

YEW TREES NURSERY POLICIES

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Definition of Relevant Acts

An explanation of the Acts referred to in your policies.

(Please note this is not a policy in itself but goes with them)

The Criminal Justice and Court Services Act 2000

Under this legislation orders can be made disqualifying people from working with children.

The Health and Safety at Work Act 1974

This Act protects the health, safety and welfare of workers, children, parents and the public. It places various responsibilities on the employer to ensure the health and safety of the above.

Management of Health and Safety at Work Act 1992

This has more specific regulations than the above. They now include basic principle of managing risk through a mixture of assessment, training and balanced control measures.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

These place duties on employers to report certain accidents and ill health at work. This then assists the Health and Safety Executive (HSE) in establishing how and why incidents happen, and enables them to advise employers how to reduce accidents and ill-health at work.

Data Protection Act.

This Act deals with access to personal data. It requires anyone processing personal data (i.e. data relating to a data relating to a "living individual" - for example staff or pupils), if not within an exempt category, to notify the Office of the Information Commissioner. Failure to do so is a criminal offence.

Counter Terrorism and Security Act 2015.

This Act incorporates the practice, techniques and strategy that Government, Military, Law Enforcement, Business and Intelligence Agencies use to combat or to prevent terrorism.

Data Protection.

The Nursery will obtain written consent from parents and carers to take photographic images of children that may be used for observation purposes or on wall displays within the nursery premises. They will be printed off the camera and any images loaded onto the Nursery computer will be deleted immediately after printing. Children's photos and developmental Pathways will be kept until the child leaves the Nursery and will either be given to the parents, sent to their school or destroyed. Photographs are not to be taken using mobile phones or gaming devices such as Nintendo DS. All records regarding the children, their families and staff are kept in secure buildings that are locked overnight. All information will be treated in a confidential manner and no unauthorized access granted without the relevant consent.

If a child attends more than one setting it is good practice to share information in regards to their interests, learning and development. Staff will obtain signed parental permission for any information that is to be sent to other settings.

Parents are not to take photographs of their children whilst on the Nursery premises unless they have permission from a member of staff and these photographs must not contain images of any child other than their own.

No information may be taken off site without permission and only if proved that they are stored securely.

1989 Children's Act.

The **Children Act 1989** allocates duties to local authorities, courts, parents and other agencies in the United Kingdom, to ensure **children** are safeguarded and their welfare is promoted.

Behaviour Management

We aim to provide a stimulating environment in which children develop self-discipline and self-esteem. We believe in working towards managing behaviour rather than the discipline of a child. Clear, consistent boundaries are set regarding behaviour, taking into account the age and stage of development of the child. Children are made aware of the need for goals and boundaries and specific expectations for their behaviour in ways appropriate to their levels of understanding.

Positive methods of guidance are used. We reward good behaviour and encourage and respect others. We encourage responsibility such as helping to tidy up. Adults intervene and redirect, if necessary, to prevent disagreements developing that children cannot handle. Physical punishment is never used or threatened, nor are practices which humiliate or frighten children.

If any incidents of unwanted behaviour are handled in a calm and controlled manner. If parents think their child is being bullied, they are requested to inform the Supervisor, noting if possible who, what, where and when the bullying occurred. If bullying is taking place, responses will vary from short periods of exclusion from activities to a withdrawal of privileges. In extreme cases, children may be excluded from the Nursery. It is always made clear that it is the behaviour, not the child that is unwelcome.

Training and support in behaviour management is available to staff.

We believe in:

- Praising and rewarding positive behaviour
- Providing a good role model prompting acceptable behaviour.
- Discussing issues with other children
- Giving children the language with which to express themselves.
- Providing a stimulating and developmentally appropriate curriculum.
- Providing equipment and materials through which children can play out their feelings.
- Giving attention on a one to one basis.

Where Physical intervention is used for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary. We will keep a record of any occasion where physical intervention is used and parents or carer's must be informed, on the same day, or as soon as reasonably possible.

Any such incidents will be documented in the Nursery Incident Book, (located in the office).

The named person who takes the lead in Behaviour Management is **Marie Godwin**.

Collection of Children and Lost Children Policy

We will do all in our power to look after and supervise children whilst in our care. It is, however, essential that children should be collected promptly after each session.

Collection of Children

All parents must complete a registration form before their children starts at Yew Trees Nursery giving two/three emergency contact telephone numbers which must be kept up to date. Parents must also state who is collecting the child after each session and inform us if there is to be any change in advance, in the event of this the child's password would need to be stated.

Updating information on the registration form: it is essential that important information on the registration form be kept up to date.

Parents must inform Yew Trees Nursery in writing immediately of any important changes to:

Domestic arrangements which could affect collection of the child e.g. a court order in respect of the residence of the child or who the child is able to have contact with.

Parental responsibility agreement.

Home/work telephone numbers.

These details need to be amended on the registration form.

It is essential that children are collected promptly after each session, however in the unlikely event that a parent is more than half an hour late, all contact numbers will be tried. Failure to contact a parent will result in the Manager/Supervisor contacting the Children's Social Care duty help line.

Lost Children Procedure

If a child goes missing whilst in our care the premises and surrounding area will be thoroughly searched immediately. If the child cannot be found at this point, then telephone calls will be made, first to parents to see if the child has gone home and thereafter the police if necessary. When we have explored all avenues and have established has been lost Ofsted (0300 123 1231) will be informed as soon as possible.

Confidentiality Policy

All information regarding the nursery should be shared on a need to know basis.

Any dealings with other professional organisations should be kept confidential.

All records should be kept up to date and in a secure place.

All records should only be read by those on a need to know basis.

Telephone numbers must only be given out with the permission of the person involved.

Parental permission must be given in order to make child observations and photographs

Staff must observe the confidentiality about children, their families and the setting at all times.

Admissions Policy

We aim to make the Nursery accessible to all families from the local community:-

We welcome children, fathers, mothers, other relatives, other carers and people from ethnic, religious and social groups, with and without disabilities

In consultation with parents/carers we will endeavour to accommodate all children's needs, being flexible enough to adapt to the changing needs of the child.

We place notices advertising the group where all sections of the community can see them.

In order to accommodate emergency admissions we endeavour to keep a place vacant, if this is financially viable.

We make an equal opportunities policy available to all.

Equal Opportunities Policy

Yew Trees Nursery is committed to equality of opportunity and recognises that people are subject to discrimination on the grounds of race, colour, ethnic or national origin, marital status, sexual orientation, disability, caring responsibilities, religious beliefs, age, social class, political beliefs, employment status, union membership, place of residence or whether they are HIV positive. It is the policy of the Yew Trees Nursery that no job applicant, employee, trainee, volunteer, member of service user receives less favourable treatment on any of these issues set out above.

It is Yew Trees Nursery's intention to take positive action to ensure that its Equal Opportunities Policy is implemented.

We aim to:-

Acknowledge and value equally each child's individual stage, culture, religion, language, racial background and family group.

Actively seek to combat sexism and promote equal opportunities for girls and boys, men and women.

Encourage equality of opportunity for children with special needs and their families.

Achieve and maintain, within the framework of the law, a workforce which represents, as far as practical, the composition of the population and recruitment areas, including people with disabilities.

To achieve the above we will:-

Plan our programme to extend the children's experience and knowledge of other cultures, language, celebrations and festivals.

Ensure that the activities reflect the diversity of our society, not just our group.

Encourage children to explore in a positive way the differences and diversity of people ensuring that representatives of people are accurate and realistic.

The named person responsible for the Equality Policy is **Heidi Brook**.

Safety Policies and Procedures

It is the policy of Yew Trees Nursery to encourage ways of working which will ensure the safety of the children and employees and all other persons who come onto the premises and grounds. The Manager/Supervisor is responsible for the general implementation of this policy. Matters concerning Health and Safety should be brought to his/her attention in the first instance.

Nursery staff are responsible for the children in their care and they will also work in a way that will ensure the Health and Safety of themselves and all other persons they come into contact with.

Mobile Phone Policy

Mobile phones are not permitted on Nursery Premises. The only mobile phone used on site will be the Manager's which needs to be accessible at all times. The phone will not be used for any other purpose than to make or receive phone calls by the Manager.

Safety Procedure

Supervisors in each department are responsible for carry out a Risk Assessment every term making a written record of any action required. It is also their responsibility to report to the Health and Safety Executive (HSE) under the duties imposed by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) contact phone number 0845300 9923.

Fire Policy

We aim to ensure the safety of staff and children against the risk of fire and will do all in our power to prevent such an occurrence. The nominated Fire Officer is Wendy Griffin and will ensure that fire drills are carried out regularly. They will ensure that the smoke detectors and fire control equipment are in working order. All fire drills and equipment checks will be recorded in a logbook. The procedure to be followed in the event of a fire is displayed where staff, parents and children can read it.

No Smoking Policy

No smoking is permitted on the premises by staff or parents (this also includes Vapor devices). We do not wish to encourage children to smoke in any way or think that it is healthy practice. No smoking signs are displayed prominently.

Access Policy

We aim to ensure that all children attending Yew Trees Nursery are kept safe and secure.

Access Procedure

The doors to the nursery will be locked at all times and parents/carers will need to register with the fingerprint entry system to gain access. Children will not be allowed to leave with anyone but their parents/carers unless previous authority has been given, anyone unknown to staff will be required to state the child's password issued by the parent/carers.

Babies and Under Two Policy

We aim to provide the extra care and support required by these young children's needs and to take account of parent's wishes where appropriate.

Babies and Children Under Two Procedure

Safety harnesses to be used when appropriate and checked regularly.
Sleeping babies to be checked regularly and the temperature of the room monitored.
Food and drink to be offered as frequently as each individual child's needs requires.
Nappies to be checked and changed regularly.

Evacuation Policy in the event of Bomb Threat or Terrorist Attack

Firstly, if we receive a threat of any kind, the emergency services (999) would be called immediately. Mobile phones are accessible in all of the nursery departments and staff carry them when outside in the Nursery play areas.

The situation would be assessed and the following procedures will be followed:

If a 'suspect package' is located or bomb threat is made, the fire alarm would be set off and our Fire Drill procedures would be carried out. The children would remain at the Fire Assembly points until it was safe for them to re-enter the Nursery building.

If a suspected terrorist or a person with intent was at the premises, all children would be detained by the staff in their relevant classrooms in a calm, quiet and reassured manner. All doors and windows would be shut and no person would be able to enter or leave the premises until it was safe to do so.

If a suspected terrorist or person with intent entered the Nursery building, staff would do their best to calmly but quickly evacuate the children via the nearest and safest exit point, away from the danger. This would likely to be via the fields at the back end of the Nursery play area.

Staff would begin to call parents to alert them of the situation, giving a brief message and asking them to collect their children if was deemed safe to do so.

If a parent is under lock down or involved in a terrorist incident and is unable to collect their child, the Nursery will keep the child safe until they can be collected.

Health Policies and Procedures

Health Policy

We aim to provide a healthy and safe environment for all the children and for the staff to work in. we will do all in our power to prevent the spread of infection and to promote good health.

Health Procedure

Infections in a nursery can spread rapidly, not only amongst children, but also staff. Parents are required to keep their children at home if they have any infection and to inform the nursery Manager/Supervisor as to the nature of the infection to enable other Parents to be alerted.

Any child who is obviously unwell on arrival at Nursery will not be accepted. If your child becomes unwell during the course of the day you will be contacted, and if necessary, asked to collect. If we are unable to contact you personally we will of course telephone the other numbers that you have given us as alternatives and make the child as comfortable as possible until somebody is able to collect them. It is therefore essential that you keep our emergency contact numbers up to date.

The following procedures must be adhered to :-

Gastric Upsets - children must be excluded from the setting for 48 hours after the last attack of Diarrhea or sickness.

Fever/throat Infections - 24 hours after the fever has gone down.

Impetigo - exclusion is necessary until there is no blistering/weeping or no new crusts are forming.

Chicken Pox - minimum period of exclusion is 5 days from the onset of the rash.

Verruca - children do not need to be excluded, but the verruca must be covered with a rubber sock, waterproof plaster or clear nail varnish when the foot is going to become wet or damp.

Measles - minimum period of exclusion is 5 days from the onset of rash.

Mumps - minimum period of exclusion is 5 days following onset of swelling.

Whooping Cough - children can return to the Nursery 5 days after starting antibiotics.

Eye infections - children can return 24 hours after using drops/ointment.

All infectious illnesses must be reported to the Manager/Supervisors who will advise on the exclusion period necessary, and inform other parents/staff. Ofsted (tel: 0300 123 1231) will need to be informed of any cases of notifiable diseases, after first seeking advice from the Health Protection Agency (tel: 0300 303 8162 opt.1 then opt.2). This particularly applies to German measles, as this can be extremely harmful to expectant mothers.

If you would like more information on symptoms and incubation periods of any infectious illness please speak to staff.

In case of an emergency it may be necessary for the child to be taken to hospital by air/road ambulance, where possible and ratios permitting a member of staff will accompany the child.

Medicines Policy

We will not administer any medicines without specific written instructions from the parent. We will however, administer sun-cream and nappy cream unless parents instruct us otherwise.

Medicines Procedures

We will administer medicine to control the effects of a non-serious illness or where a doctor has prescribed medication but only after receiving prior written instructions and consent from the parent. Medicine must be in the original bottle, the child's name must be clearly stated on the bottle, the correct storage conditions must be stated and the dosage stated on the bottle must correspond with the signed permission form.

Each time medication is given to a child a written record will be kept together with a witness signature.

In each Department, Medication that does not require refrigeration will be stored in a clearly marked box that will be kept on a high shelf in a secure cupboard. Medication requiring refrigeration will be stored in the Kitchen fridge in a clearly marked container.

First Aid Procedure

The appointed persons for First Aid will ensure that the first aid boxes are kept well stocked and refilled as required. All staff, where possible will attend an appropriate course to remain up-to date on first aid methods. Staff will ensure a written note is made of any accident in the accident book and that parents need to sign against this when collecting children to confirm they have been informed.

Parents to provide written details of any illnesses or conditions, which the children suffer on a permanent basis together with, appropriate medication and instructions on how to administer e.g. asthma inhalers. Parents to provide a list of any medication the child is allergic to.

Emergency Procedure

In the case of an accident and emergency where it is considered necessary to call an ambulance, parents will be notified as soon as possible. A senior member of Yew Trees staff will accompany the child to hospital however any medical procedures that are carried out during the ambulance trip or on arrival at the hospital are the responsibility of the medical team involved and the child's parents.

Food and Drink Policy

Any snacks and meals provided will be nutritious and as varied as possible. We will also aim to reflect the multicultural and religious backgrounds of the children, and where possible comply with parent's wishes. We try to make snacks and meals sociable occasions with the children sitting down together in small groups.

Food and Drink Procedure

Staff and children to wash hands before touching food.

Children not to swap food with others in case of food allergies.

Parents to provide written details of any food allergies suffered by the child.

Kitchens to be kept clean and tidy.

Rubbish bins to be emptied regularly.

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Hygiene Policy

We aim to provide a clean and hygienic environment for the children and staff, which minimises the spread of infection.

Hand Hygiene

Use liquid soap/Use paper towels.

Ensure staff and children wash hands when needed e.g. when visibly dirty, after using the toilet, sneezing or blowing nose, after contact with blood/bodily fluids, before and after handling food, before and after changing nappies/handling potties, before and after dressing a wound, giving any medication, after touching any potentially contaminated surface (e.g. drains, cleaning cloths etc.). Supervise children hand washing and demonstrate good hand washing, taking into account children's developing independence.

Toilet Hygiene

Toilets should be checked regularly and disinfected and cleaned where necessary.

Toilet flush handles, taps, door knobs and waste bins should be cleaned and disinfected regularly.

Toilet training equipment (e.g. potties) should be sluiced in the toilet and then cleaned and disinfected after every use.

Encourage the children to tell staff if the toilet/wash room is dirty.

Cleaning

Use disposable cleaning cloths, wash hands after cleaning.

Do not use toilet cleaning cloths in other parts of the setting if re-using.

If mops are used to clean up bodily fluids, they must be cleaned in a designated sink (not one used for food prep), rinsed with disinfectant and dried as soon as possible.

Nappies

Ensure you have all the equipment you need and access to water before you begin each nappy change: waterproof changing mat, nappy sacks, wipes, gloves, disposable apron, and fresh nappy/pull up/pants.

Use waterproof changing mat and spray mat between each nappy change. Wash hands before and after each nappy change.

Wear disposable apron and gloves.

Put soiled nappies in disposable sack.

Dispose of soiled items in chemical waste bin.

Sandpits

Regular checks to be carried out on any sandpits and the sand changed when appropriate. The sandpits will be sprayed regularly with a disinfectant to prevent the spread of infection and will remain covered when not in use.

Cleaning Routine

A cleaning routine to be followed throughout out the day and a contract cleaner to be employed to clean all areas when premises are closed during the evening.

Procedure for Outings and Events

Yew Trees Nursery aims to provide outings and events in safe, well planned and organised manner, which provides opportunities for children to learn through play.

Procedure

The children's age, ability and stage of development will be considered when organising an event. Detailed information about the event will be distributed to the parents/carers.

The Nursery will ensure that all necessary consent forms and relevant documentation are completed and returned to the group.

Health and Safety, including staff ratios will be maintained during the event.

A member of Yew Trees staff will endeavour to carry out a risk assessment identifying potential hazards on the journey and at the location.

Emergency equipment including a mobile phone will be carried as well as any required medication and spare clothing.

If appropriate the organisers may pre-visit the location.

Yew Trees will ensure that staff involved have the appropriate experience to organise and supervise an event.

Yew Trees member of staff will have relevant Pediatric First Aid Training.

Pre-School children and staff to wear high visibility jackets on outings.

Transport Policy

It is Yew Trees policy to ensure that all children and members of staff are to be kept safe at all times, this is of particular importance when using the nursery transport:

Each child will have written consent from parent/carer to travel in the nursery vehicles or hired coach.

All children and staff must wear a seat belt when travelling in any vehicle at all times.

The driver must check each seat belt before departure and these cannot be removed until the driver says it is safe to do so.

A first aid kit, tissues and wet wipes will be kept on all vehicles.

All exits are to be kept clear and bags stored under seats.

Children must face the front at all times.

Suitable safety seats will be provided if required.

A member of staff must sit by the sliding door of the mini bus where possible during transportation.

It is required for a member of staff to hold a relevant First Aid qualification when transporting the children.

Settling in Policy

If the children are to play and learn successfully, they must feel secure and happy in the absence of their parents, they need to feel confident in the knowledge that their parents will return at the end of the session. In order to achieve these aims our policy is to:-

Ask parents to visit.

Agree with parents how we will introduce and settle the child into the group.

We will meet the individual needs of the child and family where possible.

Encourage parents where possible to separate from their children for brief periods at first then gradually build up longer absences.

Reassure parents who are anxious about their child by giving them information about their child's activities and welfare during the session.

Recall a parent if the child is distressed or unable to settle.

Parent Involvement Policy

At Yew Trees we value parent's ideas and we welcome their input, to enable them to play an active role in being a part of the nursery we will:-

Contribute positively and actively to welcoming parents.

Parent's correct names and addresses are kept on record.

Be sensitive to parents differing views.

Interact positively and professionally at all times.

Recognise the personal and environmental stresses affecting the parents.

Recognise the need for confidentiality in dealing with parents.

Recognise that some parents will not agree with the goals of the setting for a variety of reasons.

Sudden Death of a Child or Adult in Our Setting

Death at any time is traumatic for relatives and friends of the deceased but more so when it is an unexpected death. At Yew Trees we take the health and safety of the children and staff very seriously, health and safety risk assessments are carried out regularly but other factors may contribute to a sudden death.

If the unfortunate incident of a sudden death of a child or adult occurs, the following steps would be taken:-

Every effort would be made to revive the casualty by a trained 1st Aider.

Contact emergency services immediately by asking for ambulance and police.

Any children in the area would be removed to minimise any trauma.

Manager/owner of the setting would notify the parents or next of kin informing them of the situation.

All relevant documentation would be completed.

Notify OFSTED (0300 123 1231).

Notify Somerset Local Safeguarding Somerset Direct Team (tel: 0300 123 2224).

Manager/supervisor would inform the other parents and staff not on duty.

Support would be offered to all staff and parents if required.

Review the circumstances of the incident and implement any necessary changes.

Complaints Procedure

If a parent/carer has an issue either involving their individual child or the Nursery as a whole, they should in the first instance raise the issue with their child's Key worker/Supervisor or Manager. If the parent feels unable or unwilling to raise the matter in this way they can approach Ofsted on 0300 1231231 or at Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

In the first instances every effort will be made to resolve any matters within the setting of the Nursery.

If a parent makes a formal complaint in writing or by e-mail and the complaint relates to one or more of the Seven Outcomes, it is now a mandatory requirement for the group to investigate the complaint, take any necessary action and the outcome of the findings be provided to the parent within 28 days.

Complaints record

The Nursery must make a written record of the complaint/s, any action taken and outcome and provide a summary on request to any parent and Ofsted. Records must be retained for 10 years from the date on which the record was made.

Complaints record should include information on:

The Outcome to which the complaint relates

The nature of the complaint

How you dealt with the complaint

Any actions you have taken or propose to take as a result of your findings

Whether the parent has been provided with an account of the findings, and any action taken, within 28 days of the date on which the complaint was made.

Safeguarding Policy **(HeidiBrook/Rebecca Taylor – Child Protection Advisors)**

Yew Trees Nursery works within the regulations set out by the 1989 Children's Act and will implement the fundamental principles of the Act. Every child has a right to protection from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of Parent (s), legal guardian (s), or any other person who has care of the child.

Yew Trees Nursery works towards creating an environment in which children are safe from abuse, in which any suspicion of abuse is promptly and appropriately responded to.

Child protection takes priority over confidentiality and relationship with the family.

Prevent abuse by means of good practice

Children will be encouraged to develop a sense of autonomy and independence, through our support in making choices and finding words to describe their own feelings and manageable ways of expressing them. This will enable our children to work towards resisting inappropriate approaches. The layout of the Nursery must enable constant supervision of all children at all times. Only staff members with a DBS check and the child's parents can assist children in the toilets.

Exclude known abusers

All employers are subject to a DBS check and 2 satisfactory references, and a permanent appointment will not be confirmed unless the management team are confident that the staff member can be entrusted with all of our children.

Training

Staff will be informed and trained appropriately to ensure that they recognise the symptoms or possible symptoms of neglect, physical, emotional and sexual abuse.

To respond to suspicions of abuse

Changes to a child's behaviour will be investigated.

High level concern or disclosure will be acted upon immediately.

Confidentiality is paramount. Suspicions should be shared only with those who need to know, i.e. key worker, parents/carers, a member of the management team.

Child Protection procedures to be followed, refer to 'What to do if you have a concern about a child in Somerset'.

Use your professional judgement, cross reference with the 'Thresholds Document' and discuss with the Safeguard Lead to identify the level of need.

If the need has reached level 4, contact Children's Safeguarding Lead's consultation line on 0300 123 3078.

If you feel the child is an immediate risk of harm please call the police on 999.

Records

Any evidence to be filed in the office in a secure place

Allegations against a member of staff, volunteer or student

If there is a concern in relation to an employee or volunteer who is alleged to have:

- a) Behaved in a way that has harmed a child, or may have harmed a child
- b) Possibly committed a criminal offence against or related to a child
- c) Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The Somerset Direct team will advise you of the process to follow and request that an 'Allegations

Reporting Form' is completed. If the concern relates to the immediate safety of a child then the Somerset Direct call advisers will transfer you to the duty social worker.

Action will be taken under this heading if allegations of child abuse/neglect are made against a member of staff or volunteer working at the group. Ofsted (tel:0300 123 1231) will be informed of any incidents within 14 days

Procedure

- a. The concern will be discussed with the parent/carer by the designated member of staff (**Heidi Brook or Rebecca Taylor**) or a Senior member of staff.
- b. Such discussions will be recorded and the parent/carer will have access to such records.
- c. The designated staff member will report the incident to their employer.
- d. The employer has a duty to contact The Somerset Direct Team on 0300 123 2224 for guidance and follow their advice.
- e. The employer will need to decide how far to discuss it with the accused, bearing in mind than an allegation of child abuse or neglect could lead to a criminal investigation, so they should not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse.
- f. The employer will need to decide whether to suspend the member of staff/volunteer pending Investigations, depending on information given by Social Care.
- g. If there appear to be any issues or concerns regarding the circumstances Children's Social Care and/or the police will be notified. The matter will also be reported to Ofsted (0300 123 1231) and the Local Authority Safeguarding Children Board (0300 123 2224).

Whistle Blowing

If a member of staff is suspected, seen or known to abuse a child at any time or in anyway, Child Protection Procedures must be followed. Statements must be taken from the witnesses and will be used in the investigation.

Failure to report suspected abuse could result in disciplinary action being taken. Anyone suspected of committing abuse of any kind will be suspended pending an investigation by the LSCB. However in some circumstances where it is clear that gross misconduct in relation to Child Protection Procedures is evident, then the employee will be dismissed under disciplinary and dismissal procedures

Confidentiality

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business (please refer to our Confidentiality Policy). However, if it becomes necessary to disclose information concerning a child and/or member of staff (if the allegation is made against a member/volunteer to an outside agency, the following procedure will be followed:-

- a. the consent of the parent/carer of that child and/or the consent of the staff member to the disclosure will be sort first (unless it is believed that obtaining such consent would place the child at risk of significant harm).
- b. if it is believed that obtaining such consent would place the child at risk of significant harm, the disclosures will be made without obtaining consent (bearing in mind the public interest in safeguarding the child's welfare overrides the need to keep information confidential).

PLEASE NOTE:

THERE ARE EXCEPTIONS TO THE ABOVE PROCEDURES. IF ANY CHILD IS THOUGHT TO BE IN IMMEDIATE DANGER, NURSERY STAFF WILL CONTACT LOCAL CHILDREN'S SOCIAL CARE OFFICES OR THE POLICE.

The Prevent Duty

Prevent is about safeguarding people and communities from the threat of terrorism. Prevent is part of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

In order to fulfil the Prevent Duty it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from radicalisation is seen as wider Yew Trees Nursery's wider safeguarding duty.

Yew Trees Nursery builds children's resilience to radicalization by promoting fundamental British values (see British Values policy).

Yew Trees Nursery understands that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff are alert to changes in children's behavior which could indicate that they may be in need of help or protection.

Attentional training – Management and room leaders have completed an E-learning course which is a programme provided by Channel. It focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. This e-learning course includes information on how Channel links to the Government's counter-terrorism strategy (CONTEST) through the Prevent strategy. It also provides guidelines on how to identify people who may be vulnerable to radicalisation and how to refer them to the Channel Programme.

For further advice:

- DfE – The Prevent Duty
- HM Government – Prevent Duty Guidance for England and Wales revised 16th July 2015.
- Prevent Referral Team – 01179 455 536. Email: channelsw@avonandsomerset.pnn.police.uk

Promoting British Values

Democracy: making decisions together. As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development.

The staff will encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands. Staff will support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development as part of the focus on managing feelings and behavior:

Staff will ensure that children understand their own and others' behavior and its consequences, and learn to distinguish right from wrong. Staff will collaborate with children to create the rules and the codes of behavior, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

Individual liberty: freedom for all as part of the focus on self-confidence and self-awareness and people and communities as cited in Personal Social and Emotional development and Understanding the World:

Children should develop a positive sense of themselves. Staff provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.

Staff will encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about transferring into Reception Class.

Mutual respect and tolerance: treat others as you want to be treated. As part of the focus on people and communities, managing feelings and behaviour and making relationships as cited in Personal Social and Emotional development and Understanding of the World:

Staff should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.

Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.

Staff encourage and explain the importance of tolerant behaviour such as sharing and respecting other's opinions.

Staff promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

Special Needs Policy

Aim

This policy should be seen in the context of equal opportunities. It is designed to promote inclusion for all the children, through differentiation of the curriculum (choosing the most appropriate ways to help each child to learn from a range of activities) and the graduated (step by step) response to planning for individual needs. The Special Educational Needs Coordinator for the setting is **Heidi Brook** and she is responsible for coordinating the day to day provision of education for children with SEN.

Support available within the setting for children with SEN

We will provide support through the graduated Approach of the Code of Practice for Special Educational Needs - Differentiation, Early Years Action, Early Years Action Plus and Statement. These individual arrangements for learning and teaching may include:

Extra adult time to assess, plan and review support.

Curriculum and teaching methods

Learning materials or equipment

Staff development and training

Grouping for teaching purposes

Additional human resources

Roles and responsibilities of various staff members

The manager is to work with staff to determine the settings general policy in regard to children with SEN.

The manager of the setting has responsibility for the day to day management of all aspects of the settings work including provision of children with SEN, and will work closely with the SENCO

The role of the SENCO is to take responsibility for the day to day operation of the groups SEN policy and to coordinate provision for children with SEN through Early Years Action/Action Plus, working closely with colleagues.

All staff will be involved in the development of the SEN policy and be fully aware of the procedures for identifying assessing and making provision for children with SEN

Liaison with parents is the responsibility of the Key worker

Environment and Practice

For all children we will:

Assess our environment and practice so we can plan to increase access for children with learning difficulties or disabilities.

For individual children we will;

Work in partnership with parents/carers to identify any barriers to the inclusion of their child that there might be in our environment or practice

Talk with the parent and child about what they want.

Discuss each child's strengths, preferred activities and any special educational needs or medical requirements on an individual basis with parents and relevant professionals.

Use observations to help us identify and assess children's needs and to plan and evaluate what we do to meet them.

Draw up and evaluate individual educational plans for children with SEN.

Review IEPs, involving parents and taking into account ascertainable wishes of the children

Procedures: reviewing, monitoring and evaluating the effectiveness of SEN provision for children

Through regular staff meetings, consultations with parents, Ofsted and other professionals we will:-

Ensure that all children are treated individually and are encouraged to take part in all areas of learning

Promote positive images of those with learning difficulties or disabilities

Identify any barriers to inclusion that there might be in our environment or practice

Procedures: Linking effectively with others on SEN issues and exchanging information

We will:

Explain to parents the importance of communication with others to enable planning to meet the children's needs

Gain permission from parents to pass on children's individual records

Liaise with other settings that a child may attend, and with their intended school, pass on children's individual records

Contact the relevant professionals with the parent's permission, for advice and support

Follow the information stipulated on Health Care Plans for children with medical needs.

Outdoor Policy

We aim to provide the children with a range of outdoor learning opportunities where they can explore and play and that offer appropriate physical challenges.

We will:-
Ensure outdoor areas and equipment are checked daily before use and remain safe and secure.
Staff are deployed in appropriate positions in order to monitor the children's safety and well-being.
Children must be supervised at all times and staff ratios adhered to.
A phone must be carried by a member of staff.
Children to be counted out and back in when using the outside areas.

Trampoline Policy

The weight limit for the trampoline is a maximum of twelve stone
The safety nets must always be used
No shoes allowed, all children must wear socks
Children that wear glasses must remove them before using the trampoline
Only 1 child of any age can use the trampoline at any one time
There must be a member of staff to supervise the trampoline at all times

Paddling Pool Policy

All children to be undressed in classroom (except for pants)
All children to have sun cream applied and to wear hats
The pool to be filled and made ready, towels fetched before children to go outside
Children to be toileted and led outside by at least 2 members of staff
One supervisor and one member of staff to monitor the pool at all times
Pool to be emptied immediately after use and stood on its side

Bouncy Castle Policy

All children must have shoes removed before going on the bouncy castle.
A maximum of 6 children on the castle at one time
A member of staff to supervise the bouncy castle at all times.

Sandpit Policy

Never let children climb on cover whilst not in use.
When removing cover, fold carefully as too many folds will cause creases and let water in.
When replacing the cover, ensure ALL bungees are secured correctly so that the wind cannot get underneath.
When using the cover, always ensure upturned bucket is left in the centre of the sandpit to prevent pooling of rain water. Should pooling of water occur, tip carefully to remove.

Outdoor Learning Policies

Fire Lighting Policy

Inform the children about the intentions of the activities, the procedures and safety awareness.

Fires only to be lit in designated area (fire pit in fenced off area of field).

Seating to be 1.5 metres away from fire.

Children are not to step into fire pit and are to remain seated on allocated boundary seating.

Ratios are four children to one adult but when lighting fire one child to one adult.

Only long matches to be used.

No lighting fuels or chemicals to be used.

No meat products to be cooked.

After each session the fire must be doused with water until completely extinguished.

Using Saws and Bill Hooks

Children to be informed and shown how to use tools safely in preparation for activity.

Child to stand away from blades when using tools.

Children to only use tools with a member of staff.

Ratio is one child to one adult.

Tools are to be stored in a locked cupboard.

Only one tool to be used at any time.

Tools to be returned to cupboard immediately after use.

Extreme Weather Policy

In the event of extreme weather conditions developing during a Forest School session e.g.

lightening or high winds. Staff to gather children together and return immediately to the Nursery.

Inform nursery of return.

Food Allergy Policy

Yew Trees Nursery is a peanut-free, tree-nut free and Fresh Egg establishment. At any point in time we have children who attend the nursery with allergies. These allergies include food allergies, asthma and other types of allergies. Allergic reactions may range from mild skin irritations to severe reactions during which the child may experience anaphylactic shock and even death.

Parent Responsibilities

All parents of children attending Yew Trees Nursery are responsible for:

Ensuring that their children do not bring any peanuts, other nuts or Fresh Eggs to Yew Trees in the meals/snacks that are provided from home.

Ensuring that any special birthday or holiday sweets/cakes/treats for sharing do not contain nuts or nut products.

Ensuring that their children are cleaned up (i.e. hands, face, clothing) before coming to Yew Trees so that allergic triggers are not brought in as accidental contamination.

Nursery Responsibilities

It is the responsibility of the nursery to:

Compile and store all relevant health and allergy information in a readily accessible location along with the Care Plan and current contact phone numbers.

Clearly display children's names and their allergies in the classrooms and dining areas.

Store prescription medication in clearly labeled containers, in the classrooms.

Take all allergy information and prescription medication on trips and outings.

Administer any necessary prescription medication in the event of an allergic reaction and call 999 or 112 if an Epi-pen has been administered.

Staff Responsibilities

It is the responsibility of Yew Trees staff to:

Make sure that they are aware of which children suffer from allergies and to which foods.

Make sure that they are familiar with the Care Plans applicable to any children in the classroom.

Ensure that children have brought in nut-free lunches and snacks.

Ensure that they do not personally consume nut products during lunch and snack times.

Parents of Children with Allergies

It is the responsibility of the parents to:

Identify in writing all of their child's allergies, providing written medical documentation, instructions and medications as directed by a physician and to provide a Care Plan.

Ensure that all emergency contact phone numbers are current at all times.

Excluded Food Products

Due to children attending Yew Trees Nursery that have severe allergies to NUTS and EGGS we have excluded the following items:

All Nuts and products containing nuts.

Fresh Eggs including products such as omelet, quiche, scotch eggs, picnic eggs, egg sandwiches and egg salads, Mayonnaise and Salad Cream

Student Placement Policy

Yew Trees Nursery recognises that the quality and variety of work that goes on in a nursery school makes it an ideal place for students on placement from child care courses. Students are welcomed into the nursery under the following conditions:

Nursery's responsibilities

We will ensure the student has a current CRB disclosure

We will take-up references (from college/training provider) if necessary

We will ensure that the student is made aware of emergency procedures

We will ensure that the student is provided with a copy of all relevant policies and procedures

We will co-operate with student's tutors to ensure that the student fulfils the requirements of their course of study

Student/volunteer's responsibilities

Be suitably dressed

Provide when requested a recommendation from a tutor or other formal documentation from course provider

Register in and out of the building as per instructions during their induction

Liaise with room supervisors and/or members of management

Familiarises themselves with the policies and procedures of the setting

ALWAYS approach a member of staff with any queries regarding the well-being of a child

Work within the confidentiality policy of the setting

Medication and first aid

A student should NOT under any circumstances administer medication to a child. Students should NOT administer first aid, unless in possession of a relevant and up-to-date first aid qualification and advised to do so by a member of staff.

Student ratios

Students on work placements will not normally be counted in staff ratios.

Fees Policy

Yew Trees Nursery operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. Opening times and hours for the setting are 7.00am to 6.30pm Monday to Friday, excluding Bank Holidays and one week during the Christmas period.

2017 FEES (Fees will incur an annual cost of living increase in September)

£5.00 per hour (all ages)

£2.40 per meal

£1.40 per snack (for Afterschool/Holiday club children)

£1.00 per breakfast

School transport Costs, per journey, per child:

Weare, East Brent - £2.35

Lympsham - £2.40

Axbridge, Wedmore - £2.45

Sexeys - £2.55

All parents can provide a packed lunch for the children if they do not want Yew Trees to provide meals. Yew Trees Nursery will reheat meals provided from home for children in the Baby unit only.

Full-time contracted children are entitled to two free week's holiday based on their contracted hours. Termly contracted children will be charged full fees every term week and are not charged for the holiday weeks (unless they choose to book in any extra hours care). The term dates are set in accordance with Somerset County Council.

Any absences due to sickness or unexplained absence will be charged at full fees as per contracted hours. Any long-term absence due to sickness will be dealt with by the Manager's discretion.

Additional Charges

Yew Trees charges a non-refundable registration fee which will be allocated against the first invoice.

Monthly Invoices

Invoices are produced to the last Friday of every month and are ready for collection in the child's drawer/bag by the following week. The invoice has a complete breakdown of how the parent has been charged and when the payment is due. Copies of invoices, statements etc. can be provided at a cost of 30p per document. A monthly email notification can be sent to the parent if requested detailing the date and invoice total as a reminder.

Payments should be made within two weeks of the date of invoice. Any late payments will incur a 2% interest charge. Payments can be made by cash, cheque (payable to Yew Trees Nursery), direct bank payment, credit/debit card – full details are stated on the invoice.

Non-payment of fees

Any unpaid debt will be forwarded to the Debt Collection Agency used by the Nursery after a reasonable amount of time and contact has been allowed for settlement.

Change of Contracted Hours/ Notice Period

One month's written notice to the Manager/Deputy Manager is required to cancel the contract with Yew Trees Nursery or to amend contracted hours.

Late collection/Early Drop-off

Late collections will be charged to the next quarter of an hour i.e. for a 5.00pm contracted finish time, a 5.10pm actual collection will incur charges to 5.15pm etc.

Early drop-offs will be charged to the previous quarter of an hour i.e. 8.00am contracted start time, a 7.50am actual drop off time will incur charges to 7.45am etc.

Childcare Vouchers

Yew Trees Nursery is registered with several Childcare Voucher schemes. Please contact the office for registration details.

Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the Tax Credits helpline on 0845 300 3900 or visit HM Revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits

School Collections.

Parents failing to notify us that a child will not require collecting from school will incur a £10.00 fine.

EARLY YEARS ENTITLEMENT (GRANT) FUNDED HOURS

The Government Early Years Entitlement can be claimed for children from the funding period after their 3rd birthday. The funding periods are as follows:

Autumn (1st September to 31st December) – 210 grant hours available
Spring (1st January to 31st March) – 165 grant hours available
Summer (1st April to 31st August) – 195 grant hours available

It is Yew Trees Nursery Policy that grant-funded hours cannot be transferred from one funding period to another and have to be used in the funding periods as stated above.

The minimum hours that can be claimed per day are 5 hours. The maximum that can be claimed per day is 10 hours. The total entitlement hours that can be claimed per week is 15 hours. Any child attending a second setting will split their hours between both settings. However parents can access a further 15 hours per week funding from the Government. Visit www.childcarechoices.gov.uk to find out how to claim. It is the parent's responsibility to check their eligibility for the additional 15 hours and to complete the necessary paperwork at the Nursery. Each funding period additional checks must be made by the parents.

The entitlement can be claimed during every week of the funding period i.e. during term and holiday weeks.

To claim the entitlement a copy of the child's birth certificate must be provided. Additional hours to the grant are charged at full fees. All meals are charged at full fees.

Grant hours are allocated during absences due to holiday or sickness.

TWO YEAR OLD ENTITLEMENT (GRANT) FUNDED HOURS

To claim for the two year old entitlement parents must approach their own doctor/health visitor who will advise them of the application process.

The Government Two Year Old Entitlement can be claimed for children from the funding period after their 2nd birthday once Yew Trees has received notification from Somerset County Council. The funding periods are as follows:

Autumn (1st September to 31st December) – 210 grant hours available
Spring (1st January to 31st March) – 165 grant hours available
Summer (1st April to 31st August) – 195 grant hours available

It is Yew Trees Nursery Policy that grant-funded hours cannot be transferred from one funding period to another and have to be used in the funding periods as stated above.

The minimum hours that can be claimed per day are 5 hours. The maximum that can be claimed per day is 10 hours. The total entitlement hours that can be claimed per week is 15 hours.

The entitlement can be claimed during every week of the funding period i.e. during term and holiday weeks.

To claim the entitlement a copy of the child's birth certificate must be provided. Additional hours to the grant are charged at full fees. All meals are charged at full fees. Grant hours are allocated during absences due to holiday or sickness.

