure and Barring Service (DBS) barred list before deploying new staff.
- Any existing staff not giving consent to check the barred list will be lawfully dismissed. The disciplinary procedure will not be implemented as dismissal will be instant.
- Undertake relevant recruitment processes to include a minimum of 2 reference checks including the last employer.
- Ensure the recruitment processes work within an equal opportunities framework.
- Provide a full induction within the first week of employment.
- Ensure all staff members are provided with a job description and written statement of employment particulars, which will be supported by a staff handbook.
- Ensure that we follow working time regulations for all staff, paying particular attention to those staff members who are aged between 16 to 18 years.
- Provide relevant training and development opportunities identified through the **supervision and appraisal** processes.
- Undertake regular staff meetings.
- Ensure all staff members are given opportunity to participate in planning meetings.
- Provide all staff with health and safety training.
- Ensure that all staff are aware of the policies and procedures of Brant Broughton Pre-School and adhere to them at all times.
- Where an employee is taking strong medication that may affect their ability to care for children, staff must disclose this to the management team and medical advice will be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children. This will be reviewed with management and where appropriate alternative duties will be allocated.
- If under the new DBS scheme the employer is informed that an employee has been added to the barred list, the individual will be removed from regulated activities or dismissed. The individual will have no legal rights or claims for unfair dismissal. The disciplinary procedure will not be implemented as dismissal will be instant. Further information is available at www.DBs.gov.uk

- Where an employee becomes barred from 'regulated' activity, the employer will consider on an individual basis, if that individual is suitable for other activity. There will be no guarantees of a transfer to other activity and dismissal may still result. Where dismissal results, the disciplinary procedure will not be implemented as dismissal will be instant.
- Where an employee displays inappropriate behaviour towards a child, the DBS will be notified as part of the legal reporting duty. Further information is available at www.DBS.gov.uk with regard to referrals.
- If a member of staff under investigation leaves the setting, the DBS will be notified.
- At the end of the staff members employment an exit interview will take place.

Remuneration

Your date of commencement with Brant Broughton Pre-School and rate of pay are as stated in your Staff Employment Contract. You will be paid your salary on the 27th of each calendar month. You will receive a payment slip with details of your salary and the level of taxation and a time sheet. Your rate of pay will be reviewed annually.

In the event of an overpayment, we reserve the right to deduct the amount overpaid as agreed. If you have any queries about your salary please contact your Manager. (all information is in the staff induction handbook)

Staff Ratios

Children will be supervised at all times, and we will meet the requirements for adult/child ratios as set out in the Early Year's Foundation Stage (EYFS).

(Providers must meet the specific legal requirements for ratios of adults to children pages 18 to 21 of the EYFS.

- Children aged 2yrs = 1:4
- Children aged 3-7 yrs = 1:8

There will be a least two adults on duty at any time when the children are present.

Brant Broughton Pre-School will ensure that the manager and deputy hold a full and relevant level 3 qualification and that at least 50% of staff hold a full and relevant level 2 childcare qualification in line with the requirements of the EYFS. All staff will be expected to undertake training and continuous professional development, for some senior staff this may include qualifying to graduate level.

Staff, volunteers and students under the age 17 will not count towards the ratio and will be supervised at all times.

Volunteers

Brant Broughton Pre-School recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for volunteers to gain work experience or training. We aim to provide an environment in which volunteers, under the guidance of a skilled staff team, experience of quality practice:

- Volunteers can offer their help on a casual or regular basis.
- Will be given full information and guidance on their role and responsibilities.
- We will ensure that all regular volunteers satisfy checks made upon them and any volunteers that have not been DBS cleared will not be left alone with any child.
- Regular volunteers will sign in on the daily register; casual volunteers will sign in the visitor's book.

- Regular volunteers will be counted in the provisions child: staff ratio however we shall ensure there is at least two full members of staff on duty, at least one of whom holds an appropriate qualification.
- Volunteers will be treated and respected as part of the team.
- Volunteers will abide by the settings policies and procedures.
- The opinion and input of volunteers will be respected and valued.
- Brant Broughton Pre-School will make all efforts to offer free training to volunteers.
- Volunteers will follow the staff induction procedure.
- All volunteers will be subject to the DBS criteria.
Volunteers under the age of 17 will not be counted in ratios and will be supervised at all times.
- Volunteers aged 17 and over who are undertaking a long term placement, may be included in ratios only when we are satisfied that they are competent enough to be unsupervised.
- All volunteers will be DBS checked before the voluntary service commences.
- We recognise that the needs of the children are paramount and volunteers will not be included into ratio numbers if that hinders the essential work of the provision.
- We will provide the volunteers with full information about the role and responsibilities within the setting during their time with us.
- We will ensure volunteers are known and introduced to parents and carers.
- We will provide volunteers with a full induction and a staff mentor.
- We will ensure all volunteers are supervised.
- We will ensure that any information gained by the volunteers about the children, families or other adults in the provision remains confidential in accordance with the confidentiality policy.
- We will provide a termly review with volunteers, between the staff mentor, manager of the setting, and the volunteer to ensure all needs are being or have been met.
- We will provide training opportunities to support professional development.

Procedure for acceptance of volunteers into the setting

- An informal interview will be conducted prior to acceptance of any voluntary service being undertaken.
- We will request references for the volunteer.
- DBS checks will be undertaken, prior to acceptance of any voluntary service being undertaken.
- Volunteers will only be included in ratios when they are DBS cleared and we are satisfied that they are competent enough to be unsupervised.
- All volunteers will be included on the visitor/staff register (recording start and finish times).

Student training

Brant Broughton Pre-School recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training. We aim to provide an environment in which students on placement will, under the guidance of a skilled staff team, experience quality practice.

- Students under the age of 17 will not be counted in ratios and will be supervised at all times.
- Students aged 17 and over who are undertaking a long term placement, may be included in ratio's only when we are satisfied that they are competent enough to be unsupervised. All students will be DBS checked through the college before commencing placement.
- We recognise that the needs of the children are paramount and students will not be included into ratio numbers if that hinders the essential work of the provision.
- We will ensure that students are confirmed by their tutor as being engaged in a childcare course which provides necessary background understanding of children's development and activities.
- We will provide the student with full information about the role and responsibilities within the setting during their time with us.
- We will ensure students are known and introduced to parents and carers.
- We will carry out a thorough induction with all students before they embark upon their placement.
- We will provide the student with a staff mentor.
- We will ensure all students are supervised.
- We will ensure that students who are required to conduct child observations obtain written permission from the parents of the child.
- We will ensure that all students adhere to our confidentiality policy both on and off duty and are aware of their responsibilities under the Data Protection Act 1998.
- We will provide a termly and final review of a student placement between the staff mentor, manager of the setting, student and student tutor to ensure all needs are being or have been met.
- We will liaise regularly with the school/college and provide feedback on the placement.

Disciplinary procedures

- Brant Broughton Pre-School views any breach of discipline as extremely serious. Those involved with or responsible for breaches will be subject to disciplinary proceedings at an appropriate level and could result in summary dismissal on the grounds of misconduct.
- Brant Broughton Pre-School requires rules and procedures to be complied with to ensure a good relationship between employees and their managers. It is hoped that there will be no need to use the disciplinary procedure. However, should such action be deemed necessary, the procedure laid down below should allow all relevant issues to be dealt with fairly and reasonably.
- Employees will only be disciplined or dismissed after the manager has confirmed the decision to take disciplinary action with the management committee.
- An attempt should first be made to resolve the problem informally.

Where a letter of complaint is given, you are entitled to 7 days notice of any disciplinary hearing. You will have the right to attend the hearing and to reply to the complaint.

The statutory procedure, which is set out in full in schedule 2 of the Employment Act 2002, can be summarised as follows: The following stages apply:

- Step 1
The employee will be notified in writing of the alleged complaint – in terms of performance or conduct; and the basis for the allegations will be set out; the employee will be invited to a meeting to discuss the matter.

- Step 2
A meeting will be held to discuss the basis of the complaint – the employee has the right to be accompanied by a work colleague or union representative. The employee will be advised of the decision and the right to appeal.
- Step 3
An appeal meeting will be held (if the employee wishes to appeal) at which the employee has the right to be accompanied (as above) – the employee will be advised of the final decision.
Unless the complaint is dismissed Brant Broughton Pre-School will give you written notice as detailed above.

Verbal warning

- The employee will be interviewed by their immediate line-manager and given an opportunity to explain their case.
- The employee will be given advice and help if possible and, if a disciplinary warning is deemed to be necessary, a verbal warning will be given and a record of this will be kept on the individual's personal file and will not be considered 'spent' until twelve months have elapsed.
- This warning will detail the reason, the expected improvements, and the time scales within which the improvement should occur and the names of the persons present during the meeting.
- Your manager will report any verbal warnings to the management committee.

First written warning

- The employee will be interviewed by the manager concerned and given an opportunity to explain their case. Managers will have discussed their intended course of action with the management committee before proceeding.
- If a disciplinary warning is deemed to be necessary, a first written warning will be given and a record of this will be kept on the individual's personal file and will not be considered spent until twelve months have elapsed.
- This warning will detail the reason, the expected improvements, and the time scale within which the improvements should occur and the names of the persons present during the meeting.

Final written warning

- The employee will be interviewed by the manager concerned and given an opportunity to explain their case. Managers will have discussed their intended course of action with the management committee before proceeding.
- If a disciplinary warning is deemed to be necessary, a final written warning will be given and a record of this will be kept on the individual's personal file and will not be considered 'spent' until twelve months have elapsed.
- This warning will detail the reason, expected improvements, the time scales within which the improvements should occur and the names of the persons present during the meeting.
- The warning will also confirm that further breaches of discipline may lead to termination of employment.

Dismissal

- Any proposal for dismissal will be initially considered and approved by the management committee.

- The manager accompanied by the chairperson or one other member of the management committee will interview the employee and give them the opportunity to explain their case and respond to any charges made.
- If the proposal to dismiss is endorsed, the management committee will serve notice of termination of employment on the employee.
- In cases of gross misconduct, such as physical violence, theft, improper personal behaviour, malicious damage to property or similar offences, employees may be summarily dismissed without notice and without issuing warnings as detailed above.
- Brant Broughton Pre-School reserves the right to use or omit any steps in the procedure should it consider it appropriate and also reserves the right to have a flexible yet fair standard of disciplining employees if required.
- All employees have the right to be represented by a fellow employee or union representative at any disciplinary/dismissal meeting.

Safeguarding children

Where an allegation of child abuse is made against a member of staff that causes concern, or that they have behaved in a way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, we will:

- Cooperate fully with any enquiry.
- Detailed records will be taken.
- The setting disciplinary procedure will be followed where necessary.
- Ofsted will be informed.
- We will contact the Local Authority Designated Officer for managing allegations through the Local Safeguarding Children's Board Customer Services Centre (Tel. 01522 782111).
- The setting may have to inform the DBS regarding any allegations.
- Suspension will not be an automatic response to an allegation, but we will need to consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and the setting.
- If the allegation is of a serious nature then the management committee will decide if the employee should be suspended on pay, whilst investigations are being made.
- Where a member of staff leaves our employment during an investigation or is dismissed as a consequence of an allegation being upheld a referral will be made to the Disclosure and Barring Service (DBS). Referral guidance and form:
<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

Grievance procedure

The following procedure applies should a member of staff or management have a grievance with a colleague. There is no definition for a grievance and only an individual can determine whether or not they feel aggrieved.

All staff have a right of appeal if they think they have been unfairly treated.

Staff with a grievance should first inform their immediate line-manager, if that person is not the subject of the grievance, or the next higher level.

If the grievance is not satisfactorily dealt with at the first formal stage, staff should raise a formal appeal against the outcome of the first stage by putting their grievance in writing to the Chair of the management committee.

Brant Broughton Pre-School encourages in the first instance to try and resolve the problem informally with the person with whom you have the grievance. If the issue cannot be resolved informally, staff should raise a formal grievance with their immediate line-manager (not involved in the grievance), the following stages apply:

Stage One:

If the matter is not resolved informally, the matter should be raised in writing with your manager. (If the grievance is with the manager you should refer to stage two of the grievance procedure). The manager will deal with your grievance as quickly as possible and normally you should expect to receive a verbal and written response within 7 days.

Stage Two:

If the matter is not resolved at stage one or the grievance is about the manager, the matter should be raised in writing with the Chair of the management committee. You should expect to receive a written and verbal response within 7 days.

Stage Three:

If the matter has not been resolved at stage two you have the right to raise the matter with the whole committee. To do this you must inform the chair of the management committee in writing that this is your intention and formally request that your grievance is brought to the attention of the management.

A full meeting of the management committee will then take place within 28 days of receiving your written request. The grievance will be considered along with any supporting documentation submitted and any other relevant information/evidence brought to the attention of the chair/manager during the course of stage one and two. You will be given the opportunity to present your grievance at this meeting and you have the right to be supported at the meeting by a work colleague or union representative, although you will not be able to remain during any deliberations that may take place following your presentation. You should expect to receive a written response within 7 days.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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EMPLOYMENT

3.3 Recruitment

Policy Statement

Brant Broughton Pre-School recognises the need to meet the requirements of the EYFS for childcare in relation to safe recruitment. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation.

All advertising and recruitment processes will be in accordance with our Equal Opportunities Policy.

Procedure

Advertisements will state that the position is subject to the DBS enhanced disclosure and that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as "spent" under the Act.

In accordance with Equal Opportunities, a curriculum vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants.

In line with the EYFS statutory requirements, applications will only be sought from persons over the age of 17 years.

References will be sought and checked as evidence of the applicant's suitability for the position.

The interview process will ensure fair selection of the most appropriate candidate.

Each new member of staff will be given a job description, a staff induction pack, staff handbook, staff record sheet, and (statement of particulars) contract of employment.

- As part of the recruitment process the application form, job descriptions and person specification will be reviewed.
- A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience will be detailed. A job description and person specification will be also be sent, which will outline the responsibilities of the role.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.
- As part of the short listing stage, applicant's qualifications will be checked to ensure that they are full and relevant as defined by the Teaching Agency (qualification checker).
- Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications. The interview will further explore a candidate's suitability for the post.
- Suitable references (a minimum of 2, one of which is from the applicant's current or last employer) and a health declaration check (if required) will also be sought prior to commencement of employment.

- All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken as part of pre-employment health screening.
- The successful candidate will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children and a written risk assessment will be completed.
- Continued employment is subject to a satisfactory enhanced DBS disclosure.
- DBS information will be recorded in accordance with the DBS code of practice.
- A written statement of employment particulars (employment contract) will be issued within 2 months of taking up of the post.
- A full induction will be completed and documented.
- A full job description for the role will be given to and discussed with the new employee.
- A staff file will be established which will maintain copies of the application form, qualification certificates, the staff record sheet containing necessary personal details, next of kin and emergency contact information as well as any subsequent performance management records.
- Performance reviews will take place with the new employee at regular intervals during the specified probationary period to ensure that they are settling into the team and meeting the requirements of the post.
- An appraisal and review system (supervision) is in place to support continued performance management.

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

EMPLOYMENT

3.3 Induction of staff, volunteers and managers

Policy Statement

Brant Broughton Pre-School recognises the need to meet the EYFS Welfare Requirements in relation to appropriate qualifications of staff, ratio's of staff to children and staff checks. We aim to provide children with high quality care and education and individual attention.

Procedure

We will:

- Ensure all staff and volunteers satisfy any DBS criteria and health checks.
- Ensure that a check is made against the Disclosure and Barring Service (DBS) barred list before deploying new staff.
- Any existing staff not giving consent to check the barred list will be lawfully dismissed. The disciplinary procedure will not be implemented as dismissal will be instant.
- Undertake relevant recruitment processes to include a minimum of 2 reference checks including the last employer.
- Ensure the recruitment processes work within an equal opportunities framework.
- Provide a full induction within the first week of employment.
- Ensure all staff members are provided with a job description and written statement of employment particulars, which will be supported by a staff handbook.
- Ensure that we follow working time regulations for all staff, paying particular attention to those staff members who are aged between 16 to 18 years.
- Provide relevant training and development opportunities identified through the **supervision and appraisal** processes.
- Undertake regular staff meetings.
- Ensure all staff members are given opportunity to participate in planning meetings.
- Provide all staff with health and safety training.
- Ensure that all staff are aware of the policies and procedures of Brant Broughton Pre-School and adhere to them at all times.
- Where an employee is taking strong medication that may affect their ability to care for children, staff must disclose this to the management team and medical advice will be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children. This will be reviewed with management and where appropriate alternative duties will be allocated.
- If under the new DBS scheme the employer is informed that an employee has been added to the barred list, the individual will be removed from regulated activities or dismissed. The individual will have no legal rights or claims for unfair dismissal. The disciplinary procedure will not be implemented as dismissal will be instant. Further information is available at www.DBs.gov.uk
- Where an employee becomes barred from 'regulated' activity, the employer will consider on an individual basis, if that individual is suitable for other activity. There will be no guarantees of a transfer to other activity and dismissal may still result. Where dismissal results, the disciplinary procedure will not be implemented as dismissal will be instant.

- Where an employee displays inappropriate behaviour towards a child, the DBS will be notified as part of the legal reporting duty. Further information is available at www.DBS.gov.uk with regard to referrals.
- If a member of staff under investigation leaves the setting, the DBS will be notified.
- At the end of the staff members employment an exit interview will take place.

Remuneration

Your date of commencement with Brant Broughton Pre-School and rate of pay are as stated in your Staff Employment Contract. You will be paid your salary on the 27th of each calendar month. You will receive a payment slip with details of your salary and the level of taxation and a time sheet. Your rate of pay will be reviewed annually.

In the event of an overpayment, we reserve the right to deduct the amount overpaid as agreed. If you have any queries about your salary please contact your Manager. (all information is in the staff induction handbook)

Staff Ratios

Children will be supervised at all times, and we will meet the requirements for adult/child ratios as set out in the Early Year's Foundation Stage (EYFS).

(Providers must meet the specific legal requirements for ratios of adults to children pages 18 to 21 of the EYFS.

- Children aged 2yrs = 1:4
- Children aged 3-7 yrs = 1:8

There will be a least two adults on duty at any time when the children are present.

Brant Broughton Pre-School will ensure that the manager and deputy hold a full and relevant level 3 qualification and that at least 50% of staff hold a full and relevant level 2 childcare qualification in line with the requirements of the EYFS. All staff will be expected to undertake training and continuous professional development, for some senior staff this may include qualifying to graduate level.

Staff, volunteers and students under the age 17 will not count towards the ratio and will be supervised at all times.

Volunteers

Brant Broughton Pre-School recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for volunteers to gain work experience or training. We aim to provide an environment in which volunteers, under the guidance of a skilled staff team, experience of quality practice:

- Volunteers can offer their help on a casual or regular basis.
- Will be given full information and guidance on their role and responsibilities.
- We will ensure that all regular volunteers satisfy checks made upon them and any volunteers that have not been DBS cleared will not be left alone with any child.
- Regular volunteers will sign in on the daily register; casual volunteers will sign in the visitor's book.
- Regular volunteers will be counted in the provisions child: staff ratio however we shall ensure there is at least two full members of staff on duty, at least one of whom holds an appropriate qualification.

- Volunteers will be treated and respected as part of the team.
- Volunteers will abide by the settings policies and procedures.
- The opinion and input of volunteers will be respected and valued.
- Brant Broughton Pre-School will make all efforts to offer free training to volunteers.
- Volunteers will follow the staff induction procedure.
- All volunteers will be subject to the DBS criteria.
Volunteers under the age of 17 will not be counted in ratios and will be supervised at all times.
- Volunteers aged 17 and over who are undertaking a long term placement, may be included in ratios only when we are satisfied that they are competent enough to be unsupervised.
- All volunteers will be DBS checked before the voluntary service commences.
- We recognise that the needs of the children are paramount and volunteers will not be included into ratio numbers if that hinders the essential work of the provision.
- We will provide the volunteers with full information about the role and responsibilities within the setting during their time with us.
- We will ensure volunteers are known and introduced to parents and carers.
- We will provide volunteers with a full induction and a staff mentor.
- We will ensure all volunteers are supervised.
- We will ensure that any information gained by the volunteers about the children, families or other adults in the provision remains confidential in accordance with the confidentiality policy.
- We will provide a termly review with volunteers, between the staff mentor, manager of the setting, and the volunteer to ensure all needs are being or have been met.
- We will provide training opportunities to support professional development.

<p style="text-align: center;">This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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EMPLOYMENT

3.3 Student placements

Policy Statement

Brant Broughton Pre-School recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedure: Students

Brant Broughton Pre-School recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training. We aim to provide an environment in which students on placement will, under the guidance of a skilled staff team, experience quality practice.

Procedure

- Students under the age of 17 will not be counted in ratios and will be supervised at all times.
- Students aged 17 and over who are undertaking a long term placement, may be included in ratio's only when we are satisfied that they are competent enough to be unsupervised. All students will be DBS checked through the college before commencing placement.
- We recognise that the needs of the children are paramount and students will not be included into ratio numbers if that hinders the essential work of the provision.
- We will ensure that students are confirmed by their tutor as being engaged in a childcare course which provides necessary background understanding of children's development and activities.
- We will provide the student with full information about the role and responsibilities within the setting during their time with us.
- We will ensure students are known and introduced to parents and carers.
- We will carry out a thorough induction with all students before they embark upon their placement.
- We will provide the student with a staff mentor.
- We will ensure all students are supervised.
- We will ensure that students who are required to conduct child observations obtain written permission from the parents of the child.
- We will ensure that all students adhere to our confidentiality policy both on and off duty and are aware of their responsibilities under the Data Protection Act 1998.

- We will provide a termly and final review of a student placement between the staff mentor, manager of the setting, student and student tutor to ensure all needs are being or have been met.
- We will liaise regularly with the school/college and provide feedback on the placement.

Procedure

- An informal interview will be conducted prior to acceptance of any voluntary service being undertaken.
- We will request references for the volunteer.
- DBS checks will be undertaken, prior to acceptance of any voluntary service being undertaken.
- Volunteers will only be included in ratios when they are DBS cleared and we are satisfied that they are competent enough to be unsupervised.
- All volunteers will be included on the visitor/staff register (recording start and finish times).

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

EMPLOYMENT

3.4 Disciplinary procedures

Policy Statement

Brant Broughton Pre-School recognises the need to meet the EYFS Welfare Requirements and the standards expected by Ofsted. We always aim to provide the highest quality of care that parents have every right to expect. We recognise that despite these best intentions, sometimes failings can occur in the delivery of childcare.

We endeavour to assure any staff who fail to meet these exacting standards have the opportunity to adjust through a disciplinary process that is fair and proportional to the situation involved.

Procedure

Disciplinary procedure

- Brant Broughton Pre-School views any breach of discipline as extremely serious. Those involved with or responsible for breaches will be subject to disciplinary proceedings at an appropriate level and could result in summary dismissal on the grounds of misconduct.
- Brant Broughton Pre-School requires rules and procedures to be complied with to ensure a good relationship between employees and their managers. It is hoped that there will be no need to use the disciplinary procedure. However, should such action be deemed necessary, the procedure laid down below should allow all relevant issues to be dealt with fairly and reasonably.
- Employees will only be disciplined or dismissed after the manager has confirmed the decision to take disciplinary action with the management committee.
- An attempt should first be made to resolve the problem informally.

Where a letter of complaint is given, you are entitled to 7 days notice of any disciplinary hearing. You will have the right to attend the hearing and to reply to the complaint.

The statutory procedure, which is set out in full in schedule 2 of the Employment Act 2002, can be summarised as follows: The following stages apply:

- Step 1
The employee will be notified in writing of the alleged complaint – in terms of performance or conduct; and the basis for the allegations will be set out; the employee will be invited to a meeting to discuss the matter.
- Step 2
A meeting will be held to discuss to discuss the basis of the complaint – the employee has the right to be accompanied by a work colleague or union representative. The employee will be advised of the decision and the right to appeal.

- Step 3

An appeal meeting will be held (if the employee wishes to appeal) at which the employee has the right to be accompanied (as above) – the employee will be advised of the final decision.

Unless the complaint is dismissed Brant Broughton Pre-School will give you written notice as detailed above.

Verbal warning

- The employee will be interviewed by their immediate line-manager and given an opportunity to explain their case.
- The employee will be given advice and help if possible and, if a disciplinary warning is deemed to be necessary, a verbal warning will be given and a record of this will be kept on the individual's personal file and will not be considered 'spent' until twelve months have elapsed.
- This warning will detail the reason, the expected improvements, and the time scales within which the improvement should occur and the names of the persons present during the meeting.
- Your manager will report any verbal warnings to the management committee.

First written warning

- The employee will be interviewed by the manager concerned and given an opportunity to explain their case. Managers will have discussed their intended course of action with the management committee before proceeding.
- If a disciplinary warning is deemed to be necessary, a first written warning will be given and a record of this will be kept on the individual's personal file and will not be considered spent until twelve months have elapsed.
- This warning will detail the reason, the expected improvements, and the time scale within which the improvements should occur and the names of the persons present during the meeting.

Final written warning

- The employee will be interviewed by the manager concerned and given an opportunity to explain their case. Managers will have discussed their intended course of action with the management committee before proceeding.
- If a disciplinary warning is deemed to be necessary, a final written warning will be given and a record of this will be kept on the individual's personal file and will not be considered 'spent' until twelve months have elapsed.
- This warning will detail the reason, expected improvements, the time scales within which the improvements should occur and the names of the persons present during the meeting.
- The warning will also confirm that further breaches of discipline may lead to termination of employment.

Dismissal

- Any proposal for dismissal will be initially considered and approved by the management committee.
- The manager accompanied by the chairperson or one other member of the management committee will interview the employee and give them the opportunity to explain their case and respond to any charges made.
- If the proposal to dismiss is endorsed, the management committee will serve notice of termination of employment on the employee.

- In cases of gross misconduct, such as physical violence, theft, improper personal behaviour, malicious damage to property or similar offences, employees may be summarily dismissed without notice and without issuing warnings as detailed above.
- Brant Broughton Pre-School reserves the right to use or omit any steps in the procedure should it consider it appropriate and also reserves the right to have a flexible yet fair standard of disciplining employees if required.
- All employees have the right to be represented by a fellow employee or union representative at any disciplinary/dismissal meeting.

Safeguarding children

Where an allegation of child abuse is made against a member of staff that causes concern, or that they have behaved in a way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, we will:

- Cooperate fully with any enquiry.
- Detailed records will be taken.
- The setting disciplinary procedure will be followed where necessary.
- Ofsted will be informed.
- We will contact the Local Authority Designated Officer for managing allegations through the Local Safeguarding Children's Board Customer Services Centre (Tel. 01522 782111).
- The setting may have to inform the DBS regarding any allegations.
- Suspension will not be an automatic response to an allegation, but we will need to consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and the setting.
- If the allegation is of a serious nature then the management committee will decide if the employee should be suspended on pay, whilst investigations are being made.
- Where a member of staff leaves our employment during an investigation or is dismissed as a consequence of an allegation being upheld a referral will be made to the Disclosure and Barring Service (DBS). Referral guidance and form: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

Grievance procedure

The following procedure applies should a member of staff or management have a grievance with a colleague. There is no definition for a grievance and only an individual can determine whether or not they feel aggrieved.

All staff have a right of appeal if they think they have been unfairly treated.

Staff with a grievance should first inform their immediate line-manager, if that person is not the subject of the grievance, or the next higher level.

If the grievance is not satisfactorily dealt with at the first formal stage, staff should raise a formal appeal against the outcome of the first stage by putting their grievance in writing to the Chair of the management committee.

Brant Broughton Pre-School encourages in the first instance to try and resolve the problem informally with the person with whom you have the grievance. If the issue cannot be resolved informally, staff should raise a formal grievance with their immediate line-manager (not involved in the grievance), the following stages apply:

Stage One:

If the matter is not resolved informally, the matter should be raised in writing with your manager. (If the grievance is with the manager you should refer to stage two of the grievance procedure). The manager will deal with your grievance as quickly as possible and normally you should expect to receive a verbal and written response within 7 days.

Stage Two:

If the matter is not resolved at stage one or the grievance is about the manager, the matter should be raised in writing with the Chair of the management committee. You should expect to receive a written and verbal response within 7 days.

Stage Three:

If the matter has not been resolved at stage two you have the right to raise the matter with the whole committee. To do this you must inform the chair of the management committee in writing that this is your intention and formally request that your grievance is brought to the attention of the management.

A full meeting of the management committee will then take place within 28 days of receiving your written request. The grievance will be considered along with any supporting documentation submitted and any other relevant information/evidence brought to the attention of the chair/manager during the course of stage one and two. You will be given the opportunity to present your grievance at this meeting and you have the right to be supported at the meeting by a work colleague or union representative, although you will not be able to remain during any deliberations that may take place following your presentation. You should expect to receive a written response within 7 days.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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EQUALITY OF OPPORTUNITY

4.1 Valuing diversity and promoting equality

Policy Statement

We will ensure that Pre-School 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. Brant Broughton Pre-School is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

Brant Broughton Pre-School and all staff, volunteers, committee and students are fully committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families.

The equal opportunities policy of Brant Broughton Pre-School applies to all people, whether using or working within the facility.

We will not discriminate, whether directly or indirectly, in the treatment of any persons on the grounds of gender, race, culture, disability, religion, sexual orientation, marital status or for financial reasons.

Acts of unlawful discrimination will be challenged and the person concerned helped to understand why this is not acceptable. In some cases the Disciplinary process may be used

Brant Broughton Pre-School is open to all members of the community and everyone will be made welcome. Please see Admissions Policy

Procedure

In order to promote equality and diversity we will:

- Ensure that all parents are made aware of our equal opportunities policy.
- Offer equality and choice for all.
- Advertise Brant Broughton Pre-School widely.
- Reflect the diversity of members of our society in our publicity and promotional materials
- Ensure our admissions policy promotes equality for all children and families.
- Not discriminate against a family or prevent entry to our setting, on any grounds.
- Provide opportunities for parents/carers to contribute to their child's care and education.
- Offer information regarding sources of financial support for families with differing means.

We aim to encourage children to develop positive attitudes about themselves and other people. We will do this by:

- Listening to children to ensuring each child feels included, safe, valued and respected.
- Ensuring that all children have equal access to activities, resources and learning opportunities.
- Making appropriate provision to ensure each child receives the widest possible opportunity to develop their skills and abilities and recognise different learning styles.
- Providing play materials/resources and activities that demonstrates diversity of background and ability, and help to develop positive attitudes to differences of race, culture, language, gender and ability.
- Promoting children's awareness of their own culture and beliefs and those of other people.
- Ensuring the differentiation of activities to include the needs of all children.
- Working in partnership with key professionals to ensure that individuals with Learning difficulties and/or physical disabilities can participate fully in all aspects of the provision.
- Avoiding stereotypical images in equipment, resources and activities.
- Using positive language with children that is non-discriminatory.
- Valuing the home background of all children.
- Ensuring any discriminatory language or practice is challenged appropriately.

English as an Additional Language:

- Staff will value linguistic diversity and provide opportunities and support for children to develop and use their home language in their play and learning.
- The setting will provide information in languages that reflect the needs of the local community for families who speak English as an additional language. Our practices will ensure their full inclusion.
- Alongside support in the home language, staff will provide a range of meaning contexts in which children have opportunities to develop English. (As they move into the Key Stage 1 curriculum, English will be crucial as the language they use to access learning).

Inclusion:

- The staff will ensure that there are positive attitudes to diversity and difference so that every child is included and not disadvantaged.
- Children will be supported to learn from the earliest age to value diversity in others and grow up making a positive contribution to society.
- Staff will work with parents/carers and other professionals to make reasonable adjustment to the environment as required by the DDA (Disability Discrimination Act) to accommodate and meet the needs of a child with identified learning difficulties and/or physical disabilities.
- Staff will focus on each child's individual learning, development and care needs by;
 - Removing or helping to overcome barriers for children where these already exist,
 - Being alert to the early signs of needs that could lead to later difficulties and responding quickly and appropriately, involving other agencies as necessary,
 - Stretching and challenging all children.
- All children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulty or disability, gender or ability will have the opportunity to experience a challenging and enjoyable programme of learning and development.
- [Include information about how the SEN code of practice is put into practice in your setting](#)
- The setting has a designated person for Inclusion, this person is **Sally Harper**

Brant Broughton Pre-School aims to develop children's positive self-esteem and the esteem of others. Staff will set a good example by treating one another and the children with respect.

Staff Training:

- Staff, students and volunteers will be encouraged to attend training opportunities to support their awareness and understanding of equality and diversity.
- The setting SENDCO will attend training around special educational needs and the code of practice.
- Staff, students, volunteers will have equal access to identified training to ensure professional development.

Employment Statement:

- All posts will be advertised and applicants judged against specific and fair criteria
- Applicants will be welcomed from all backgrounds regardless of ethnicity, religion, culture, language, gender, sexual orientation or age.
- Brant Broughton Pre-School may use the exemption clauses of the sex discrimination act 1986 where it is necessary in exceptional circumstances to enable the service to best meet the needs of the community.
- Successful applicants will be subject to references and checks by a DBS
- Job descriptions will include a commitment to equality and diversity as part of the specifications.
- The recruitment process will be monitored to ensure that it meets the equal opportunities policy.

Race Equality Statement:

- Brant Broughton Pre-School has due regard to eliminate unlawful racial discrimination.
- We promote equality of opportunity and good relations between people of different racial groups.
- We provide good opportunities for children from ethnic minorities and we wish individuals who access the setting to know that they will receive the same fair treatment and be cared for based on their individual needs.
- All individuals are entitled to equal rights and the same opportunities, regardless of racial group
- We expect everyone involved in the setting to seek to eliminate racism where it is identified.
- We strive to ensure equal access to the setting.
- We encourage, support and help all children and staff to achieve their full potential.
- Our resources will reflect cultural diversity.

We will regularly review and monitor this policy and the practice of Brant Broughton Pre-School to ensure that we are fully implementing the policy for equality, diversity and inclusion.

The legal frameworks for this policy include:

- Race Relations Act 1976
- Race Relations Amendment Act 2000

- Sex Discrimination Act 1975,
- Education Act 1996
- Disability Discrimination Act 1995 & 2005
- Special Educational Needs and Disability Act 2001
- Equal Pay Act 1970
- Children Act 1989
- Equality Act 2006
- Childcare Act 2006
- Equality Act 2010

Legal framework

The Equality Act 2010

Children Act 1989 & 2004

Special Educational Needs and Disability Act 2001

Legal framework

The Equality Act 2010

Children Act 1989 & 2004

Special Educational Needs and Disability Act 2001

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

EQUALITY OF OPPORTUNITY

4.2 Supporting children with special educational needs

Policy Statement

Brant Broughton Pre-School is committed to making our setting inclusive and accessible to all children and to making sure that children are able to reach their full potential.

A named member of staff will be appointed as the Special Educational Needs and disabilities Coordinator (SENDCO). The named person will liaise with parents/carers and professionals and ensure that the setting is up to date with current legislation and practice.

Procedure

The named SENDCO is **Sally Harper**

Brant Broughton Pre-School will have regard for the Special Educational Needs and Disabilities (SEND) code of practice (DFES 2001).

Definition of children with Special Educational Needs and Disabilities (SEND):

“A child has special educational needs if they have a learning difficulty which calls for special educational provision to be made for them”

A child has a learning difficulty if they:

Have a significantly greater difficulty in learning than the majority of children of the same age

Or

Have a disability, which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local educational authority

Or

Are under five and fall within either of the two definitions above or would do if special educational provision was not made for that child. (Education Act 1996).

We aim to foster an environment where all children are:

- Seen as children first
- Fully accepted and involved in all activities
- Encouraged and enabled to be as independent as possible
- Respected when care is of a private nature

In order to meet the needs of all children, including those with SEND, we consider the following issues:

- Access
- Activities (planning and differentiating these)
- Staffing levels - making sure these are adequate to meet a child's needs
- Training of staff
- Resources and equipment
- Challenging stereotypes and promoting positive attitudes amongst all children and staff
- Individual programmes, monitoring of progress and record keeping

Brant Broughton Pre-School will endeavour to ensure that all children are treated with equal concern and respect and encouraged to take part in the activities that are provided. We will assess the specific needs of every child and take the relevant steps to adapt our facilities and activities to meet the needs of everyone.

Where a member of staff has concerns about the development of a child in one or more areas, this will be discussed with the child's parents/carers in order to decide on the best way to meet the child's current needs. If appropriate, an individual programme may be set up for the child, which will be reviewed on a regular basis with parents.

Brant Broughton Pre-School will ensure that:

- The environment is suitable for disabled children and those with SEND;
- Staffing arrangements meet the needs of individual children;
- Our written policy is available to parents and is consistent with current legislation;
- Children with special educational needs and disabilities have equality of access to facilities, activities and opportunities;
- Regular liaison takes place with parents and other professionals about the need for special equipment/services for children.

The role of the Special Educational Needs Coordinator (SEND Co)

The SENCO is responsible for monitoring the needs and progress of children with SENs by:

- Ensuring that staff members are aware of the procedure if they have a concern about a child.
- Attending training
- Liaising with parents and professionals
- Coordinating the provision for children with SEN within the setting.

The following members of staff have had SEND training: **Sally Harper**

Identification and Assessment of children with SEND:

We have regard for the code of practice on the early identification and assessment of children with special educational needs. We have adopted the early year's action and early years action plus model as outlined in the code of practice.

Planning and Monitoring/Assessment

We plan our Early Years Curriculum (with access to the foundation stage) to include children with SEND as follows:

- All children are observed on a regular basis by their key person.
- Any concerns are discussed with the SENDCO and either the key person or SENDCO will approach parents to discuss these concerns with them.

- If parents feel that there is a need for further action the SENDCO will liaise with outside agencies or professionals and write an IEP with input from the child's key person.
- The SENDCO will arrange review meetings and review IEPs as needed.
- The SENDCO will research and provide information to parents on other support services if required.
- The SENDCO and Key person are available at any time if parents wish to speak to them.

Confidentiality:

- We will work on a need to know basis. Only staff or professionals who need to know information will have access to that information with the permission of parents.
- When a child starts at a new setting, any records held by this setting on that child will be transferred over with parental permission.

We do not contact other professionals about a child without parental consent unless there are concerns about child protection.

Admissions arrangements:

All children, including those with identified SEND are admitted to the setting following discussions with parents/carers.

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

EQUALITY OF OPPORTUNITY

4.3 Achieving positive behaviour

Policy Statement

Brant Broughton Pre-School believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

Behaviour Management Policy and Peer on Peer behaviour (Promoting Positive Behaviour)

Statement Policy

At Brant Broughton Pre-School, we want every member of the setting community to feel valued and respected, and for each person to be treated fairly. We are a caring community, whose values are built on mutual trust and respect for everyone.

Our behaviour policy is therefore designed to support the way in which everybody can live and work together in a supportive way. We believe that all children are entitled to be cared for in an environment, in which they feel safe, therefore we aim to promote an environment where everyone feels happy, valued and secure.

We acknowledge that there are times when issues surrounding behaviour will need to be supported by adult intervention and we will use the behaviour management policy & procedure to guide us through this process.

Corporal punishment will not be given to a child for whom we provide early years provision. We will not use or threaten corporal punishment or any form of punishment which could have an adverse impact on the child's wellbeing.

Aims and Values

Personal, Social and Emotional Development is a core element of the Early Years Foundation Stage (EYFS). The EYFS states (Page 5) that PSED involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

We are committed to working in partnership with parents and carers in supporting children's development in all areas, including behaviour and we take into account children's age and stage

of development. We recognise that there may be different expectations for children's behaviour at home and at nursery. We therefore work closely with parents/carers to explain the ways in which we promote positive behaviour and to explain the ways we can work together to promote the same message to children.

At Brant Broughton Pre-School, we aim to ensure the individual needs of all children are met by providing clear, consistent and developmentally appropriate expectations for behaviour guided by PSED in the Development Matters in the Early Years Foundation Stage (Page 8 – 14).

Children will be supported to learn and develop respect, understanding and compassion, fairness and equality, kindness, confidence and self-esteem.

- Respect: all children will be encouraged to have respect for themselves, for other people (their feelings, beliefs and values) and for the Pre-School environment including equipment and property.
- Understanding and compassion: all children will be supported to understand other people's views and experiences and to be caring and tolerant towards others.
- Responsibility: all children will develop an increasing ability to make choices and take responsibility for their own actions. In particular, we help children to develop an understanding of the consequences of their behaviour.

- Fairness and equality: all children will develop an understanding of how to be fair to all: how to share and give everyone an equal chance (within the context of everyone having different needs). All staff will demonstrate this behaviour in their actions also.
- Kindness: staff will support children to promote acts of kindness to each other and to assist children in ways of being gentle towards each other.
- Staff will support and the use of positive reinforcement: to acknowledge considerate behaviour, reinforcing positive behaviour developing children's confidence and self-esteem.

As part of the induction procedure, all staff will be made aware of the procedure to support positive behaviour according to clear, positive, consistent guidelines. Staff will make every effort to act as good role models to children by behaving in a friendly and considerate manner themselves, creating an atmosphere of respect and value for one another. Parents / carers using the Pre-School will be supported in a partnership approach towards achieving these aims. AS part of behaviour management we have a 'caring hands' book which the children have painted hand prints, caring pictures with their family and pets and a 'caring hands' song, we encourage caring hands and caring voices which the children will use towards a friend if they feel they are not being caring. (book displayed in preschool)

Staff will work effectively together as a team and show a fair and consistent approach to incidents. They will discuss any concerns with parents / carers in an attempt to understand and identify possible causes of negative behaviour.

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. Where physical intervention is used it will be recorded in the incident log and parents / carers will be informed on the same day when picking up the child or as soon as is reasonably practicable.

Staff will focus directly on positive features of the child's behaviour.

Brant Broughton Pre-School has a named person who has overall responsibility for behaviour management. The named person is **Sally Harper** and has the necessary skills to advise other staff on behavioural issues and knows how to access expert advice if necessary. The named person will be encouraged to attend training to update their knowledge on a regular basis.

Supporting behavioural strategies and procedures

Where negative behaviours are recognised or observed staff will intervene appropriately, in a clear, calm and positive manner, to support children to reconcile conflict. This will be done with an age appropriate approach.

We help children look after themselves by:

- Praising them: focusing on the positive things they do
- Helping them to recognise their feelings and express themselves in an acceptable way
- Encouraging them to ask for help from peers as well as adults
- Encouraging their attempts and identifying with a view to planning for their interests
- Building their independence through self-help skills
- Encouraging them to see the good in others
- Encouraging them to learn from each other

We help children to care about others by:

- Using conflict resolution strategies and keeping calm
- Modelling appropriate behaviour
- Working on and reinforcing the understanding of feelings, e.g. in circle time
- Naming and making feelings clear including the consequences of their actions: reflecting back to children
- Being aware of the power of language, i.e. not being confrontational or negative
- Boosting self-esteem
- Giving time to listen and help them to acknowledge their responses sensitively

We help children to be polite by:

- Saying “Good morning” and where appropriate “Please” and “Thank you” (we model behaviours we want them to copy)
- Encouraging children to wait their turn
- Talking one at a time: listening to each other without interrupting when someone is already speaking
- Giving children clear messages and setting an example

We ask children to look after equipment by:

- Encouraging children to use equipment appropriately
- Teaching them about health and safety
- Encouraging them to help mend broken toys and equipment
- Playing games, e.g. in circle time and considering, “How do we look after this?”
- Washing the bikes, toys etc.
- Reminding them to tell us about breakages

- Looking after the equipment ourselves and therefore modelling it

We help children to care about the environment by:

- Making it as attractive as possible
- Cleaning tables
- Tidying up together
- Displaying children’s work
- Picking up rubbish
- Providing labelled storage
- Looking after indoor and outdoor plants
- Explaining proper care and use of areas (painting area, home corner, sand pit etc.)
- Noticing, acknowledging and praising ‘careful handling’ and modelling it
- Sharing responsibility

There will also be a regular assessment of the environment to ensure that it is not having a negative impact on behaviour and that all children’s needs are being met.

Examples of Behaviour and Strategies

Children display a range of behaviours at this age, most of which are to be expected for their age and in particular when they are new to a Pre-School environment. Staff may be expected to deal with behaviour, such as inappropriate shouting out, having a ‘tantrum’, snatching and walking away at tidy-up time etc. Intervention will be low key and may include one of the following:

- Using a positive statement, e.g. “If you want to throw something, you could go outside and throw a ball”
- Explaining any concerns e.g. “If you lean back on your chair you may fall over”
- Giving choices e.g. is that a good or bad choice
- Having a group discussion or circle time about visual pre-school codes

Staff will deal with more challenging behaviour by:

- Labelling the behaviour not the child, e.g. saying “I don’t like it when.....” or “It’s not okay to....”
- Using non-confrontational language, e.g. “When sand is thrown.....” instead of “When YOU throw the sand...”

Where behavioural difficulties continue, parents / carers will be further invited into the setting to talk with relevant staff. By working together home and Pre-School will explore possible underlying causes and share positive strategies in order to ensure a consistent approach between setting and home.

An action plan to be shared by Pre-School and home will be agreed and reviewed to monitor outcomes.

A minority of children may need additional or different support, beyond that of other children of the same age.

Support for these children, in collaboration with parents / carers may involve setting up an Individual Plan (IP) with specific targets related to behaviour (please refer to Special Educational Needs Policy). Where appropriate, this stage may include referral to external agencies for additional support / assessment with parents / carers consent.

In the unlikely event that support for SEND co does not provide positive outcomes a core-group will be established in liaison with parents / carers under the guidance of the Birth to Five Service.

Anti-bullying and Peer on Peer bullying

Bullying is defined as a persistent physical, verbal or emotional abuse of another child or children. It is often planned and most bullies are aware of the impact of their actions. All alleged incidents of bullying will be taken seriously and investigated giving consideration to the age and stage of the development of the child.

We aim to:

- Re-assure the victim that they will be listened to and every effort will be made by the staff to help and support them.
- Not label children as bullies or victims
- Establish facts surrounding the allegations including experiences of the child at home or elsewhere.
- Be vigilant to the signs and symptoms of abuse. If staff are concerned that safeguarding is the route cause of the behaviour they will refer to the safeguarding policy and procedure
- Be vigilant of change of behaviour, views of children that could cause concern that may identify extremism, to understand own role and how to protect children.
- Recognise that children who bully have often been bullied or are being bullied themselves.
- Help a child that has been bullying to recognise and understand the implications of their actions
- Discuss with the parents / carers of the child who has been bullying the situation and strategies for managing the behaviour.
- Discuss the situation with the parents / carers of the child who has been bullied and offer reassurance that the situation is being dealt with.
- Record all relevant details of the alleged bullying on an incident form.
- **Promote and embed fundamental British Values in the setting.**

Peer on peer bullying

Recognising that children and young people can abuse their peers. Peer on peer abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control and exploitative relationships. Make children feel safe here and, as part of our commitment to keep them safe, regularly observing children's interactions aiming to be approachable so they will speak if any concerns.

Children attending the setting will be supported to become more assertive and develop their self-esteem. Equipment, resources and activities will be used to promote positive relationships and anti-bullying.

Managing Behaviour

Behaviour Management Policy (Promoting Positive Behaviour)

Statement Policy

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Our behaviour policy is therefore designed to support the way in which everybody can live and work together in a supportive way. We believe that all children are entitled to be cared for in an environment, in which they feel safe, therefore we aim to promote an environment where everyone feels happy, valued and secure.

We acknowledge that there are times when issues surrounding behaviour will need to be supported by adult intervention and we will use the behaviour management policy & procedure to guide us through this process.

Corporal punishment will not be given to a child for whom we provide early years provision. We will not use or threaten corporal punishment or any form of punishment which could have an adverse impact on the child's wellbeing.

Aims and Values

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We are committed to working in partnership with parents and carers in supporting children's development in all areas, including behaviour and we take into account children's age and stage of development. We recognise that there may be different expectations for children's behaviour at home and at nursery. We therefore work closely with parents/carers to explain the ways in which we promote positive behaviour and to explain the ways we can work together to promote the same message to children.

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Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. Where physical intervention is used it will be recorded in the incident log and parents / carers will be informed on the same day when picking up the child or as soon as is reasonably practicable.

Staff will focus directly on positive features of the child's behaviour.

Brant Broughton Pre-School has a named person who has overall responsibility for behaviour management. The named person is **Sally Harper** and has the necessary skills to advise other staff on behavioural issues and knows how to access expert advice if necessary. The named person will be encouraged to attend training to update their knowledge on a regular basis.

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- Helping them to recognise their feelings and express themselves in an acceptable way
- Encouraging them to ask for help from peers as well as adults

- Encouraging their attempts and identifying with a view to planning for their interests
- Building their independence through self-help skills
- Encouraging them to see the good in others
- Encouraging them to learn from each other

We help children to care about others by:

- Using conflict resolution strategies and keeping calm
- Modelling appropriate behaviour
- Working on and reinforcing the understanding of feelings, e.g. in circle time
- Naming and making feelings clear including the consequences of their actions: reflecting back to children
- Being aware of the power of language, i.e. not being confrontational or negative
- Boosting self-esteem
- Giving time to listen and help them to acknowledge their responses sensitively

We help children to be polite by:

- Saying “Good morning” and where appropriate “Please” and “Thank you” (we model behaviours we want them to copy)
- Encouraging children to wait their turn
- Talking one at a time: listening to each other without interrupting when someone is already speaking
- Giving children clear messages and setting an example

We ask children to look after equipment by:

- Encouraging children to use equipment appropriately
- Teaching them about health and safety
- Encouraging them to help mend broken toys and equipment
- Playing games, e.g. in circle time and considering, “How do we look after this?”
- Washing the bikes, toys etc.
- Reminding them to tell us about breakages
- Looking after the equipment ourselves and therefore modelling it

We help children to care about the environment by:

- Making it as attractive as possible
- Cleaning tables
- Tidying up together
- Displaying children’s work
- Picking up rubbish

- Providing labelled storage
- Looking after indoor and outdoor plants
- Explaining proper care and use of areas (painting area, home corner, sand pit etc.)
- Noticing, acknowledging and praising 'careful handling' and modelling it
- Sharing responsibility

There will also be a regular assessment of the environment to ensure that it is not having a negative impact on behaviour and that all children's needs are being met.

Examples of Behaviour and Strategies

Children display a range of behaviours at this age, most of which are to be expected for their age and in particular when they are new to a Pre-School environment. Staff may be expected to deal with behaviour, such as inappropriate shouting out, having a 'tantrum', snatching and walking away at tidy-up time etc. Intervention will be low key and may include one of the following:

- Using a positive statement, e.g. "If you want to throw something, you could go outside and throw a ball"
- Explaining any concerns e.g. "If you lean back on your chair you may fall over"
- Giving choices e.g. is that a good or bad choice
- Having a group discussion or circle time about visual pre-school codes

Staff will deal with more challenging behaviour by:

- Labelling the behaviour not the child, e.g. saying "I don't like it when....." or "It's not okay to...."
- Using non-confrontational language, e.g. "When sand is thrown....." instead of "When YOU throw the sand..."

Where behavioural difficulties continue, parents / carers will be further invited into the setting to talk with relevant staff. By working together home and Pre-School will explore possible underlying causes and share positive strategies in order to ensure a consistent approach between setting and home.

An action plan to be shared by Pre-School and home will be agreed and reviewed to monitor outcomes.

A minority of children may need additional or different support, beyond that of other children of the same age.

Support for these children, in collaboration with parents / carers may involve setting up an Individual Plan (IP) with specific targets related to behaviour (please refer to Special Educational Needs Policy). Where appropriate, this stage may include referral to external agencies for additional support / assessment with parents / carers consent.

In the unlikely event that support for SEND co does not provide positive outcomes a core-group will be established in liaison with parents / carers under the guidance of the Birth to Five Service.

Anti-bullying

Bullying is defined as a persistent physical, verbal or emotional abuse of another child or children. It is often planned and most bullies are aware of the impact of their actions. All alleged

incidents of bullying will be taken seriously and investigated giving consideration to the age and stage of the development of the child.

We aim to:

- Re-assure the victim that they will be listened to and every effort will be made by the staff to help and support them.
- Not label children as bullies or victims
- Establish facts surrounding the allegations including experiences of the child at home or elsewhere.
- Be vigilant to the signs and symptoms of abuse. If staff are concerned that safeguarding is the route cause of the behaviour they will refer to the safeguarding policy and procedure
- Be vigilant of change of behaviour, views of children that could cause concern that may identify extremism, to understand own role and how to protect children.
- Recognise that children who bully have often been bullied or are being bullied themselves.
- Help a child that has been bullying to recognise and understand the implications of their actions
- Discuss with the parents / carers of the child who has been bullying the situation and strategies for managing the behaviour.
- Discuss the situation with the parents / carers of the child who has been bullied and offer reassurance that the situation is being dealt with.
- Record all relevant details of the alleged bullying on an incident form.
- **Promote and embed fundamental British Values in the setting.**

Children attending the setting will be supported to become more assertive and develop their self-esteem. Equipment, resources and activities will be used to promote positive relationships and anti-bullying.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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EQUALITY OF OPPORTUNITY

4.4 Promoting British values

Policy Statement

Brant Broughton Pre-School 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.

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, reiterated in the Prevent Duty 2015.

Procedures

Promoting British Values at Brant Broughton Preschool

At Brant Broughton Pre-school these values are reinforced regularly and in the following ways:

Democracy

We listen to children’s and parent’s voice. Achieving Positive Behaviour is clear in the setting and that children are expected to contribute and co-operate, taking into account the views of others. Small group time and meaningful conversations with peers and adults, teach our children to listen to and respect other people and their values.

Dealing with Peer on peer bullying

Recognising that children and young people are capable of abusing their peers. Peer on peer abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control and exploitative relationships. We aim to make children feel safe here and, as part of our commitment to keep them safe, regularly observing children’s interactions aiming to be approachable so they will speak of any concerns.

The Rule of Law:

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken. Rules are reviewed at register and circle time providing a visual representation of consequence with our ‘caring hands book’ showing children’s actions and how they appropriate in our setting. The use of social stories and directed discussions, also help to communicate our expectations and that our actions have consequence. These enabling children to develop an understanding of right and wrong.

Individual Liberty:

Within preschool, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a preschool we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Adults encourage children to help each other during play, snack, lunch and tidy up time, along with promoting independence through awarding small levels of responsibility, nurturing children's confidence to choose resources and take turns independently.

Mutual Respect:

Our Preschool's ethos is 'listening to the child's voice' and achieving positive behaviour are underpinned by a strong emphasis of 'respect'. Adults model this to children by caring, sharing and listening to others. Also, children are helped to understand how to show respect by talking about how actions/words can affect others. Our 'star of the week' and wow moment certificates celebrate how we are all unique, different but equal. To ensure our children's understanding of respect is wide reaching, visits from Fire fighters, Nurses, and animal specialists who help them to understand and respect the roles of people in the community.

Tolerance of those of Different Faiths and Beliefs:

In our learning and routines at Pre-school we promote tolerance and understanding while celebrating British values, this will help children respect other cultures while developing a sense of national identity. We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. We visit the church for Harvest Festival and Christmas, we celebrate British traditions such as Shrove Tuesday and the Royal Family events and we also observe traditions from other cultures such as Chinese New Year and Diwali. 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 activities.

Ofsted guidance states that we should: "promote tolerance of respect for people of all faiths (or those of no faith), cultures, and lifestyles, support and help, through our own words, actions and influence to prepare children and young people positively for life in modern Britain.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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HEALTH AND SAFETY

5.1 Health & Safety Policy, including Risk Assessment

Policy Statement

It is the policy of Brant Broughton Pre-School to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Procedure

A health and safety poster will be displayed in the centre.

The person responsible for the general implementation of this policy is:
Sally Harper the Pre-School Manager.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety. The above named person is responsible for recording any concerns raised and acting upon them.

An Annual premises audit will be carried out.

Staff members are responsible for the children in their care. They have a responsibility to work in a way that will ensure the health and safety of themselves and all other persons they come into contact with.

Staff will undertake any relevant training to support Health and Safety within the provision.

All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment.

Risk Assessment

The basis of this policy risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: childcare staff, children, parents, visitors, cleaners etc.?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it -happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

- The health and safety officer responsible for the general implementation of this policy is The Manager
- The named person will undertake any relevant training to support their role.
- All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to health and safety.
- The above named person is responsible for recording any concerns raised and acting upon them.
- We recognise that children need some level of risk in their activities and outings in order to ensure that they continue to develop, but these risks are assessed to ensure that they are appropriate to the age and stage of development of the child/ren.
- All staff are responsible for the health safety of themselves, children and any other persons on the premises and may access relevant training.
- All new staff members will be inducted into the settings health and safety /risk assessment policies and procedures including those for risk assessment within the first week of their employment.
- Daily checks will be carried out on the indoor and outdoor environment before children access these areas.
- COSHH legislation will be followed and COSHH assessments will be recorded.
More information can be found at www.HSE.gov.uk
- This policy is implemented in conjunction with settings Health & Safety Policy.
- Any breaches of this policy are subject to the settings disciplinary procedure.

Procedure

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- Assessing the level of risk and who might be affected;
- Deciding which areas need attention; and
- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Some written risk assessments relating to specific issues will be kept on site and will be accessible at all times to inform staff practice and to demonstrate how we are managing risks.
- Risk assessments will be carried out regularly and will be appropriately recorded clearly stating who undertook the risk assessment, the date of the review and any action taken following a review or incident.
- We maintain lists of health and safety issues, which are checked daily before the session begins.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

Legal framework

Management of Health and Safety at Work Regulations 1992

Further guidance

Five Steps to Risk Assessment (HSE 2006)

www.hse.gov.uk/pubns/indg163.pdf

Risk assessment will be conducted to assess the environment and ensure that is safe and suitable for all children, parents, staff, volunteers and visitors.

- Risk assessments will be kept in the Risk assessment file which is accessible at all times.
- Management will maintain a record of all safety issues and any action taken.
- Daily risk assessments will be carried out on the indoor and outdoor environment.
- The formal risk assessments will be carried out yearly or more frequently where the need arises.
- Risk assessment will relate to the inside and outside of the building and outings.
- Staff induction will include all aspects of health and safety.
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- All staff will be involved in the risk assessment review process

Insurance

Brant Broughton Pre-School holds Public and Employer's liability insurance. The public liability insurance certificate is displayed on the notice board in the cloakroom area.

Fire

The safe evacuation of the building is of primary importance.

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- Exits will be kept clear. If it is necessary to lock any outside door this will be done by bolt or yale catch and not a key.
- Fire doors will be kept shut at all times.
- A practice fire drill will be carried out twice every term. Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually and the staff will be made aware of their position.
- All heaters will be guarded and nothing will be placed on top of fireguards.
- Matches will be inaccessible to children.
- New staff will take part in a fire evacuation drill, as part of their induction, within the first week of their appointment.
- We do not expect any of our staff members to take on the duty of fire fighters, it is the staff's duty to raise the alarm, call 999 and get all the children out and to the safe muster point as quickly as possible.

Electrical Appliances

- All electrical appliances will be checked annually (PAT) and recorded.

- Faults will be reported to the manager.
- Televisions, hi-fi's, computer's etc. will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.
- All electric socket points will have covers in place when not in use.

Building or Equipment.

- Any faults will be reported to the manager who will contact the relevant person.
- Equipment and resources will be checked and cleaned at regular intervals and records will be kept.
- Equipment will conform to the required legislative standards.
- Staff should have regard to the manual handling policy when equipment and resources are being moved.

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents.
- Hot drinks will only be consumed near the kitchen area where they can be safely drunk.
- All storage areas will be kept tidy and equipment stored appropriately.
- Steps will be provided for items stored on high shelving.

Car Parking

- Great care will be exercised when cars are moved. This will be made clear to staff, parents and visitors.

Hygiene

- It is the responsibility of the staff to maintain standards; the policy is to "clean as you go."

We will ensure that:

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food and after handling animals
- Toilet areas are regularly checked to ensure high standards of hygiene and safety
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets.
- Information will be obtained from the environmental health department on up to date Legislation.
- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed.
- Antibacterial spray will be used to clean surfaces for food preparation and after use.

Sun Protection Policy

Policy Statement

At Brant Broughton Pre-School we recognise the importance of keeping children safe in the sun. Any allergies to sun cream, we require Parent's to supply they child with their own sun cream. (permission slips are signed in the event a child does not bring sun cream and preschool has a high factor cream, plus spare sun hats.

Procedure

Steps in place to ensure this are;

- Parents supply labelled sunscreen and it's applied regularly throughout the day by a member of staff.
- Parents are required to provide a hat for their child, Children are required to wear hats at all time when outside.
- Outdoor play is planned outside 11-3 or shaded area is used
- Shade is provided by the Willow area and trees in the outside area.
- Staff teach children about simple sun safety to increase knowledge and influence behaviour.

Storage of cleaning materials

- Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard situated in the disabled toilet.
- Screw tops of containers will be tightly closed.
- Cleaning materials will be stored in original containers or labelled containers with instructions in COSHHfile.
- COSHH legislation will be followed.

No-smoking

Policy Statement

It is the policy of Brant Broughton Pre-School that the premises and the outside play area will be smoke free. This policy has been developed to protect all employees, children and visitors from exposure to smoke and assist in the compliance of the Health Act 2006.

Procedure

Smoking is prohibited in all areas of the premises and this policy applies to all employees, contractors, customers, and visitors.

Appropriate 'No Smoking' signs will be clearly displayed at the entrance to and within the premises.

Disciplinary procedures will be followed if a member of staff fails to comply with this policy and those persons who fail to comply with the smoke free law of 2007 may be liable to a fixed penalty fine and possible criminal prosecution.

Brant Broughton Pre-School will offer support to any employee wishing to stop smoking, the free NHS Smoking helpline is available on 0800 169 0 169.

Any areas of the building that children are expected to use that has previously been used for smoking, will be thoroughly ventilated prior to the children using the space to ensure a clear atmosphere.

- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action
- It is illegal to sell cigarettes to children under 18,
- It is illegal for children under 18 to smoke in public.
- No cigarettes are allowed on the premises.

Alcohol & Substances

There is strictly NO ALCOHOL allowed on the premises of Brant Broughton Pre-School.

- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/ volunteers are not permitted to work if under the influence of alcohol or illegal substances and failure to observe this policy will result in disciplinary action.
- Where an employee is taking strong medication that may affect their ability to care for children, this should be disclosed to the management and medical advice be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children.
- Brant Broughton Pre-School will not tolerate on the premises any parent under the influence of alcohol or illegal substances. Any parent under the influence of alcohol will be refused admission and Brant Broughton Pre-School will determine if it is appropriate that a child may leave with them.
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Solvents

There is strictly NO SOLVENTS allowed on the premises of Brant Broughton Pre-School.

- It is illegal to sell solvents to children under 18.
- **All glues etc. used at the setting will be safe to be used by children and children will be supervised in the use of them.**
- **Any child found in possession of any of the above will be EXCLUDED.**

Animals

- **Brant Broughton Pre-School will ensure that any animal visiting the setting is free from disease.**
- **We will ensure that the setting pets are free from disease and safe for the children.**
- **Children will be required to wash their hands after contact with animals.**
- **A full risk assessment will be undertaken before children come into contact with any animals/pets.**
- We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a setting pet or as a visiting pet.

Supervision of children

- Children will be supervised in accordance with adult: child ratios as set out in the EYFS requirements.
- In or out of the building, children will be supervised at all times.
- When children are playing outside, if anyone uninvited enters the grounds the manager will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.
- Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt. Vehicle details and a list of named drivers will be kept.

Accidents and Sickness

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Brant Broughton Pre-School will have its own first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is Sally Harper.
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- Accident, First Aid and Medication policy will be followed.

Food

- Children will be supervised at all times when eating.
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition. All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- Staff members preparing food will hold the relevant food hygiene certificate.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or covered.
- Children will not be allowed to eat food other than their own.

Legislation

Up to date information will be obtained by referring to;

- Health and Safety Act 1974

- Management of Health and Safety at Work Act 1992

Legal framework

Management of Health and Safety at Work Regulations 1992

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

HEALTH AND SAFETY

5.2 Health and safety general standards

Policy Statement

Brant Broughton Pre-School believes that the health and safety of children is of paramount importance. We make Brant Broughton Pre-School a safe and healthy place for children, parents/carers, staff and volunteers.

We aim to make children, parents/carers and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Procedures

Legal Framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations 1992 Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations 1992 (as amended) Health and Safety (Display Screen Equipment) Regulations 1992

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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HEALTH AND SAFETY

5.3 Fire safety and emergency evacuation

Policy Statement

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our local Fire Officer.

Procedures

The basis of fire safety is risk assessment. These are carried out by a 'competent person'.

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Emergency evacuation procedure
 - A whistle is blown to alert the children, adults (staff, parents and carers) that there is an emergency. This is different to the usual signal for gaining the children's attention.
 - Fire exits are clearly labelled and the children are all made aware of these during circle times and exits are practised during fire drills.
 - The manager or in her absence the deputy will lead the children from Brant Broughton Pre-School through the nearest available fire exit that is safe. If only two members of staff present, the remaining member of staff checks the Pre-School, for any children who may still be on the premises, closing windows and doors. If more

than two members of staff one will remain to check the premises and the remainder will follow the children to the meeting point in front of the Church.

- The daily register (with emergency contact details attached) is taken by the manager/deputy and this will be taken when all the children are in the meeting point in front of the church. Staff will also be accounted for at this time.
- In the event of a fire the manager or deputy calls the fire services using the hands free Pre-School telephone, or mobile phone.
- Parents will be contacted by telephone by the manager or deputy from the emergency contact list which is attached to the register.
- Following a fire drill the following information is recorded:
 - Date and time of the drill.
 - How long it took.
 - Whether there were any problems that delayed evacuation.
 - Any further action taken to improve the drill procedure.

Legal framework

Regulatory Reform (Fire Safety) Order 2005 www.opsi.gov.uk/si/si2005/2005120051541.htm

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

www.communities.gov.uk/publications/fire/firesafetyrisk6

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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HEALTH AND SAFETY

5.4 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

All members of staff hold a Paediatric First Aid Certificate. First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority (as listed in the Early Years Training directory).

Brant Broughton Pre-School will maintain Public and Employer's Liability Insurance cover.

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

Procedures

Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981
- The first aid kit is regularly checked by a designated person. The designated person is: **Michelle O Reilly**.
- The first aid kit is clearly marked, accessible to adults and out of reach of children.
- An accident/incident log is in the locked cupboard.
- The accident/incident log is completed as required with the date, time, details of the accident/incident, treatment administered and signed by staff and parents.
- Parents/carers are informed as soon as possible.
- Staff members are aware of the location of the first aid kit, accident/incident log and the procedure for reporting.
- Parents/carers have signed the appropriate consent forms on their child's registration to the setting.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

Emergency Procedure

The first aid practitioner will carry out the following procedures:

Assess the situation	Secure from any further danger, remove others from the situation
Treat the injured	Perform any necessary treatment
If the assessment and treatment deem it necessary	Coordinate a call for assistance [Doctor or ambulance]
Inform parents	Either by contacting as soon as practicable or at the end of the session, according to the severity of the incident/injury

ANY SERIOUS ACCIDENTS/INCIDENTS WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR), OFSTED AND LOCAL CHILD PROTECTION AGENCIES.

Legal framework

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR 1995\)](#)

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed February 2017</p>

HEALTH AND SAFETY

5.5 Administering medication

Policy Statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

The Manager or deputy is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

Children taking prescribed medication must be well enough to attend the setting.

Brant Broughton Pre-School will only administer medication that has been prescribed for that individual child. *(With regard to non pre-scribed medication, it is up to individual settings. As it is stated in the EYFS page 22 of statutory guidance that non-prescription medication may be administered only with prior written consent of the parent and only when there is a health reason to do so.)*

Staff will ensure that a new medication form is completed by parent/carer for each session that the medication is expected to be administered.

Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. **No medication may be given without these details being provided:**

- full name of child and date of birth,
- name of medication,
- the dose and time medication was last given,
- the dose and times to be administered,
- how the medication is to be administered,
- Signature, printed name of parent and date

The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.

The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.

No medication will be given to the child unless provided by the parents.

Asprin or medication containing Asprin will not be administered to any children unless it is prescribed by a doctor for a specific medical condition.

The medication is stored in accordance with the products instructions and out of reach of children at all times.

The administration of medication is recorded in the medications book and includes:

- The signature (the administrator of the medication),
- counter-signature (witness to medication being given),
- date,
- time,
- Dosage.

Parents must sign this before they leave the premises, to acknowledge they know that medication has been administered.

Children who have long term medical conditions and who may require on-going medication

We recognise that there may be times when children require specialist medication to be administered for, long term medical needs during their time in the setting.

In order that this is regulated we will ensure that:

Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and life saving / emergency medications (such as adrenaline injections) and a health plan is established. This will include:

- A letter from the child's G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition.
- We will discuss with parents the medication that their child needs to take and support required, Instructions on how and when the drug/medicine is to be administered and what training is required.
- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely.
- Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community paediatric nurse.
- A health plan will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support or any changes.
- Prior written consent from the parent/guardian for each and every medicine will be obtained before any medication will be administered.
- The medications consent form filled in appropriately, and signed by parents/carers on the day the medicine is expected to be given before they leave the child in the care of the setting.
- On the medication form parents will give signed permission for administration of medication including the name of the child, the name of the parent, date, name of medication, the dose and time medication last given, the dose and times to be administered and how the medication is to be administered.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents.
- The medication is stored in accordance with the product instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

Managing medicines on trips and outings

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.

This procedure is read alongside the outings procedure.

Further guidance

Managing Medicines in Schools and Early Years Settings (DFES 2005)

<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

Legal framework

- The human Medicines Regulations (2012)

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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HEALTH AND SAFETY

5.6 Managing children who are sick or infectious

(Including reporting notifiable diseases)

Policy Statement

Brant Broughton Pre-School aim to promote a healthy environment for the children in our care and we need your co-operation to support this.

Procedures for children who are sick or infectious

If parents/carers notice their child becoming ill or infectious they must inform the setting and they must have regard to the exclusion list below.

If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the manager calls the parents and asks them to collect the child, or send a known carer to collect on their behalf.

If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.

Temperature is taken using a ‘fever scan’ kept in the first aid box.

In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed.

Parents are asked to take their child to the doctor before returning them to pre-school; **the pre-school can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.**

Where children have been prescribed antibiotics, parents are asked to keep them at home **for 48 hours** before returning to the setting.

After diarrhoea and sickness, parents are asked to keep children home **for 48 hours** from the last episode.

The setting has displayed within the children’s toilets, a list of excludable diseases and current exclusion times for you to view. We have attached the table below for your connivance.

Illness/Infectious Diseases	Period of Exclusion
Chickenpox/Shingles	5 days after on the onset rash.
Conjunctivitis	None.
Diarrhoea and/or vomiting	Children and staff should be excluded from the setting until their symptoms have settled and until 48 hours after the last episode of diarrhoea or vomiting.
Glandular fever	There is no benefit in keeping children or staff off once they feel well enough to attend.

Hand, foot and mouth	None, however, whilst the child is unwell he/she should be kept away from the setting.
Head lice	None. Treatment is only required if live lice are seen in the hair. (not nits (eggs)).
Hepatitis	Hep A- until the child feels well or until 7 days after the onset of jaundice, whichever is the later. Hep B- Children who develop symptoms will be too ill to be at the setting. Hep C- usually no symptoms but care must be taken with bodily fluids if person is known to have Hep C.
HIV/ Aids	Should not be restricted or excluded.
Impetigo	Until 48 hours after the start of treatment. If there is an outbreak, stop the use of sand, water, playdough, and cooking activities and wash all "dressing up" clothes. (An outbreak is 2 or more cases of the same infectious organism in a setting).
Measles, Mumps and rubella	Measles- Yes, until 5 days after the onset rash. Mumps- the child should be excluded for 5 days after the onset swelling. Rubella- for 4 days after onset of the rash, and whilst unwell.
Meningitis	Children will be too ill to attend and there is no need to exclude siblings or other close contacts.
Molluscum contagiosum	None.
Pharyngitis/tonsillitis	If the disease is known to be caused by streptococcal (bacterial) infection the child or member of staff should be kept away from the setting until 24 hours after the start treatment. Otherwise they should stay at home while they feel unwell.
Rashes	A child who is unwell and has a rash should visit their GP to establish the reason for it.
Ringworm (Tinea)	Children need not be excluded but spread can be prevented by good hygiene, regular hand washing and use of separate towels and toilet articles. Parents should be encouraged to seek treatment.
Scarlet Fever/ Scarletina	Once a patient has been on antibiotic treatment for 24 hours they can return, provided they are well enough.
Slapped cheek syndrome (Erythema Infectiosum/fifth disease)	An affected child need not be excluded because they are no longer infectious by the time the rash occurs.
Scabies	Not necessary, but treatment should be commenced.
Typhoid, paratyphoid (enteric fever)	Yes, an infected child is likely to be very ill and whilst infectious unable to attend the setting.
Tuberculosis (TB)	"Open" cases- until 2 weeks after treatment

	started. “Open” cases of drug resistant TB when the hospital physician advises. (“open” is determined by sputum samples).
Verrucae	Not necessary.
Whooping cough (Pertussis)	An affected child and unvaccinated contacts under 7 years should be excluded until they have had 5 days of antibiotics.
Worms	Not necessary.

If a child contracts any of the above infectious diseases, other parents will be informed by an emergency newsletter and information on the notice board.

Reporting of ‘notifiable diseases’

If we have reason to believe that any child or adult is diagnosed suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 1988, we will inform the Health Protection Agency and Ofsted. We will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken. The Health Protection Agency’s list of notifiable diseases can be found at www.hpa.org.uk is displayed on our parent’s notice board.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children’s nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Nits and head lice

Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.

On identifying cases of head lice, **all parents are informed** and asked to treat their child and all the family if they are found to have head lice.

Further Guidance

www.hpa.org.uk

The Lincolnshire Health Protection Team can be contacted on Tel: 01476 514699

Further guidance

[Managing Medicines in Schools and Early Years Settings \(DFES 2005\)](#)

<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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HEALTH AND SAFETY

5.7 Food hygiene

(Including procedure for reporting food poisoning)

Policy Statement

At Brant Broughton Pre-School we provide and/or serve food for children on the following basis:

- Snacks
- Packed-lunches
- Hot lunches
- Special occasions and parties

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

Procedures

All Staff at Brant Broughton Pre-School have a duty and responsibility for the correct maintenance of food and drink preparation areas.

- The setting will hold the required Environmental Health certificate
- Staff will undertake appropriate food hygiene training both external and internal.
- Surfaces will be cleaned before and after any food/drink preparation.
- Food and drink preparation areas will be used solely for that purpose.
- Food is stored at correct temperatures and is checked to ensure it is in-date.
- Pack lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
- There are separate facilities for hand-washing and for washing up.
- Waste food is disposed of daily.
- Faults and breakages will be reported to the manager.
- Equipment will be checked regularly as per regulatory requirements.
- When children take part in cooking activities, they:
 - Supervised at all times
 - Understand the importance of hand washing and simple hygiene rules;
 - Are kept away from hot surfaces and hot water; and
 - Do not have unsupervised access to electrical equipment, such as blenders etc.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is

within the setting, the supervisor will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.

- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practical, and always with 14 days of the incident.

Legal Framework

Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on March 2018
Date to be reviewed March 2019

HEALTH AND SAFETY

5.8 Manual handling

Policy Statement

Brant Broughton Pre-School will work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting.

We will ensure that the necessary arrangements are made to facilitate the information of the policy, for example by provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

Brant Broughton Pre-School accepts responsibility for compliance with the regulations.

Procedure

The staff member with responsibility for the implementation of the manual handling policy is the Preschool Manager.

The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum. Brant Broughton Pre-School has a duty of care to ensure that:

- Minimum requirements for the manual handling of loads are followed where there is a particular but not exclusive risk of back injury to workers.
- The need for manual handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury, appropriate steps taken to reduce or avoid that risk.
- Assessment of manual handling operations take into account factors which include characteristics of the load, the physical effort required, characteristics of the working environment and the requirements of the task.
- Information and training is provided to workers and managers on assessment and manual handling principles.

The responsibilities of Brant Broughton Pre-School are that:

The designated person must;

- Be aware of manual handling operations within the organisation.
- Avoid the need for employees to undertake any manual handling operations, which involve a risk of injury, so far as is reasonably practicable.
- Make an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury.
- Make a clear record of the assessment and communicate its finding to all staff involved.
- Introduce appropriate measures to avoid or reduce risk by elimination of the risk, re-designing the operation or the use of mechanical aids.

- Provide information and ensure that all staff receive appropriate training in manual handling and ensure that new staff receive training before any manual handling tasks are undertaken
- Ensure that mechanical aids provided are easily accessible and properly maintained.
- Ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of pre-employment health screening.
- Ensure that safe systems of transportation are utilised for the transportation of loads and equipment throughout the organisation.
- Wherever possible the risk of injury from manual handling should be reduced by implementing measures at strategic level including good planning and design of the workplace.
- Make allowance for any known health problems which might have a bearing on an existing employee's ability to carry out manual handling operations in safety.
- Refer to Occupational health advisors if there is any good reason to suspect that an individual's state might significantly increase the risk of injury from manual handling operations.
- Monitor and review manual handling assessments when there is reason to suppose that they are no longer valid due to change in working conditions, personnel involved or a significant change in the manual handling operation affecting the nature of the task or the load.
- Maintain records of accident and ill health related to manual handling operations.

The responsibilities of the employee:

The employee must:

- Take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations.
- Co-operate with the manager/Committee in the making of assessments of hazardous manual handling tasks.
- Observe safe systems of work and use of safety equipment, reporting any defects in mechanical aids to the manager.
- Participate in training given in manual handling.
- Report pregnancy or any medical conditions that may affect their ability to handle loads safely.
- Report any change in working conditions, personnel involved in manual handling risks or a significant change in the nature of the task or the load that may necessitate a review of the assessment.

Training

Brant Broughton Pre-School will ensure that:

- Awareness training is provided for all staff with specific training for groups of workers who are involved in specific handling tasks.
- Appropriate training is provided for new staff with specific training for groups of workers who are involved in specific handling tasks.
- Training is based on the ergonomic and problem solving approach to manual handling operations.
- Training programmes are reviewed and monitored.

- Training programmes include the following elements as a minimum requirement.
 1. basic ergonomic and manual handling principles
 2. assessment skills and knowledge of the assessment process
 3. basic anatomy and function of the spine
 4. causes of injury and back care principles
 5. manual handling techniques
 6. mechanical handling aids and equipment
 7. health and safety responsibilities

- Annual refresher training is provided for all staff.
- Accurate records of attendance are kept for training events.

Implementation of the Policy

The Manager/Committee will ensure that staff are informed about the implementation of the policy and that staff are aware of its content.

Arrangements will be made for assessments of manual handling operations to be carried out with the subsequent provision of mechanical aids, suitable transport, environmental improvements and staff training.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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HEALTH AND SAFETY

5.9 Fire Safety & Evacuation

Policy Statement

Brant Broughton Pre-School will make sure that the premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedure

Brant Broughton Pre-School will ensure that a clearly written fire drill and visual display procedure is on display in the room at all times.

- Fire drills will be carried out every term at the start.
- Each drill will be recorded in a log and be reviewed and evaluated.
- All new members of staff/volunteers/students will receive a fire drill information sheet and fire training within their staff induction.
- All new members of staff will take part in a fire evacuation drill within their first week of employment, and new children.
- All fire exit doors and fire fighting equipment will be kept free of obstructions and clearly located with the appropriate signage.
- Daily risk assessment checks will ensure all exits are free from obstruction and are fully operational.
- Fire risk assessments will be conducted and reviewed regularly.
- All electrical equipment will be regularly checked to ensure they are in safe working order and PAT testing will be carried out annually.
- Any recommendations made by the Fire Prevention Officer will be carried out and adhered to.
- Smoke detectors/alarms will be checked weekly and fire fighting equipment will be checked annually or according to the fire officers recommendations and the date of those checks will be recorded.
- The premises and surrounding area operates a strict no smoking policy.
- The fire evacuation procedure will be explained to all visitors
- All visitors will be required to sign in and out of the setting in designated visitor's book.

Critical Incident Plan

In the event of a Critical Incident/Emergency affecting Brant Broughton Pre-School the following will apply:

Critical or Major Incident

Examples of critical or major incidents/emergencies are:

- death or serious injury as a result of violence, accident, self harm and/or sudden traumatic illness
- major fire
- building collapse
- riot or civil disorder
- natural and/or man made incidents
- missing person or abduction
- terrorism
- bomb scare
- Pandemic illness

Emergency Closure

Any decision to close Brant Broughton Pre-School will be made on Health and Safety or Statutory Regulation grounds, by the Committee Chair, Health and Safety Officer and/or Manager.

Brant Broughton Pre-School will:

- Hold a list of all children's next of kin in a readily accessible folder, keep it updated and will ensure that this information, relating to the children present, is taken on any outing.
- Establish and record essential details of any incident – what has happened, to whom, when, where, details of any injuries, witnesses or are at the scene, immediate support available and are the rest of the group safe. The facts will be clarified as quickly as possible, to ensure that accurate information given to parents.
- Follow all procedures required by the registering authority and notify the relevant authorities – Police, Ofsted and early years and childcare. Regular checks are made to ensure all necessary phone numbers are at hand, correct and up to date.
- Not Release or confirm any information regarding the identity of those involved in an incident to the media until the authorities have confirmed identity and the parents have been informed. Media contact will be dealt with by either the Chairperson or our Health and Safety Officer.
- Contact children's parents to inform them of the situation as outlined below.
- Aim to offer support to all who use Brant Broughton Pre-School and enlist guidance from the Local Authority regarding the counselling/support systems that are available.

Evacuation

If it is necessary to evacuate the building, we will do so following the Fire Action Plan, displayed on all exits of the Pre-School. The big school playground will be used as an Assembly Point. If the School grounds are unsafe to use as an Assembly Point, Brant Broughton Pre-School staff will walk the children to: Brant Broughton Jubilee Village Hall.

The Manager is responsible for ensuring that we have all emergency contact details of each child, the Pre-School register and a mobile phone.

Parent/Carer Notification

We will notify parents' by phone (Critical/Major Incident) or individual written note, as sensitively as possible, as soon as we are aware of an event that will result in the Pre-School being closed, giving as much notice as possible. In the event of a Critical/Major Incident we will keep a record of any calls received from parents, to help reduce the distress of receiving additional calls. We will give an indication of when the Pre-School is likely to re-open, if we are able to do so.

Collection of Children

If Brant Broughton Pre-School is closed because of a Critical Incident/Emergency, parents/carers will be contacted by a member of staff requesting them to collect their child/children immediately. In the event that the building has been evacuated, we will contact parents as soon as it is safe for us to do so.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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PARTNERSHIP

6.1 Parental involvement

Policy Statement

At Brant Broughton Pre-School we believe that children benefit most from early years education and care when parents/carers and Pre-School work together in partnership.

Our aim is to support parents/carers as often we are their children's first and most important educators, by involving them in their children's education and in the full life of Brant Broughton Pre-School. We also aim to support parents in their role where possible.

Some parents/carers may visit Pre-School less e.g. working parents or parents who live apart from their children but who still play a part in their lives. In carrying out the following procedures, we will ensure all parents are included.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents as well as foster parents and adoptive parents.

('Parental responsibility' is all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Procedure

We will:

- Inform all parents/carers about the setting, how it operates, opening times and policies and procedures through written information, Parent Information notice board, home communication books, newsletter, website, face book and informal communication.
- Our 'getting to know your child' gives us opportunities to ask for photos for our placemats and our caring hands book.
- Assign each child with a key person with whom the parents will have regular communication.
- Provide information on our fee structure, payment policy and the Early Years Entitlement on our Parent Information Board.
- Provide all parents with access to our complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with the complaints procedure.
- Keep parents/carers informed of activities by displaying the planning and themes, including information on the Early Years Foundation Stage, also information on our website will give details to parents and on our face book page.
- Provide opportunities for parents/carers to access information about the framework/activities offered in the setting and contribute to their child's learning in the setting and how they can be involved at home.

- Provide opportunities for parents/carers to contribute their own skills, knowledge and interest to the activities of the setting.
- Ensure all parents/carers are aware they can discuss their child's progress and development at any time.
- Involve parents/carers in the shared development record keeping about their child, either formally or informally and ensure they have access to their child's written learning and development records (in named drawers available for parents to view)
- Inform parents/carers through newsletters, letters and communication books of all news and developments within the setting and ensure that parents are aware that they are welcome to contribute in any way they feel able.
- Welcome suggestions and will actively seek parental views via parent questionnaires on a regular basis, therefore ensuring that we are meeting the needs of both children and families.
- Listen to all suggestions and acknowledge that children, parents and staff have the right to be consulted and be heard.
- Encourage parents/carers to become parent helpers participating in activities, visits or outings.
- Ensure parents/carers have access to their child's developmental records at any time and access to other records in line with the access to personal information procedure within the Confidentiality policy.
- Ensure all aspects of the child's achievements, experiences and friendships are shared and discussed with the parents. We welcome parents at any time to discuss their child's development and will hold parent events, half yearly.

We use several means to ensure all parents/carers are included in the child's development and time at Brant Broughton Pre-School. Communication is through weekly letters and emails, all parents/carers are entitled to receive these communications and our registration form makes this clear. We also have online access to the children's Learning Journeys and all parents/carers can complete an application form for individual login details. We consult with parents to find out what works best for them. If parents do not have access to the Internet within the home the key person or manager ensures they have access regularly by using the Pre-Schools IT equipment (the parent will never be left unattended whilst logged on to the Internet using Pre-School ICT equipment).

- We ensure on-going dialogue either through informal chats at the beginning or end of the day or in more formal, pre-arranged meetings with parents/carers. This enables us to improve our knowledge of the needs of their children and to support their families.
- We inform all parents/carers about how Brant Broughton Pre-School is run and its policies through access to written information, through regular informal communication and invitations to join the Brant Broughton Pre-School Committee or attend events organised by or at Brant Broughton Pre-School. We check to ensure parents/carers understand the information that is given to them.
- We encourage and support parents/carers to play an active part in the governance and management of Brant Broughton Pre-School through the Committee. Free training is available from the Council for officer roles as well.
- We inform all parents/carers on a regular basis about their children's progress this includes online access to the child's Learning Journey and also open evenings and afternoons where key persons are available to talk to them about their child.
- We involve parents/carers in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's online

developmental records. We provide opportunities for parents/carers to contribute their own skills, knowledge and interests to the activities at Pre-School.

- We inform parents about relevant conferences, workshops and training and local services.
- We offer parents/carers a selection of times for meetings to avoid excluding anyone.
- We provide information about opportunities to be involved in Brant Broughton Pre-School in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We hold meetings in venues that are accessible and appropriate for all.
- We welcome the contributions of parents/carers, in whatever form these may take.
- We inform all parents/carers of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- As part of our reflective practice we carry out annual online and written parents/carers surveys asking for feedback on the experience they receive, areas of strength, areas to focus upon etc. These are then fed back into our SEF and Development plan.
- We produce a weekly newsletter informing parents/carers of the next week's curriculum, important dates of specific information relating to the weeks proceedings.

In compliance with the Welfare Requirements, the following documentation is in place:

- Admissions Policy
- Complaints procedure.
- Record of complaints.
- Developmental records of children.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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PARTNERSHIP

6.2 Working in partnership with parents – Code of Conduct

Policy Statement

Children usually feel more confident and positive about themselves and their learning when parents/carers and practitioners work together in an atmosphere of mutual respect¹.

Brant Broughton Pre-School recognises this and endeavours to provide a positive and effective partnership with parent/carers at all times. This will help to make children feel valued and to enhance the learning and development of those who attend our setting,

Successful relationships become partnerships when there is two-way communication and parents and practitioners really listen to each other and value each others views and support in achieving the best outcomes for each child¹.

As a consequence Brant Broughton Pre-School will strive to provide a safe, welcoming and happy environment for the children and families that access our service. We firmly believe that by working together we can provide long-lasting and beneficial effects on a child's learning and emotional well being.

This policy is to be used as a guide for all parent/carers, volunteers, staff, extended family, visitors and professionals who access our setting. We have a legal responsibility to provide a comfortable, safe and happy environment for all of the children and staff, in which the rights of the child are considered at all times.

Procedure

Brant Broughton Pre-School places great value on:

- The physical and emotional well being of the children: Meeting the individual needs of all children lies at the heart of the EYFS. We will, in close partnership with Parent/carers, strive to deliver personalised learning, development and care to help children get the best possible start in life.
- Providing an open, welcoming environment where everyone's contribution is not only valued and respected but positively encouraged.
- Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people's lives.
- Encouraging Parent/Carers to support and participate in the day to day activities that we provide for the children.

¹ (EYFS – Effective practice: Parents as Partners).

- Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued, and parents will feel that their views and opinions are important.

To ensure the smooth running of the setting due regard should be given to the following procedures.

- **Health and Safety-** Our policies and procedures are always on display in the setting and copies are available on request. New parents will have the opportunity to view key policies and procedures upon enrolment of their child(ren) by a disc, or are available to view on our website. Compliance with all policies and procedures is essential.
- Everyone will receive a setting induction where key policies and procedures are discussed, and where everyone is made aware of the procedures for the Emergency Evacuation of the building in case of fire or other critical incidents.
- **Communication:** - Is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration toward others using acceptable verbal and nonverbal language. At no time will aggressive or offensive language be acceptable from any one whatever the circumstance may be.
- **Discipline** issues with the children are the responsibility of the staff and as such any concerns about behaviour should be referred to them directly. Children's behaviour should only be discussed within the confines and privacy of the office. At no time will staff members be permitted to raise their voice whilst disciplining a child.
- **Respect:-** We are an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people.
- **Confidentiality:-** Is paramount and everyone is expected to comply with the settings confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.
- **Conduct:-** Always act in the best interests of other people.

For this policy to be effective everyone concerned **must** take ownership and assume responsibility of it. To ensure that this happens:

The Management will endeavour to:

- Abide by the standards of conduct as set out in this policy.
- Provide all parent/carers with a copy of this policy making them aware of its importance and the implications of not abiding by it.
- Ensure that this policy is displayed at the setting and that all volunteers, students and visitors are made aware of it and agree to abide by its terms and conditions.
- Ensure that this policy is provided to staff upon acceptance of employment and that they are made aware of the serious implications of not acting within its boundaries.
- Review this policy at least once a year or as and when required with the involvement and inclusion of management, staff, and parent/carers.

The staff will endeavour to:

- Abide by the standards of conduct as set out in this policy.
- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service.
- Work with colleagues, management and parent/carers to provide an environment that encourages positive communication and feedback. Your views and opinions are valuable in enabling us to evaluate our service.
- Act as positive role models at all times.

- Provide policies and procedures to ensure that parent/carers helping out are not left alone with a child and are not placed in situations where they may feel awkward.

Parent/Carers will endeavour to:

- Abide by the standards of conduct as set out in this policy.

Breach of Code of Conduct

Any breach of the code of conduct will be treated promptly and taken very seriously. The management will endeavour to determine the appropriate course of action which may include, but is not limited to, any of the following procedures.

- A first and final warning meeting/letter being issued to inform the relevant person of the outcome of the investigation and that another breach of conduct will not be tolerated.
- A restraining order being sought against the relevant person, which will in affect prevent that person from attending the setting even to drop off or pick up children.
- The suspension and possible permanent withdrawal of a child's place. This action will only be taken if all other avenues have been explored and the management feel that this is the only possible course of action left open to them.

If the staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, then the Police will be contacted, and their assistance requested to help deal with the situation.

This policy has taken into consideration the following legislation:

- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Children's Services Act 1996
- Disability Discrimination Act 1992
- Equal Opportunity Act 1995
- Human Rights and Equal Opportunity Commission Act 1986
- Occupational Health and Safety Act 2005
- Sex Discrimination Act 1984
- Workplace Relations Act 1996

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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PARTNERSHIP

6.3 Working in partnership with other agencies

Policy Statement

At Brant Broughton Pre-School We work in partnership with local and national agencies to promote the well-being of all children.

Procedures

- We work in partnership or in tandem with, local and national agencies to promote the well-being of children.
- Procedures are in place for sharing of information about children and families with other agencies. These are set out in the Information Sharing Protocol, Safeguarding Children procedures and the Special Educational Needs Procedures.
- Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, we make those individuals welcome and their professional roles are respected.
- We follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child they are visiting when in Brant Broughton Pre-School and do not have access to any other child(ren) during their visit. Our staff do not casually share information about any named child/family.
- When necessary we consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents/carers. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.
- The manager meets termly with the head and Reception teacher of Brant Broughton Primary school to share good practice, plan for transition of children from Brant Broughton Pre-School to Brant Broughton Primary school and offer professional support for Brant Broughton Pre-School staff where relevant.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed 19 March 2019</p>

PROMOTING HEALTH AND HYGIENE

7.1 Animals in the setting

Policy Statement

Children learn about the natural world, its animals and other living creatures, as part of the Early Years 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

Animals in the setting

- Occasionally we have animals or creatures brought in by visitors to show the children. On these occasions they are the responsibility of the owner.
- The owner will carry out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- Children wash their hands after contact with the children.

Visits to farms

- Before a visit to a farm a risk assessment is carried out - this may take account of safety factors listed in the farm's 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.

Legal framework

The Management of Health and Safety at Work Regulations 1999

www.opsi.gov.uk/SI/si1999/19993242.htm

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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PROMOTING HEALTH AND HYGIENE

7.2 Managing children with allergies

Policy Statement

We provide care for healthy children by promoting health through identifying allergies and preventing contact with the allergenic substance.

Procedure

When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the enrolment form.

If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats, etc.).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen.

Review

This form is kept in the child's personal file and a copy is displayed where staff can see it in the cupboard where snacks are kept with a photo displayed with a current health care plan.

Parents train staff in how to administer special medication in the event of an allergic reaction.

Generally, no nuts or nut products are used within the setting.

Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

Insurance requirements for children with allergies and disabilities

The insurance will automatically include children with any disability or allergy but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from your insurance provider must be obtained to extend the insurance.

At all times the administration of medication must be compliant with the Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in *Managing Medicines in Schools and Early Years Settings* (DfES 2005)

Oral Medication

Asthma inhalers are now regarded as "oral medication" by insurers and so documents do not need to be forwarded to your insurance provider.

Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.

The group must be provided with clear written instructions on how to administer such medication.

All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.

The group must have the parents or guardians prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.

Lifesaving medication & invasive treatments

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

The setting must have:

- a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
- written consent from the parent or guardian allowing staff to administer medication;
- and proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.

Manager/ deputy for special needs children

Children requiring help with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.

- Prior written consent from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
- Key person to have the relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.

Further guidance

Managing Medicines in Schools and Early Years Settings (DfES 2005)

<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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PROMOTING HEALTH AND HYGIENE

7.3 Healthy Eating

Policy Statement

Brant Broughton Pre-School are committed to meeting the EYFS Welfare Requirements and the individual needs of children attending. We regard Lunch and snack times as an important part of the day. We consider that eating represents a social time for both adults and children.

Procedure

We aim to do this by:

- Discussing with parents on their child's entry to the setting their individual dietary needs, any allergies and any religious requirements.
- Recording information about individual children and ensuring that all staff are aware of those needs.(health care plan displayed in cupboard)
- Providing nutritious food using fresh produce.
- Ensuring that parents are aware of the need to provide healthy foods in their children's lunch boxes.
- Ensuring that parents are aware of the need to provide ice packs in their children's lunch boxes to keep the food cool.
- Providing children with plates to eat their lunch.
- Discussions with parents regarding their children's' needs on a regular basis and updating records accordingly.
- Ensuring that snack menus are varied, that children and parents are consulted and that snack menus are displayed.
- On snack rota child's name is displayed in red for staff to see which child has an allergy or tolerant.
- Ensuring that children are offered snacks according to parents wishes, cultural and medical requirements and individual needs.
- Displaying information about snack times and hot lunches on our menu board and hot lunches displayed our parent information board.
- Informing parents of the storage facilities for food and drinks.
- Ensuring that children are offered age appropriate utensils.
- Providing meal times that are social times where children feel comfortable, staff participate, and independence is encouraged, providing a placemat for communication..
- Working with required agencies to ensure all requirements are met with regard to the handling and preparation of food (Please see Food Hygiene Policy).

We will make every effort to help educate the children and parents about the importance of a healthy balanced diet, and the importance of a healthy lifestyle.

We will take into consideration cultural, religious and other dietary requirements when planning our menus, and by working in close partnership with parent/carers will ensure that we meet their child's particular needs. This will also provide us with a valuable opportunity to introduce all of the children that attend our setting to different cultural food types.

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

PROMOTING HEALTH AND HYGIENE

7.4 Nappy changing

Policy Statement

At Brant Broughton Pre-School we ask parents to supply nappies, wipes and any creams they want used on their child and soiled and wet nappies are placed in designated house hold bin.

Children in Nappies are changed 3 hourly unless soiled, sore or asked otherwise by parents/carers. Children are changed by their key person where possible and talked or sung to throughout the nappy change to make it enjoyable. This is also an excellent bonding process.

Procedure

1. Put apron on
2. Wipe the changing mat down with spray and cloth.
3. Get nappy, wipes and cream ready for child you are changing and put gloves on.
4. Collect the child you're changing.
5. Ensure the child is safe on the changing mat, remove nappy and dispose in a nappy bag.
6. Clean child with wipes and put own cream on if necessary.
7. Remove gloves and place a clean nappy on.
8. Remove child from mat.
9. Spray the mat and wipe with cloth.
10. Remove apron and wash hands.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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PROMOTING HEALTH AND HYGIENE

7.5 No-smoking

Policy Statement

We comply with Health and Safety regulations and the Welfare Requirements of the EYFS in making Brant Broughton Pre-School a no-smoking environment both indoor and outdoor.

Procedures

- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- The no-smoking policy is stated in our information brochure for parents.
- We actively encourage no-smoking by having information for parents and staff about where to get leaflets to-stop-smoking-if they are seeking-this-information.
- Staff who smoke do not do so during working hours.

Legal framework

The Smoke-free (Premises and Enforcement) Regulations 2006

www.opsi.gov.uk/si/si2006/20063368.htm

The Smoke-free (Signs) Regulations 2007

www.opsi.gov.uk/si/si2007/20070923.htm

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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PROMOTING HEALTH AND HYGIENE

7.6 Food and drink

Policy Statement

Brant Broughton Pre-School regards snack and meal times as an important part of the setting's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack times, we aim to provide nutritious food, which meets the children's individual dietary needs.

Procedures

We follow these procedures to promote healthy eating in Brant Broughton Pre-School.

- Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies. (See the Managing Children with Allergies policy.)
- We record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up-to-date. Parents sign the up-dated record to signify that it is correct and where necessary Brant Broughton Pre-School will complete a health care plan for children's specific needs.
- We display current information in the kitchen area about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.
- We display the menus of snacks on the notice board and within the weekly newsletter for the information of parents.
- We provide nutritious food for all snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.

- We organise meal and snack times so that they are social occasions in which children and staff participate e.g.through café style snack .
- We use meal and snack times to help children to develop independence through making choices, serving food with tongs or spoons ,and drinking and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day. We inform parents who provide food for their children about the storage facilities available at Brant Broughton Pre-School.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- For children who drink milk, we provide whole pasteurised milk.

Packed lunches

- For those children who remain at Brant Broughton Pre-School for lunch, all children will bring a named packed lunch with the. We:
 - ensure perishable contents of packed lunches are kept cool or contain an ice pack to keep food cool during warm weather;
 - inform parents of our policy on healthy eating;
 - encourage parents to provide sandwiches with a healthy filling, fruit, and milk based deserts such as yoghurt or creme fraiche;
 - we discourage sweet drinks and can provide children with water or milk;
 - discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort providing support in identifying appropriate foods for their child;
 - provide children, bringing packed lunches, cutlery, plate where necessary and a bowl for disposing of rubbish; and
 - ensure staff sit with children to eat their lunch so that the mealtime is a social occasion.

Legal Framework

Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed 19 March 2019</p>

PROMOTING HEALTH AND HYGIENE

7.7 First aid

Policy Statement

At Brant Broughton Pre-School staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All members of staff have a current paediatric first aid training. The first aid qualification includes first aid training for infants and young children.

Procedures

The First Aid Kit

- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:
- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
- Small (formerly Medium No 8) - x 3.
- Medium (formerly Large No 9) HSE 1 - x 3.
- Large (formerly Extra Large No 3) — HSE 2 - x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.
- Container or 6 safety pins 1.
- Guidance card as recommended by HSE 1.
- In addition to the first aid equipment, each box should be supplied with:
- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- a children's thermometer.
- The first aid box is easily accessible to adults and is kept out of the reach of children, being stored in the food hatch.
- No un-prescribed medication is given to children, parents or staff unless in an extreme emergency when a child has a high temperature to prevent febrile convulsion. Written permission will have previously be obtained for all children.

- At the time of admission to Brant Broughton Pre-School, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Legal framework

Health and Safety (First Aid) Regulations (1981)

Further guidance

First Aid at Work: Your questions answered (HSE 1997)

www.hse.gov.uk/pubns/indg214.pdf

Basic Advice on First Aid at Work (HSE 2006)

www.hse.gov.uk/pubns/indg_347.pdf

Guidance on First Aid for Schools (DfEE)

www.teachernet.gov.uk/doc/4421/GFAS.pdf

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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RECORD KEEPING & INFORMATION MANAGEMENT

8.1 Provider records

Policy Statement

Brant Broughton Pre-School keep records for the purpose of maintaining our business. Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedure

Types of information held

Our records include:

- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- All records are the responsibility of the Chair of committee and the Manager who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change (COVERED IN ADMIN 1.6):

- In the address of the premises;
- To the premises which may affect the space available to us or the quality of childcare we provide;
- To the name and address of the provider, or the providers contact information
- To the person managing Brant Broughton Pre-School;
- Any significant event which is likely to affect suitability to look after children; or
- Any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2012)

Legal framework

Data Protection Act 1998

Human Rights Act 1998

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed 19 May 2018

RECORD KEEPING & INFORMATION MANAGEMENT

8.2 Provider records

Policy Statement

At Brant Broughton Pre-School we

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

SAFEGUARDING CHILDREN

9.1 Children's rights and entitlements

Policy Statement

At Brant Broughton Pre-School we

Policy statement

We promote children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.

We promote children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.

We promote children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.

We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.

We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.

What it means to promote children's rights and entitlements to be 'strong, resilient and listened to'.

To be strong means to be:

- secure in their foremost attachment relationships where they are loved and cared for, by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on;
- safe and valued as individuals in their families and in relationships beyond the family, such as day care or school ;
- self-assured and form a positive sense of themselves — including all aspects of their identity and heritage;
- included equally and belong in early years settings and in community life;
- confident in abilities and proud of their achievements;
- progressing optimally in all aspects of their development and learning;
- to be part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens, respecting the rights of others in a diverse world; and

- to participate and be able to represent themselves in aspects of service delivery that affects them as well as aspects of key decisions that affect their lives.

To be resilient means to:

- be sure of their self-worth and dignity;
- be able to be assertive and state their needs effectively;
- be able to overcome difficulties and problems;
- be positive in their outlook on life;
- be able to cope with challenge and change;
- have a sense of justice towards self and others;
- to develop a sense of responsibility towards self and others; and
- to be able to represent themselves and others in key decision making processes.

To be listened to means:

- adults who are close to children recognise their need and right to express and communicate their thoughts, feelings and ideas;
- adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated;
- adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate ; and
- adults respect children's rights and facilitate children's participation and representation in imaginative and child centred ways in all aspects of core services.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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SAFEGUARDING CHILDREN

9.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy Statement

In accordance with the EYFS Brant Broughton Pre-School will have regard to the Government's Statutory Guidance 'Working Together to Safeguard Children'. If our staff have concerns about children's safety or welfare the setting will notify agencies with statutory responsibilities without delay. This means the local children's social care services and in emergencies, the police.

Brant Broughton Pre-School fully recognises that it has a responsibility for safeguarding children. This policy applies to all staff, management and volunteers working in the setting, and the families accessing the setting.

Safeguarding Children Policy

Policy Statement

In order to carry out our Safeguarding Policy, we will ensure:

- The welfare of the children attending this setting is paramount and concerns about child abuse are taken seriously.
- Recruitment procedures ensure the suitability of staff and volunteers working with children and will follow EYFS welfare requirements with regard to the Disclosure and Barring Service (DBS) checks, and references.
- Where there is a delay in obtaining the enhanced DBS check, staff will not have unsupervised contact with children.
- All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during their employment at the setting. There is a process in place that provides staff with opportunities to share such information.
- All staff are trained in the setting's safeguarding policy and procedures within the first week of employment and will be required to attend an in house safeguarding training.
- All staff are made aware of possible indicators of child abuse and the procedures for recording and reporting, through staff training both internal and external.
- The staff will be made aware of the importance of recognising reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments: excessive one to one attention beyond the requirements of their usual role and responsibilities: or inappropriate sharing of images (see whistle blowing policy) through staff training, both internal and external.
- The staff must enable how to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way, these may include:
 - Deterioration in children's general well-being
 - Significant changes in children's behaviour
 - Unexplained bruising, marks or signs of possible abuse or neglect
 - Children's comments which give you concern

- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or

Unexplained or repeated absences (working in partnership with parents policy) There are four types of abuse; possible signs and some of the typical behaviours of each type of abuse are listed below;

Physical abuse

Signs

- Unexplained bruising, marks or injuries on any part of the body
- Bruising which reflects hand marks or fingers (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scolds

Changes in behaviour

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional abuse

Signs

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. hospital or away from parents' care.
- Sudden speech disorders
- Development delay, either in terms of physical or emotional progress

Changes in behaviour

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of parents being approached about their behaviour

Sexual abuse

Signs

- Pain or itching in the genital and/or anal areas
- Bruising or bleeding near genital and/or anal areas
- Sexually transmitted diseases
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down

Changes in behaviour

- Sudden or unexplained changes in behaviour, eg becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home

- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets that they can't tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

Neglect

Signs

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

All information will be available in a Safeguarding folder containing:

- **Information about recent training**
- **Publications, such as working together, what to do and meeting the needs.**
-

- Procedures are implemented for identifying, recording and reporting concerns.
- The setting provides a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- We work within the guidelines set out by the Lincolnshire Safeguarding Children's Board which are underpinned by the statutory document entitled 'Working Together to Safeguard Children' (refer to procedure).
- A practitioner has been designated to take lead responsibility for safeguarding and liaising with local statutory children's services and with by the Lincolnshire Safeguarding Children's Board
- The designated lead practitioner (a member of staff) who co-ordinates child protection issues is the Manager in the event of the Manager the Deputy.
- The designated officer (a committee member) who oversees this work is the Chair Person.
- The lead practitioner will provide support, advice, and guidance to any other staff on an on-going basis, and on any specific safeguarding issues as required.
- The designated lead practitioner has accessed a level 2 taught course in safeguarding.
- The use of mobile phones and cameras in the setting is covered in our safeguarding procedure. (see procedure)
- The setting has a clear procedure that will be implemented when an allegation has been made against a member of staff. (see procedure). The settings disciplinary procedure will inform any action in the event of an allegation. (see disciplinary procedure)

- As a registered provider, we will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after the children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).
- The setting will also notify Ofsted of the action taken in respect of the allegations.
- Where an allegation is upheld the setting will make a referral to the DBS, in accordance with our responsibilities under the Vulnerable Groups Act 2006
- Where there is an indication or evidence to suggest that a member of staff failed to execute their duty to safeguard a child/(ren) at the setting or elsewhere he/she will be subjected to the settings safeguarding and/or disciplinary procedure.
- This policy will be implemented in conjunction with the safeguarding children procedure
- Safeguarding children (child protection) concerns will be confidential and shared only on a need to know basis.

Prevent duty – children will be monitored and any change of behaviour, in accordance with Prevent duty guidance for England and Wales, counter-terrorism and security act 2015 to have due regard to the need to prevent people from being drawn into terrorism.
(Guidance in safeguarding pink folder – no 4)

Advice and concerns regarding safeguarding children will be directed to

- Lincolnshire County Council Children Services Customer Service Centre (CSC): Office Hours: Tel. 01522 782111 or out of hours: Tel. 01522 782333
- Lincolnshire Police – 0300 111 0300
- Ofsted: Tel. 0300 123 1231
- LADO

Child Protection

Safeguarding Children Procedure

(Including managing allegations of abuse against a member of staff, use of mobile phones, tablets, pads and cameras)

Procedures

- Brant Broughton Pre-School is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with The Government's Statutory Guidance 'Working Together to Safeguard Children' and the Local Safeguarding Children Board.

(This can be accessed via www.lincolnshirelscb.org.uk – useful links and publications)

- All staff are aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated lead safeguarding person the Manager.
- Staff members also have the right to share concerns directly with the Lincolnshire County Council Children's Service Customer Services Centre (CSC) (Tel. 01522 782111 or Out of Hours 01522 782333) or the police if they feel this is appropriate.

- All staff will be made aware of possible indicators of child abuse and the procedures for recording and reporting through staff training, both internal and external.
- Staff are aware of all aspects of protecting children, learners and vulnerable adults, including providing first aid, educational visits, intimate care and emotional well being, meeting the children's needs of children and learning with medical and special educational needs.
- The staff will be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments: excessive one to one attention beyond the requirements of their usual role and responsibilities: or inappropriate sharing of images (see whistle blowing policy) through staff training, both internal and external.
- All parent/carers will be provided with a copy of the setting's safeguarding policy and procedure in the Welcome Pack and available on the Preschool Website. Brant Broughton Pre-School has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child's needs are be our first concern.

Records will be kept as appropriate.

Whenever concerns are raised or changes are observed in a child's behaviour, physical condition or appearance, a specific record is set up. Our records include; pre-existing injuries, incidents, accidents and monitoring and observations folder. All concerns remain confidential and shared only on a need to know basis. The guidance set by the Lincolnshire Safeguarding Children's Board will be followed.

Where a disclosure is made:

- Reassurance is given to the child.
- The child is listened to.
- The child is not questioned.
- Promises are not made to the child to not share any of the information made in the disclosure.
- The designated person with responsibility for safeguarding children is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Children's Board are followed.
- A referral is made without delay to Lincolnshire County Council Children's Service Customer Services Centre (CSC) on 01522 782111 or Out of Hours 01522 782333.

Records are made to include:

- The child's name, full address, date of birth.
- The date and time of the disclosure/observation.
- The exact record of disclosure (in child's own words).
- The name of person to whom disclosure was made.
- The name of any third-party present.
- Early Help Assessment/TAC completed (as far as possible with all information) signed and sent to the relevant officer (Children's Services will advise on this) within 24 hours of the telephone referral.

All records are kept separately and securely from the child's main records with restricted access.

(For more information on the Team Around the Child (TAC) and the Early Help Assessment/TAC please refer to www.lincolnshirechildren.net)

Allegations against a staff member:

In accordance with requirements our procedures for dealing with allegations against staff complies with Lincolnshire Safeguarding Children's Board policies.

Examples of inappropriate adult behaviour may include

- Staff that have behaved in a way that has harmed a child, or may have harmed a child.
- Staff that have possibly committed a criminal offence against or related to a child;
- Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere
- Staff that have behaved towards a child/ren in a way that indicates s/he is unsuitable to work with children.

Our procedure is as follows:

- The setting co-operates fully with all investigations.
- Details are recorded and stored securely.
- The setting's disciplinary procedure will be followed where necessary.
- Ofsted and LSCB will be informed of the allegation and outcome.

The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire County Council Children's Services Customer Service Centre (CSC) on 01522 782111 or out of hours 01522 782333 / Local Authority Designated Officer (LADO) - direct contact 01522 554674.

Suspension will not be an automatic response to an allegation, however, we will consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and our organisation.

Where a member of staff leaves our employment during an investigation or is dismissed as a consequence of an allegation being upheld a referral will be made to the Disclosure and Barring Service (DBS).

Referral guidance and form: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

Supporting families:

The Data Protection Act 1998 and the Human Rights Act 1998 have extended the rights of individuals and families to confidentiality and professionals as a rule should seek the agreement and consent of parents/carers before making a referral to the local authority.

Where our designated lead is in doubt as to whether consent is necessary, the facts of the case will be discussed with the Customer Service Centre.

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk.
- We will follow the guidelines laid down by the Lincolnshire Safeguarding Children's Board.
- The setting, through the Safeguarding Children policy and other sources of information will inform parents of their role and responsibility regarding safeguarding children.
- The setting will continue work with families throughout any investigation.

Use of mobile phones and cameras

Please use this section to provide details on the arrangements that the setting has in place for the safe and effective use of mobile phone, tablets, iPads and cameras as required by requirement 3.4 of the EYFS.

Mobile phones

Brant Broughton Pre-School has setting mobile phone as part of the arrangements for Outings.

The safety of the children is paramount. Causal or inappropriate use of mobile phones by staff may pose a risk, if a staff member is distracted from caring for children (*Ofsted, Mobile Phone guidance Feb 2011*).

- Staff may not carry or use their personal mobile phones whilst working in the setting.
- At the beginning of each individual's shift, personal mobile phones are stored in the locked cupboards, situated in the Pre-School room.
- Staff members are only able to check their mobile phones during the lunch time period.
- Setting telephone number should be given out to be used as an emergency contact for staff.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- The Preschool mobile which is taken out on outings, for the use of an emergency, must not be used to make or receive personal calls as this can cause distraction.
- Managers phone will be used in the event of the Preschool phone is not working/ battery flat.
- Staff may not use any camera facility on their mobile during a session or on outings.
- Parents and visitors are requested not to use their mobile phone whilst on the premises. There is an exception if a visitor's company operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- Mobile phones are prohibited within the toilet / nappy changing areas.

Cameras and photo digital display

- Consent for photographs is obtained from Parent /Carer on admission as part of the registration process enrolment form.
- Children will have access to a child friendly digital camera and any photographs taken by children will be downloaded or deleted at the event the camera being full.
- Staff will only use the setting's own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each session or when needed to be deleted.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.**(photo digital display frame)**
- Staff will not use any other digital device to take photographs in or around the setting or when on outings.
- Cameras are prohibited within the toilet / nappy changing areas.

NB: Failure to follow the above procedures will be subject staff to the settings disciplinary procedure which could lead to summary dismissal on the grounds of gross misconduct and the termination of their contract.

(See Disciplinary procedure).

Legal framework

Primary legislation

The Children Act (1989 s47)

Protection of Children Act (1999) Data Protection Act (1998)

The Children Act (Every Child Matters) (2004) Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000) Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Equalities Act (2006)

Data Protection Act (1998) Non Statutory Guidance

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed 19 May 2018

SAFEGUARDING CHILDREN

9.3 E-Safety & use of ICT (including social networking)

Policy Statement

Brant Broughton Pre-School provides the use of digital cameras, computers and Internet facilities, for both children and staff. The digital cameras allow staff and children to record activities going on in the setting and provide useful additions to Learning Journeys. The computers and Internet provide opportunities to enhance education by helping with activities, providing information and for the planning of activities. (Internet is not used on the children's computer and the facility is not available.)

This policy sets out the use of this ICT.

Procedures

Digital Cameras, Videos, tablet and iPad.

- Children should use the children friendly cameras and any photographs will be deleted at the end of each session if needed.
- Staff must only use the settings own digital camera to take any photographs and these must be downloaded or deleted at the end of each session, or kept in locked cupboard.
- Staff may not use any other digital device to take photographs in the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, for displays within the setting, for the Pre-School closed Website or face book which parents have given written consent for.(children's photos of the child's face will not be shown on face book or website, decision of the manager)
- Camera and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents by the manager, for their children to be included, a discussion before the event takes place with parents and carers informing of this request.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individuals Child's Day Care Record).
- Cameras are prohibited within the toilet / nappy changing areas.
- iPad/tablet is used in the setting for development and learning, photographs are used for information used for craft activity ideas, outings, British values celebrations and face book.
- Parents give permission for photographs – all faces are blurred, blemish or characters faces, keeping child's identity private and protecting safeguarding for all children and staff, the iPad/tablet is kept in locked cupboard.

Computer / laptop and Internet use in the setting

The computer system is owned by Brant Broughton Pre-School and has appropriate software to ensure safe Internet use.

Brant Broughton Pre-School reserves the right to examine or delete any files that may be held on its system or to monitor any Internet sites visited.

Brant Broughton Preschool has a laptop and use of Internet from April 2017, the laptop is password protected and is NOT for use of children and kept out of reach, being locked in a key cupboard.

- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Rules for Responsible Internet Use - Staff, Students and Volunteers

- All Internet activity should be deemed appropriate.
- Other user's files will not be accessed without their permission.
- Computers will be used only for agreed reasons.
- Computer discs/pen drives will not be used without prior permission.
- Permission will be requested before using the Internet.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Social networking sites should not be accessed via work computers or during work hours.
- Computer files may be checked and the Internet sites visited may be monitored.
- All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.

Mobile phones

- Staff and volunteers may not carry or use their personal mobile phones whilst working in the setting.
- At the beginning of each individual's shift, personal mobile phones are stored in the locked cupboards, situated in the Pre-School room.
- Staff members are only able to check their mobile phones during the lunch time period.
- Setting telephone number should be given out to be used as an emergency contact for staff.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- The Preschool's mobile phone which is taken out on outings, for the use of an emergency, must not be used to make or receive personal calls as this can cause distraction.
- Staff may not use any camera facility on their mobile during a session or on outings.
- Parents and visitors are requested not to use their mobile phone whilst on the premises. There is an exception if a visitor's company operates a lone working policy that requires

contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

- Mobile phones are prohibited within the toilet / nappy changing areas.
- Mobile phone sign has been placed on the preschool door and outside notice board, with a 'no mobile phone' sign, and in relevant newsletters.

Social Networking sites – Facebook and Website

Please Note: *the absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or chair person if you are uncertain.*

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

Brant Broughton Pre-School realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook.

However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give staff members clear guidelines as to what we at Brant Broughton Pre-School expect of our staff when accessing these sites, also parents have the same guidelines, parents are encouraged to speak to management and committee and follow the correct procedure of complaints and not address issues through social networking (facebook etc).

Facebook and website for Staff

Staff are asked **NOT** to request parents as 'friends' on social networking sites (face book, twitter etc), however if parents request you, use your judgement as to whether you should accept the request or not – was you friends before? Are they family? Do you want them to see your personal details? We suggest you **do not** accept them while they are a parent at the setting, however if you are family, or friends previously before child/ren join preschool, confidential and privacy is a must for both parties.

Brant Broughton Preschool have an open Facebook page for communicating on behalf of the Preschool. This page is for advertising events, showing activities of the children and outings. We will only use a blurred, blemish or character-covered image over the children's faces when using photos of activities on this site. Parents give us permission as part of the Admission process, **but as a decision of the Manager**, the manager chooses to use the **blurred, blemish and characters** to safeguard the children on an 'open face book' page.

When using social networking sites staff/committee members should give due regard to the following:

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Pre-School be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the preschool.
- Information published on your blog(s) should comply with Brant Broughton Pre School's Confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
- Always be respectful to:

- The Pre-School,
- Other staff members,
- Parents and relatives,
- Children,
- Partners,
- Competitors,

Staff should be aware that any disrespectful comments to the above may be seen as libellous.

- Social media activities should not interfere with work commitments.
- Remember at all times in or out of working hours you are an ambassador for Brant Broughton Pre-School your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting.
- Do not reference or site Brant Broughton Pre-School parents or children without their express consent.
- Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Pre-School Logos and trademarks may not be used without written consent.
- Any Employee, who becomes aware of social networking activity that would be deemed distasteful, should make their manager/owner aware.

All Staff shall adhere to the above; a breach of this policy may result in disciplinary action.

Staff should at no times post anything regarding children, their parents/families or other staff at the setting. No photographs from the setting may be used, or ones which identify the setting or children from the setting. No photographs of other members of staff to be used without their consent. Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.

Maintain professionalism whilst using social networking sites.

Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make their manager/owner aware.

For more information please use Social Networking policy.

Staff failing to follow the above procedures will be subject to the settings disciplinary procedure which could lead to summary dismissal on the grounds of gross misconduct and the termination of their contract (see Disciplinary procedure).

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

SAFEGUARDING CHILDREN

9.4 Looked after children

Policy Statement

Early years settings are committed to providing quality provision based on equality of opportunity for all children and their families. All staff are committed to doing all they can to enable 'looked after' children in their care to achieve and reach their full potential.

Definition of 'Looked after Children' (LAC):

Children and young people become 'looked after' if they have either been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most LAC will be living in foster homes, but a smaller number may be in a children's home, living with a relative or even placed back home with their natural parent(s).

We recognise that children who are being looked after have often experienced traumatic situations; physical, emotional or sexual abuse or neglect. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken in to the care of the local authority. Whatever the reason, a child's separation from their home and family signifies a disruption in their lives that has impact on their emotional well-being.

In our setting, we place emphasis on promoting children's right to be strong, resilient and listened to. Our policy and practice guidelines for looked after children are based on these two important concepts, attachment and resilience. The basis of this is to promote secure attachments in children's lives as the basis for resilience. These aspects of well-being underpin the child's responsiveness to learning and are the basis in developing positive dispositions for learning. For young children to get the most out of educational opportunities they need to be settled enough with their carer to be able to cope with further separation, a new environment and new expectations made upon them.

Principles

The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. We do not refer to such a child using acronyms such as LAC.

We offer places to two-year-old children in exceptional circumstances who are in care or funded. In such cases, the child should have been with the foster carer for at least two months and show signs of having formed a secure attachment to the carer and where the placement in Pre-School will last a minimum of three months.

We offer places for funded three and four-year-olds who are in care to ensure they receive their entitlement to early education. We expect that a child will have been with a foster carer for a minimum of one month and has formed a secure attachment to the carer. We expect that the placement in Pre-School will last a minimum of six weeks.

We will always offer 'stay and play' provision for a child who is two to five years old who is still settling with their foster carer, or who is only temporarily being looked after.

Where a child who normally attends our setting is taken into care and is cared for by a local foster carer we will continue to offer the placement for the child.

Procedures

- The designated persons for looked after children is Emma Gagen.
- Every child is allocated a key person before they start and this is no different for a looked after child. The manager ensures the key person has the information, support and training necessary to meet the looked after child's needs.
- The manager and the key person liaise with agencies, professionals and practitioners involved with the child and his or her family and ensures appropriate information is gained and shared.
- Pre-School recognises the role of the local authority social care department as the child's 'corporate parent' and the key agency in determining what takes place with the child. Nothing changes, especially with regard to the birth parent's or foster carer's role in relation to Pre-School without prior discussion and agreement with the child's social worker.
- At the start of a placement there is a professionals meeting that will determine the objectives of the placement and draw up a care plan that incorporates and the child's learning needs. This plan is reviewed after two weeks, six weeks and three months. Thereafter at three to six monthly intervals.
- The care plan needs to consider such issues for the child as:
 - the child's emotional needs and how they are to be met;
 - how any emotional issues and problems that affect behaviour are to be managed;
 - the child's sense of self, culture, language/s and identity — how this is to be supported; - the child's need for sociability and friendship;
 - the child's interests and abilities and possible learning journey pathway; and - how any special needs will be supported.
- In addition the care plan will also consider:
 - how information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with whom and how it will be recorded and stored;
 - what contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be Pre-School, when, where and what form the contact will take will be discussed and agreed;

What written reporting is required;

- wherever possible, and where the plan is for the child's return home, the birth parent(s) should be involved in planning; and
- with the social worker's agreement, and as part of the plan, the birth parent(s) should be involved in Pre-School's activities that include parents, such as outings, fun-days etc alongside the foster carer.

- The settling-in process for the child is agreed. It should be the same as for any other child, with the foster carer taking the place of the parent, unless otherwise agreed. It is even more important that the 'proximity' stage is followed until it is visible that the child has formed a relationship with his or her key person sufficient to act as a 'secure base' to allow the gradual separation from the foster carer. This process may take longer in some cases, so time needs to be allowed for it to take place without causing further distress or anxiety to the child.
- In the first two weeks after settling-in, the child's well-being is the focus of observation, their sociability and their ability to manage their feelings with or without support.
- Further observations about communication, interests and abilities will be noted to firm a picture of the whole child in relation to the Early Years Foundation Stage areas of learning.
- Concerns about the child will be noted in the child's file and discussed with the foster carer.
- If the concerns are about the foster carer's treatment of the child, or if abuse is suspected, these are recorded in the child's file and reported to the child's social care worker according to Pre-School's safeguarding children procedure.
- Regular contact should be maintained with the social worker through planned meetings that will include the foster carer.
- Transition to school will be handled sensitively and Manager and or the child's key person will liaise with the school, passing on relevant information and documentation with the agreement of the looked after child's birth parents.

Legal framework

Working together to Safeguard Children (2013)

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

SAFEGUARDING CHILDREN

9.5 Confidentiality and client access to records

Policy Statement

At Brant Broughton Pre-School we take the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the wellbeing of individual children.

The setting will not discuss confidential information about children and their families with other parents/carers. Parent helpers/volunteers will be briefed on the importance of maintaining confidentiality and they will not have access to any personal files or information.

Confidentiality Policy

Policy Statement

Brant Broughton Pre-School

Procedure

Records are kept as follows:

- Personal Records. In each child's individual file will include: application to join and enrolment forms, consent forms, information and observations by staff on any confidential issue involving the child; for example, developmental concerns or safeguarding concerns. Also, reports or minutes that may arise from any meetings that concern the child from other agencies working with the child/family. Parents can access these records by following the access to information procedure.
- Learning and Development Records. These include observations, assessments, photos,
- developmental records, and samples of the child's work. Learning and development records will be stored appropriately to ensure confidentiality within the child's play room. These records can be accessed, and contributed to, at any time by staff, the child's parents and the child.

Staff Records

Each team member, paid or unpaid, will have a personnel file containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records, evidence of DBS clearance. This file can be accessed by the individual to whom the file relates upon request to the management.

Student Records

Each student will have a file containing personal information, emergency contact numbers, next of kin, and details of course, tutor and induction, confirmation from college/evidence of DBS clearance. This file can be accessed by the individual to whom the file relates upon request to the management.

Medication Records

The Folder holds Individual records relating to each child/staff member detailing ongoing medication and emergency treatment with consent from parents/carers or the individual.

Accident and Incident Records

The folder holds Individual records relating to each child/staff member detailing the nature of the accident/incident, pre-existing injuries, who dealt with it and the outcome. The record will include counter signatures.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a period of time in line with regulations and guidance in the EYFS (minimum of 3 years).

Brant Broughton Pre-School will ensure all Management Committee Members/Staff/ Volunteers and Students are aware of, and understand the confidentiality policy, and will be asked to sign a record to agree that they have read the policy and agree to abide by it. They will be made aware that any breach of confidentiality may lead to disciplinary action.

Breach of Confidentiality.

All Committee/Staff members are expected to regard confidentiality as a duty and a responsibility.

Committee/Staff who disclose information observed or heard without proper authorisation, will be subject to the setting's disciplinary procedure and this could lead to the termination of their contract.

Action taken will correspond to the seriousness and level of the breach of the confidentiality policy; however, all cases will be treated in a serious manner.

Sharing information with confidence

- Parents will have access to the records of their own children but will not have access to information about any other child.
- Personal records will be stored in a lockable filing cabinet within the provision and will be accessed only by staff members through the Manager/Deputy.
- Information given will be shared on a need to know basis with the child's key person, other team members in the child's play room and other professionals. This will only be done with the consent of the parent/carer or in cases of safeguarding issues.
- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making workforce decisions.

Access to personal information procedure

Parents may request access to records held on their child by following this procedure.

- Any request to see the child's **personal record** by a person with parental responsibility must be made to the Manager in writing. (Where a verbal request is made the following process will still be applied).
- The Manager will reply with a written acknowledgement.
- The setting commits to providing access within 5 days.

- Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose, to the person making the request. Copies of these letters are retained for the file.
- Third parties, including family members, who may be referred to in the records, as well as workers from other agencies such as the Lincolnshire Safeguarding Children's Board, can refuse consent to disclose, preferring the individual to go directly to them.
- When all consent/refusals to disclose have been received these are attached to the copy of the request letter.
- A copy of the file is taken.
- Where a third party has refused disclosure of information, these references will be edited and as much information supplied as is possible.
- The information will be supplied either in hard copy format or on screen.
- The child's parent/carer may **verbally** request to see **their** child's **Learning and Development Record** at any time, to read or to make a contribution to. This request can be made to their child's Key Person and can be accessed at any time.

Data Protection

Brant Broughton Pre-School is required to keep and maintain records to comply with Ofsted registration and the legal requirements in the EYFS. We are aware of the requirements of the Data Protection Act 1998 and comply with the principles which state that personal data must be:

- Obtained and processed fairly and lawfully.
- Held for lawful purpose.
- Used only for the purpose stated.
- Accurate and up to date.
- Held no longer than the required time.
- Accessible to the individual concerned or individuals with parental responsibility.
- Appropriately secure.
- Disclosed only using the access to information procedure.

We have checked the requirements of the Data Protection Act 1998 and are registered.

Parents/Carers will be required to sign to consent to necessary information being held.

Useful information and data protection registration/exemption – www.ico.gov.uk

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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SAFEGUARDING CHILDREN

9.6 Information sharing

"Practitioners need to understand their organisation's position and commitment to information sharing. They need to have confidence in the continued support of their organisation where they have used their professional judgement and shared information professionally"

Information Sharing: Guidance for practitioners' and managers (DCSF 2008)

Policy Statement

We recognise that parents have a right to know that information they share will be regarded as confidential. We will also inform parents about the circumstances, and reasons, when we are obliged to share confidential information even without their authorisation.

Procedure

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. That is when:

- it is to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of child protection team. The three critical criteria are:

- Where there is evidence that the 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 at risk of suffering significant harm.
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

Good Practice Guidance Principles for Sharing Information

Our procedure is based on the 6 points for Good Practice as set out in Information Sharing: Practitioners' Guide (HMG 2006)

1. Explain to families how, when and why information will be shared about them and with whom. That consent is normally obtained, unless it puts the child at risk or undermines a criminal investigation:
 - We ensure parents receive information about our information sharing policy when starting their child in the centre and they sign a form to say that they understand circumstances when information may be shared without their consent. This will only

be when it is a matter of safeguarding a child or vulnerable adult. This is on our registration form.

- We ensure parents have information about our Safeguarding Children and Child Protection policy.
 - We ensure parents have information about the circumstances when information will be shared with external agencies for example with regard to any special needs the child may have or transition to school.
2. Consider the safety and welfare of the child when making a decision about sharing information - If there are concerns regarding 'significant harm' the child's well-being and safety is paramount.
 - We record concerns and discuss these with Pre-School's designated person and/or designated officer from the management committee for child protection matters. Record decisions made and the reasons why information will be shared and to whom.
 - We follow the procedures for reporting concerns and record keeping.
 3. Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, we are able to judge when it is reasonable to override their wish.
 - Guidelines for consent are part of this procedure.
 - Managers are conversant with this and are able to advise staff accordingly.
 4. Seek advice when there are doubts about possible significant harm to a child or others.
 - Managers contact children's social care for advice where they have doubts or are unsure.
 5. Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for and shared only with those who need to know and shared securely.
 - Our Safeguarding Children and Child Protection procedure and record keeping procedures set out how and where information should be recorded and what information should be shared with another agency when making a referral.
 6. Reasons for decisions to share information, or not, are recorded. Provision for this is set out in our record keeping procedure

Consent

- Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent overridden.
- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our prospectus.
- Parents sign a form at registration to say they understand this.

- Copies are given to parents of the forms they sign.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- We consider the following questions:
 - Is there legitimate purpose to sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do you have consent to share?
 - Is there a statutory duty or court order to share information?
 - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
 - If the decision is to share, are you sharing the right information in the right way? Have you properly recorded your decision?

All the undertakings above are subject to the paramount commitment of Pre-School, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection policy.

Legal framework

Data Protection Act 1998 Human Rights Act 1998

Working Together to safeguard Children 2013

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

SAFEGUARDING CHILDREN

9.7 Uncollected child

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a session/day, Brant Broughton Pre-School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the 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 children will be properly cared for.

Procedures

Parents of children starting at Pre-School are asked to provide the following specific information which is recorded on our Registration Form:

1. Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative. Place of work, address and telephone number (if applicable).
 2. Mobile telephone number (if applicable).
 3. Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Pre-School, for example a childminder or grandparent.
 4. Who has parental responsibility for the child.
 5. Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us verbally or in writing of how they can be contacted.
 - On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child (either by description or password system).
 - Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
 - We inform parents that we apply our child protection procedures as set out in our Safeguarding Children policy in the event that their children are not collected from setting by an authorised adult within one hour after Pre-School has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session/day, we follow the following procedures:

1. The child's file is checked for any information about changes to the normal collection routines.
 2. If no information is available, parents/carers are contacted at home or at work.
 3. If this is unsuccessful, the adults who are authorised by the parents to collect their child from Pre-School - and whose telephone numbers are recorded on the Registration Form - are contacted. All reasonable attempts are made to contact the parents or nominated carers. The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
 4. If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social services care team:
 - KENNET CHILDREN AND FAMILIES TEAM 01380 730055
 - For full day care, this will be the out of hours duty officer:
 - EMMA GAGEN
 - OR KEELIN MATHIAS
 - The child stays at Pre-School in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
 - Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
 - A full written report of the incident is recorded in the child's file.
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Ofsted may be informed: 0300 123 1231

Our local Wiltshire Council Child care Officer may also be informed MEL PEARCE 0774 753 2662

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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SAFEGUARDING CHILDREN

9.8 Missing child

Policy Statement

Brant Broughton Pre-School take the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is soon discovered. Staff will undertake periodic head counts using the key person system in addition to the registration procedure.

Procedure

If in the event of a member of staff not being able to account for a child's whereabouts the following actions will be taken:

PROCEDURE FOR IF A CHILD LEAVES THE SETTING UNACCOMPANIED;

Search systematically

The setting is responsible for the missing child and all the other children in the setting. We will;

- Gather the remaining children into one large group, with one/two adults, leaving the remaining adults to search.
- Ask the children, without alarming them, if they have seen the child that is missing.
- Ensure all adults are aware of the situation.
- Establish who last saw the missing child, where and when.
- Check all rooms in the building.
- Check the immediate outside area

Parents

The setting will:

- Call the child's parents to warn them that the child may be attempting to get home.
- If they are unavailable the setting will use the emergency contact number.
- Ensure that, if the child lives within walking distance of the setting, one adult will make the journey on foot in order to catch up with or intercept the child if possible.
- Remember that as soon as parents are informed, they will need advice and support.

Police

- If the above steps do not locate the child, the police will be called.

Informing other people

We will ensure that;

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.
- If the police are called the Lincolnshire Safeguarding Children’s Board and Ofsted are informed.
- If the Manager is not on the premises she will be informed as soon as possible.
- We will provide the following information to Ofsted/Lincolnshire Safeguarding Children’s Board:
 - a) What happened?
 - b) What systems are in place for preventing such occurrences?
 - c) What we did, at what time and in what order.
 - d) Who we informed and when.

We will cooperate fully in any investigation.

Recording

We will start to build a record as soon as is possible in the incident log, this will include;

- The last definite sighting of the child
- Any unusual behaviour of the missing child or other children
- How many children were on the premises
- How many adults were on the premises and who
- What steps have been taken and when, by whom.

Dealing with people’s reactions

We accept that the child’s parents will be frightened, distressed and angry. If the setting shares all policies with parents/carers, the situation will be easier for all because there will be an understanding of working within a framework of mutual trust and understanding.

We accept that in such circumstances powerful emotions are involved, people’s behaviour can be unpredictable. Those who may seem quite calm about the incident at the time can later become angry, threaten legal action or approach the local press.

We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility. Responses could include:

- How sorry you are that the incident has happened
- That a full investigation is in hand
- That the LSCB/Ofsted have been informed and will be investigating

Dealing with the media

Distressed parents may contact the local press, or reporters may hear about the incident if the police are involved. It is sensible for one person, usually the chairperson or manager, to be the

one who speaks for the setting. All adults will be asked to refer all enquiries to the agreed spokesperson.

The spokesperson for the setting is Sally Harper (manager)

Informing other parents

We recognise that other parents will need to be given brief, accurate information as rapidly as possible. We will ensure that this happens by:

- Calling a short meeting when parents/carers collect children, or
- Talking to parents/carers when they arrive at the next session, or
- Sending a note home with each child.

When the child is found

We recognize that during the time a child is missing, however briefly, all involved, parents and others; suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember;

- *That the child also might have been afraid and distressed and might now be in need of comfort*
- *Remain calm and reassure the child*
- *Ensure the child is not hurt*
- *Acknowledge that it may not have been the child's fault*
- *That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.*

After the Incident

- *We will review our current procedure*
- *We will evaluate processes and make necessary adjustments to ensure future effectiveness*

Contacts

- Lincolnshire Police –
- Ofsted: Tel. 03001231231
- Lincolnshire Safeguarding Children's Board customer service centre: Tel: Office hours 01522 782111. Out of hours: 01522 782333.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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SAFEGUARDING CHILDREN

9.8 Supervision of children on outings and visits

Policy Statement

Brant Broughton Pre-School recognises the benefits of trips and outings for children. They enhance the experiences offered and embrace the EYFS. In order that we can undertake trips and outings with the children we recognise the need for safety at all times.

Procedure

It is the policy of the setting to ensure that:

- Equal opportunities exist for all children i.e. that children with disabilities and cultural requirements etc are included.
- That a first aider will be in attendance.
- That no child will ever be left unattended in a vehicle.
- A written risk assessment will be conducted prior to the outing and all staff will be made aware of this.
- That safety is maintained whilst children board or exit vehicles or whilst walking.
- There is access to a mobile phone by the whole group and by individual group leaders.
- That adult/child ratios are adhered to and will be exceeded according to circumstances.
- That essential records are carried at all times i.e. registration documents, medical forms and emergency contact details.

At all times the following procedures will be carried out:

- A risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue.
- Full details of the outing will be given to all parents.
- Written parental permission will be obtained.
- Telephone contact details for each group will be circulated along with relevant copies of policies for all volunteers.
- Transport checks i.e. current TAX and MOT
- Insurance on private hire vehicles/coaches.
- Records of vehicles and drivers including licenses and MOT certificates are acquired.
- Checks to ensure that contracted drivers or escorts have CRB forms if they have unsupervised access to children.
- Harnesses, seat belts, booster seats and airbags are fitted where needed.
- Maximum seating will not be exceeded.
- An emergency meeting point will be established and made known to everyone on arrival.

Essential equipment will be taken and should include (bag displayed next to first aid cupboard)

- Mobile telephone

- Emergency contacts
- First aid kit
- Medication
- Cop of Risk Assessments
- Any relevant policies to be refer to
- Register
- Essential records including list of children with known allergies.
- Accident/incident log.
- Spare clothing
- Plastic bags
- Bucket and paper towels

Emergency Procedure

In the event of an accident staff will:

- Administer first aid if it is required whilst ensuring that the remaining children are supervised and ratios are maintained.
- Call an ambulance if one is required.
- Inform the manager about the accident.
- Contact the parents /carer or emergency contact.
- Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.
- Make arrangements for the remainder of the group, depending on the circumstances of the emergency.
- A record of the accident/ incident will be completed.
- In the case of any serious accident /injury Ofsted and RIDDOR will be informed.

In the event of a child being lost then:

- The manager or senior staff member on the outing must be informed as soon as it is realised that a child is missing.
- An immediate roll call and register will be taken of each individual group or the whole group.
- Ensuring remaining staff/child ratios and safety of the children, staff will be deployed with mobile phones to search the immediate area. The manager will contact personnel at the venue to alert them that a child is missing and their own procedures need to be put into place.
- If the child is not located, parents/carers will be contacted and informed of the situation in a clear, calm, concise manner.
- Actions will be taken in line with the parents instructions e.g. contacting the police.
- If no immediate contact can be made with the parents, the police will be informed.
- Ofsted will be informed.

It is intended that the missing child policy will be referred to and followed.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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SAFEGUARDING CHILDREN

9.9 Maintaining children's safety and security on premises

Policy Statement

At Brant Broughton Pre-School We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

This policy was adopted at a meeting of Brant
Broughton Pre-School Committee
Held on 19 March 2018
Date to be reviewed March 2019

SAFEGUARDING CHILDREN

9.10 Making a complaint

Policy Statement

Brant Broughton Pre-School is committed to providing a safe, stimulating environment ensuring a consistent and accessible service that meets the needs of the children and families attending.

We welcome suggestions on how to improve our setting and we will give prompt and serious attention to any concerns about the running of the setting.

It is the hope of Brant Broughton Pre-School that all concerns will reach a satisfactory conclusion for all concerned. To help us to achieve that outcome the following procedure will be followed.

Procedures

Stage 1

- Any parent/carer who has a concern about any aspect of the setting are encouraged to discuss this with the Pre-School manager.
- Most complaints should be resolved informally at this stage
- The complaint and outcome will be recorded

Stage 2

- If the parent/carer is not satisfied with the response/outcome the parent/carer will proceed to stage 2 and put the complaint in writing to the Pre-School manager
- The written complaint will be recorded in the complaints log, which is a requirement of the EYFS.
- The Pre-School manager will investigate the complaint and record a detailed account of how the complaint is resolved.
- When the complaint has been investigated the Pre-School manager will discuss the outcome with the parent/carer
- The setting will undertake to resolve the complaint within 5 working days.
- If safeguarding issue or allegation report to safeguarding and Ofsted

Stage 3

- If the parent/carer is not satisfied with the outcome of the investigation he/she should request a meeting with the Pre-School manager and Chair Person.
- The complaint will be discussed and a written record of the discussion, agreed decision or action made will be kept.
- All parties present at the meeting will sign and date the written record and receive a copy. The record will be stored in the complaints file.
- The signed record signifies that the procedure has concluded.

Stage 4

- Should the matter remain unresolved, OFSTED can be contacted at the following address:

OFSTED
Piccadilly Gate
Store St
Manchester
M1 2WD

Tel: 03001231231

The complaints procedure and above details will be displayed **prominently** within the setting.

Parents may approach Ofsted directly at any stage of this complaints procedure.

In addition, where it is deemed that there is a breach of the setting's registration requirements, it is essential to involve Ofsted, as the registering and inspection body, who has a duty to ensure the EYFS requirements are met.

If a child appears to be at risk the setting will follow the procedure of the Local Safeguarding Children's Board. In these cases the setting Pre-School Manager will work with Ofsted and/or the Local Safeguarding Children's Board to ensure investigation of the complaint, followed by appropriate action.

All complaints against our setting, and or the children and/or the adults working in our setting will be recorded in detail in the complaints log which will be made available to parents and Ofsted inspectors.

The Pre-School manager is responsible for managing complaints.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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SAFEGUARDING CHILDREN

9.11 Whistle blowing

Policy Statement

Brant Broughton Pre-School is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the settings, operations to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals. This Whistle Blowing Policy is intended to encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or blowing the whistle outside.

All Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for safety and well being of all children attending the setting and this is priority over loyalty towards colleagues.

Procedure

General principles:

The policy is intended to;

- Encourage and enable individuals to raise genuine and legitimate concerns
- Support staff to take an active role in the elimination of poor practice
- Ensure concerns are appropriately investigated
- Protect those making the complaint from victimisation or retaliation.

In addition to the whistle blowing policy, the setting has other policies and procedures covering discipline, grievance and complaints. This policy is intended to complement these, and to cover concerns that fall outside the scope of other procedures.

The manager and/or the committee will investigate, promptly and thoroughly, all concerns raised in accordance with this policy, and will take appropriate action.

Confidentiality

The manager and/or the committee will do their best to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint.

If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons why the disclosure is necessary.

Having raised the concerns the manager and/or the committee will expect the complainant not to talk about it to any other person, inside or outside the setting.

Anonymous complaints

Concerns expressed anonymously, are much less powerful and harder to investigate, however they may be considered.

Malicious allegations

If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against the complainant. If, however, an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern

In the first instance, concerns should be raised with your immediate manager. However this may not always be appropriate, in which case concerns should be raised with the committee.

Concerns are best raised in writing. You are invited to set out the background and history of the concern giving names, dates and places where possible, and the reason why you are particularly concerned. The earlier you express your concerns the easier it is to take action. If you do not wish to put the allegations in writing, the person to whom you are making the complaint will make a written record of the interview and will ask you to sign to confirm accuracy of the notes taken.

Although you will not be expected to prove the truth about your allegations, you will be required to demonstrate that there are sufficient grounds for your concern.

You should NOT:

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated persons, ie manager and Chairperson

Within a week of the receipt of your concern, you will receive a written acknowledgment of your concern, with a copy of your statement where appropriate.

The manager and/or the committee will investigate your concern and within 2 weeks you will be informed of what action is being taken and will be kept up to date on the progress of the investigation. You will also be informed of the outcome any investigation. If you are not satisfied with the outcome of the investigation, you may elevate your concerns directly to Ofsted, customer service or LADO.

<p>This policy was adopted at a meeting of Brant Broughton Pre-School Committee Held on 19 March 2018 Date to be reviewed March 2019</p>
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End of Document
