

## Little Rosie's Nursery School

# Policies and Procedures

August 2023

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#### **ADMISSIONS POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review:	Next Review: August 2024 By: Rosemary Kosta Notes:						

It is the policy of Little Rosie's to offer places in the Nursery setting on a first come basis without discrimination to nationality, creed, color, sex, race or disability, with siblings taking priority. Parents can make an enquiry via our website, by telephone or email. The Manager will advise parents on availability and arrange a private individual tour which lasts about 15-30 minutes. When the manager has finished the private tour, parents can complete a registration form on our website and the registration process would begin.

## **Acceptance Form and Deposit**

Upon receipt of the registration form, an offer will be given to parents regarding their child's place. Little Rosie's then require a non-refundable registration fee of £50 and a two-week deposit fee (refundable on the child's last month at the nursery) to the nursery. A confirmation letter will be sent via email to confirm the child's place at the nursery, as well as their sessions and expected start date. Should you wish your child to no longer attend Little Rosie's Nursery School, a month's notice is required, and the two-week deposit will be refundable to you. Please note that this deposit becomes non-refundable should you wish to terminate your child's place prior to providing a month's notice as required.

#### **Siblings**

Siblings are given priority at Little Rosie's and children are placed on a waiting list if there is no availability. Siblings are not guaranteed a place and unfortunately, we are not able to offer a session if the nursery is at full capacity.

#### **Sessions and Fees**

Little Rosie's require a minimum of 3 sessions in attendance to ensure continuity of care, as we feel children settle far quicker and therefore benefit more from their time at nursery. Children attending on the 15 Hour Funded Childcare Scheme who would like to attend extra top-up sessions are required to attend a minimum of 3 top-up sessions.

Once an offer has been given regarding a child's place, we are unable to accommodate swapping of your child's booked sessions from one day to another or refund a missed session. If available, you may book extra sessions if provided adequate notice.

Please note that if the nursery closes due to unforeseen circumstances (such as adverse weather conditions, teacher training days or advice from local borough), parents will be informed as soon as is reasonably possible. Little Rosie's Nursery School will not be liable for any losses or additional childcare costs you incur during these periods.

Our fees are chargeable monthly and calculated by the weeks that the nursery is open, which will be notified to you prior to your child commencing at the nursery. Little Rosie's reserves the right to review the fees at any time but will give you no less than one month's notice prior to the change taking effect.

#### **CURRICULUM POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: April 2020 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:		
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Little Rosie's is committed to providing a home-from-home environment where children learn to understand feelings, kindness, respect for one another and have the opportunity to develop both holistically and academically. We place a great emphasis on individuality, creativity, self-expression and teacher and child-led learning. We have created a curriculum that follows the Early Years Foundation Stage, in laying down the foundations for good manners, cultural diversity, knowledge and sociability.

Early Years Foundation Stage (Taken from the Statutory Framework for the Early Years Foundation Stage 2021)

The four principles should shape practice in Early Years settings. These are:

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through positive relationships.
- Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them build their learning over time. Children benefit from a strong partnership between practitioners and parents/carers.
- Importance of learning and development. Children develop and learn at different rates (The Characteristics of Effective Teaching and Learning Framework covers the education and care of all children in early years provision, including children with special educational needs and disability).
- The areas of learning and development: There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected:
  - Communication and Language
  - Personal, Social and Emotional Development
  - Physical Development
  - Literacy
  - Mathematics
  - Understanding the World
  - Expressive Arts and Design

Further information regarding the EYFS can be found at www.foundationyears.org.uk

At Little Rosie's, we use a daily schedule that sets out the routines in the morning and afternoon session throughout the nursery day. We have weekly planning on our topic of the week and implement learning objectives for the different age groups (2's and under and 3- to 4-year-olds), as well as adult-led focused activities that are evaluated each week.

We cover the Early Years Foundation stage in our planning and assessment and use an online learning journey through Tapestry, in order to document and track each child's learning and development. Each child has a designated key person and key group; however, all staff should know all of the children in the nursery, ensuring they have a strong bond to enhance their learning and fostering their relationships.

At the end of the academic year, each child receives a report (2-year-old check or summative assessment) which evaluates their learning and development throughout the year. A parent's evening is held in July to share and discuss this report with parents and carers, as well as the transition of going to big school for school leavers.

#### **SETTLING-IN POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
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When a child first arrives at Little Rosie's, it is an exciting and a brand-new experience for them. Children experience many transitions and all Little Rosie's staff are sensitive to the difficulties children may have whilst going through the settling in period and we will do all we can to facilitate a smooth settling in time. We like to work in partnership with parents and caters in ensuring that their child's arrival and continued stay at Little Rosie's is a happy time. Generally, in the time prior to a child joining Little Rosie's, parents and carers are actively encouraged to organize a one-hour settling in session on two separate days, so the child and parent/carer become familiar with the staff and nursery routine and parents/carers can ask any questions they may have. Whena child begins, we work in partnership with the parent/carer on how best to settle their child. Usually, a child may separate from their parent/carer and stay for the whole one-hour session and parents/carers are contacted via telephone if the child is not settling. Parents or carers can call the nursery at any time they wish, to check on their child and if they are settling-in happily.

The parents/carers and staff work together on settling the child into the nursery, however, to help, parents/carers may be asked to bring their child's favorite soft toy or comforter to support this transition. We may ask for a parent/carer to stay with their child for a while, if it is an easier process for the child. When a child has English as an additional language, we recommend parents/carers to bring in a list of words in his or her own language that will assist a child in settling in. We use a now and next visual timetable of photographs for the children, so they can see the next step in the day-to-day routine.

Children who are attending five mornings or full days tend to settle in quicker than children who aredoing fewer. We do insist on a minimum of three sessions to ensure continuity of care, as we feel children settle far quicker and therefore benefit more from their time at nursery.

When a child starts nursery, we are happy to receive phone calls or emails from parents/carers who are concerned about their child and are likely to feel upset at leaving their child in someone else's care. We will aim to alleviate these concerns, but if a child is very distressed and upset it is our policy to inform their parent/carer, thus giving the option to either call again after a short period or collect their child.

#### Crying

Every child is different and at Little Rosie's we understand that children cry when they are settling in and at other times (e.g. an accident). This is a normal reaction and typically only lasts for a short time after Mummy, Daddy or their Carer leaves during the settling in period. If a child does continue to cry or be upset, the parent or carer will be contacted. The nursery practitioner, nursery manager and parent/carer will work in partnership with a plan, should a child be finding it difficult to settle in. The manager may suggest that parents come in for a meeting to do an action plan should this be required. This may involve the child coming in for an hour or so a day and building the time up for the first few weeks. At Little Rosie's, we do this until the child feels secure in the environment and so he or she knows that Mummy, Daddy or their Carer will come back.

#### **Home Visits**

In conjunction with the Settling-in Nursery Policy, we will offer parents/carers the opportunity to have a home visit (subject to government guidance on COVID-19 guidance) with parental consent given. This will be an opportunity for the child's key person (accompanied by another member of staff) to visit the child in their own environment, where they feel most confident and secure. It is really important that the key person works in partnership with both the child and parent/carer, to ensure effective two-way communication.

#### During the home visit, we will:

- Introduce the Early Years Foundation Stage and how we use this in our nursery
- Discuss the nursery's routine and what opportunities are offered.
- Go through the nursery's settling-in and curriculum policies
- Ask the parent/carer for the child's likes/dislikes, details of any comforters, routines and specific needs and interests
- Spend some time playing with the child
- Give parents/carers the opportunity to ask questions and/or express any concerns
- We would not expect a home visit to last longer than 20 minutes maximum
- Staff will be conscious of the fact that they are guests in the families' home and will treat all families with a high level of respect and regard during the visit
- The staff will make their own way to and way back from the families' home and this will take place during normal working hours, usually prior to the beginning of a new term.

#### THE ROLE OF THE KEY PERSON POLICY

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At Little Rosie's, we believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well and who can meet their individual needs. A key person is a named member of staff assigned to an individual child to support their development and act as a key point of contact with the child's parents/carers. The key person system helps build and develop positive relationships with children and between parents, carers and staff.

#### Meeting the Requirements of the Early Years Foundation Stage (EYFS)

- Each child will be assigned a key person who will support them through the settling-in process in becoming familiar with the nursery routine and environment. The key person will help the child to feel confident and safe within this environment and develop a genuine bond with the child and their parents/carers. If a child does not bond with their assigned key person, this will be changed to a practitioner they develop a relationship with the best.
- The key person will meet the individual needs of each child and respond sensitively to their feelings, behavior and ideas.
- The sessions a child attends will be considered when assigning a key person.

#### The Key Person will:

- Actively build positive relationships with clear lines of communication between the children and their families.
- Observe and plan for children's likes, interests and individual needs.
- Ensure that children's physical needs are met sensitively.
- Develop a secure and trusting relationship by learning key words in a child's first language or acknowledge their sounds and gestures.
- Share the child's weekly observations with their parents/carers via Tapestry and value their written or verbal contributions.
- Support a child through transitional periods (e.g. changing settings, starting school or welcoming a new sibling) and during key milestone periods.
- Develop trust to enable children's independence.

## The Nursery will:

- Ensure that the child's key person is available during new situations, or at times of anxiety or illness.
- Provide regular support for key persons during staff meetings to ensure that there is time to reflect on issues or concerns of children and their families.
- Hold a parents evening meeting every year in July using an appointments system, to ensure that every family has time for discussions with their assigned key person.

#### **TRANSITIONS POLICY**

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Children experience many transitions throughout their early years and staff should be sensitive to the difficulties children may have whilst going through these transitions.

The following are transitions or changes that young children may experience:

- Starting nursery
- Starting Big School
- Moving between nurseries
- Changing carers (e.g. Nanny change)
- Moving from overseas
- A parent being away
- A new language
- Family breakdowns
- Moving home
- New siblings
- Illness
- Death of a family member
- Death of a family pet
- Family circumstances
- Abuse (any form)

Staff are trained to observe the children and as such, will be sensitive to any changes in their behavior and personality. We respectfully ask that parents inform us of any changes in the home environment that may have an impact on their child, so the manager and key person can be aware of the reasons behind any potential changes in the child's character. The manager would have a confidential meeting with the parent/carer should any of the above transitions alter a child's personality and behaviour.

#### **SCHOOL UNIFORM POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY					
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At Little Rosie's Nursery School, it is our school policy that all children wear school uniform when attending the nursery. Our School Uniform Policy is based on the principles that it:

- Promotes a sense of pride in the nursery school
- Engenders a sense of community and belonging towards the nursery
- Is practical and smart
- Identifies the children within the nursery school
- Is an important health and safety practice for when attending local outings and trips

Our school uniform in accessible to all parents and carers online at <u>School Uniform Direct</u>, as well as at their store branch in Fulham. The uniform can be accompanied with trousers, shorts or skirts and shoes of your choice and all uniform items should be labelled to prevent missing items.

#### **Girls and Boys**

- White polo t-shirt
- Navy Cardigan
- Drawstring Bag/ Backpack (optional)

#### **Human Rights Act and Equality Duties**

Little Rosie's will consider implications of the Human Rights Act and Anti-Discriminatory legislation when setting its policy for uniform. The nursery will be considerate of the needs of different cultures, races and religions. When accommodating religious requirements, the nursery will ensure these do not pose a threat to security, safety and learning, or compromise the well-being of the school community. The policy will not discriminate on the grounds of gender, race, disability, sexual orientation or belief.

#### PREPARING FOR BIG SCHOOL

THIS POLICY WILL BE REVIEWED ANNUALLY						
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Starting school is a huge transition, therefore at Little Rosie's we will do all we can to facilitate a smooth move for the children and parents. Many of the children will move onto schools where their siblings may attend.

We have a variety of methods that support this:

- We aim for the children to be as independent as possible going into Nursery or Reception class.
- All the children to be toilet trained where the individual needs dictate.
- All the children are to be toilet trained where their individual needs dictate.
- We encourage politeness, kindness and instill manners into the children.
- We encourage resilience and for the children to problem solve.
- We encourage respect and for the children to listen to each other's opinions and views.
- We teach the children to raise their hand.
- We implement circle time.
- We teach the children to greet peers and adults.
- We encourage resilience and for children to problem solve
- Little Rosie's will provide a variety of resources that relate to Nursery or Reception class in their future school, such as role play area set up as a classroom, books, photographs of all the schools the children may attend. This will help the children to become familiar with their class and will aid the transition and readiness.
- The key worker will initiate conversations with their key children, who are transitioning and
  discuss what they think may be different and what will be the same and all the fun activities
  they will do within Reception class. The Early Years practitioners will talk through any concerns
  the child may have and initiate activities and group discussions relating to any issues enabling
  these to be overcome.
- The Early Year's practitioners will read stories about Nursery/Reception class and big school.
- Older siblings can come to Little Rosie's to talk about going to big school and what to expect!
- On occasions school representatives can come and see their future students in action.
- Staff will have meetings with parents about their child and their transition to big school during parent's evening.
- Little Rosie's often sends all the children's Learning documents to their future school, or they are given to their parents/carers. This gives the child's future class teacher a good understanding of the child. This includes each area of the Early Years Foundation Stage, the child's level of their learning and development in all areas.
- We complete EYFS reports which are often sent to the child's future school to ensure the teacher is aware of the child's capabilities and to ensure a smooth transition into school.

#### **EQUALITY, DIVERSITY AND INCLUSION POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: April 2017 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:		
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Little Rosie's is committed to equality in terms of strategy, policy and practice. We will aim to address issues of accessibility as they arise and aim to ensure that all children and their families, together with members of staff, havean equality of opportunity and equality of access, being treated with equal concern. In addition, we aim to challengepositively all discrimination in terms of pregnancy/maternity, marriage/civil partnership, age, gender, race, sexual orientation, disability, gender reassignment, religion or belief.

Little Rosie's will make reasonable adjustments to help disabled people access the nursery. It will ensure that disabled people have the same access, as far as it is reasonable, to everything that is involved in the nursery as non-disabled persons. However, one of the obvious problems the nursery has is the layout of its building, all of which is old and does not have lifts. It is not hard to conclude that any child or adult with impaired mobility is going to be put at a disadvantage by these problems. Nor can these matters be remedied in any substantial way by reasonable adjustments by making major alterations to the nursery at prohibitive cost.

Little Rosie's expects all employees to treat everyone they come across with dignity and respect. Little Rosie's will include a requirement about behaving in line with equality law in every employee's terms of employment or other contract and will make it clear that breaches of equality law will be treated as disciplinary matters or breaches of contract.

The legal framework for this policy are:

- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1986
- Children Act 1989, 2006
- Children and Families Act 2014
- The Equality Act 2010
- Disability Discrimination Act 2005
- Special Educational Needs and Disability Act 2001
- Special Educational Needs and Disability Code of Practice 2014
- The Employment Act 2008
- Education Act 1996
- The Statutory Framework for the Early Years Foundation Stage

#### Little Rosie's is committed to:

Recruiting, selecting, training, and promoting individuals on the basis of occupational skills and
requirements. In this respect, the nursery will ensure that no job applicant or employee will
receive less favorable treatment on the grounds of age, sex, gender reassignment, disability,
marriage or civil partnership, race, religion or belief, sexual orientation and pregnancy or
maternity, which cannot be justified as being necessary for the safe and effective performance
of their work or training.

- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care.
- Striving to promote equal access to services and projects by taking practical steps (wherever
  possible and reasonable), such as ensuring access to people with additional needs and by
  producing materials in relevant languages and media for all children and their families.
- Offering equality and choice for all
- Access additional funding where necessary and available
- Ensure our admissions policy promotes equality for families
- Not discriminate against a family or prevent admission to the nursery on any grounds
- Provide opportunities for parents/carers to contribute to their child's care and education
- Challenge inappropriate attitudes and practices by staff, children, and parents/carers

Little Rosie's aims to encourage children to develop positive attitudes about themselves and other people. We will do this by:

- Listening to children and 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 recognize different learning styles.
- Providing play materials/resources and activities that demonstrate diversity of background and ability and help to develop positive attitudes to difference of race, culture, gender and ability.
- Providing a secure environment in which all children can flourish, and all contributions arevalued.
- Including and valuing the contribution of all families to our understanding of equality, inclusion, and diversity.
- Providing positive non-stereotypical information.
- Continually improving our knowledge and understanding of issues of equality, inclusion, and diversity.
- Regularly reviewing, monitoring, and evaluating the effectiveness of inclusive practices to ensure
  they promote, and value diversity and difference and that the policy is effective, and practices
  are non-discriminatory.
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by
  encouraging positive role models through the use of toys, imaginary play and activities,
  promoting non-stereotypical images and language.

#### **EQUAL OPPORTUNITIES/ UNDERSTANDING OF THE WORLD POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: April 2017 By: Rosemary Kosta Notes: Previously known as British Values						
Latest Review: August 2023 By: Rosemary Kosta Notes:						
Next Review: August 2024 By: Rosemary Kosta Notes:						

#### Aim:

Little Rosie's is committed to equal opportunities without exception. It is its intention that no actual user, whether child or adult, or member of staff will receive less favorable treatment on the grounds of ethnic origin, color, age, gender, disability, marital status or sexual orientation. Little Rosie's is committed to creating an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued, and children are engaged with the wider community. The nursery promotes multi-cultural and SEND (Special Educational Needs & Disabilities) through practitioners' awareness of opportunities to further children's experiences as they participate in their own culture, learn to extend knowledge of other communities, cultures and traditions and share and discuss practices, celebrations and experiences.

#### We aim to:

- Through effective planning of routines, grouping of children and provision of daily activities allchildren have access to all activities at a developmentally appropriate level as part of the EYFS(Early Years Foundation Stage).
- Strengthen, acknowledge, promote, and celebrate the child's positive sense of identity as a member of many different groups family, socio economic background, culture, linguistic group, race, and gender. It is our policy to enhance positive attitudes to human differences.
- To develop the child's social competence such as the ability to accept other people's opinions, express feelings appropriately, resolve conflicts with others, care for one's own needs, show concern for others.
- We will create an awareness of the different needs of others and encourage children to live harmoniously as caring members of todays' society in the nursery setting.
- Children should develop a positive sense of themselves. Staff can 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 colors, talking about their experiences, and learning.
- Give children skills and knowledge to understand and manage difficult situations.
- Learn to make safer choices.
- Learn to recognize, understand, and manage risks.
- Teach British values through the Early Years Framework.
- Broaden the child's cultural experiences and to develop respect and appreciation for differences among people – be it speech patterns, home, languages, appearance, lifestyle, topics, and ideas.
- Dispel development of prejudice, stereotyping and discrimination that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect, and tolerance for those with different faiths and beliefs.

- Staff should encourage and explain the importance of tolerant behavior such as sharing and respecting other's opinions.
- Promote a positive attitude to children with disabilities.
- Work in partnership with home and the setting to create effective and reciprocal relationships.
- Parents are welcome to present 'Show and Tell' and talk to the children about their culture, religion, occupation, language, family, or pets.
- To ensure the nursery has opportunities for all children to develop to their full potential. Work
  with external agencies to promote any areas and to give all staff and children equal
  opportunities.
- Work with people in our local and wider community.
- Provide information for parents, e.g. website, parents section, notices, newsletters, in other languages when written in English is inappropriate.
- Promote a positive attitude to children's physical appearance. We encourage the children to be aware of different colored skin, facial appearance e.g. glasses and hair using various multicultural resources as below.

#### Resources we will use:

- Concepts common to all cultures are valued and encouraged throughout the Nursery (e.g.music, cooking, songs, puppets, dolls, role play, puzzles, pictures, games, food and clothing).
- We will use visual timetable within the nursery to help children with the routine and language.
- We will use individual visual photographic timetables for children who require them.
- We promote British values within the nursery.
- We acknowledge a wide variety of religious and cultural festivals.
- Nursery materials reflect diversity in our world (e.g. cooking utensils, puzzles, general toys, puppets, games, dolls, non-fiction and fiction books, story CDs in various languages).
- Visual aids that portray people positively in a variety of roles and cultures. Differences are shown to be normal, familiar, acceptable, and useful.
- Both sexes are encouraged to use all areas and activities.
- Parental involvement- a parent can do 'Show & Tell' the children and present their hobby, culture or the job they do, read a story and bake with the children.
- Children are encouraged to express their feelings and opinions to their peers.
- Children are encouraged to problem solve and use their own initiative.
- Children are given responsibilities and encouraged to participate in all areas of learning.

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## **Cultural Capital:**

OFSTED'S definition of the 'cultural capital' in the Education Inspection Framework 2019 is the following:

"Cultural capital is the essential knowledge that children need to prepare them for their future success. It is aboutgiving children the best possible start to their early education. As part of making a judgement about the quality ofeducation, inspectors will consider how well leaders use the curriculum to enhance the experience and opportunities available to children, particularly the most disadvantaged.

Some children arrive at an Early Years setting with different experiences from others, in their learning and play. What a setting does, through the EYFS curriculum and interactions with practitioners, potentially makes all the

difference to children. It is the role of the setting to help the children experience the awe and wonder of the world in which they live, through the seven areas of learning."

At Little Rosie's, we embed Cultural Capital in our daily routine and our curriculum in the following ways:

- We want children to experience awe and be curious on a daily basis, so it is important that they have an inspirational environment at Little Rosie's, where children are encouraged to explore their imagination and wonder.
- Cover a range of topics and use formal language to expand their vocabulary.
- Extend language through focused activities, our learning resources, storytelling, arts and crafts, messyplay, mealtimes, circle time, singing, dancing, music, outdoor play, outings and many more ways.
- Eating together at mealtimes, where staff model how to sit at the table, use of cutlery, table manners andeating in a social environment.
- Children are encouraged to bring objects of interest/topic related or books from home to present duringcircle time.
- Parents are welcome to do show and tell presentations in covering topics such as occupations, hobbiesand cultural or religious celebrations.
- We provide visual timetables, short language, puppets, visual props, books and photographs for childrenwith English as an additional language to promote understanding of the daily routine.
- The children's interests are incorporated into our weekly planning

## **ILLNESSES POLICY**

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We have a full list of common childhood illnesses, please follow our policies below. All our exclusion periods are taken from the Health Protection Agency. If there happened to be an outbreak of a serious contagious ailment the Health Protection Agency and OFSTED would be informed.

Illness	Early Symptoms	Incubation Period	When Infectious	End of Exclusion Period
Chicken Pox	May be a slight fever, headache, nausea. Spotsappear on the 2nd day starting usually on the trunk.	14-21 days	From 1-2 days before the spots appear 7 days after the last spot appears	Not less than 5 days after the onset driedlesions are not infectious.
Conjunctivitis	Sore eyes inflamed withdischarge & watering.	See if child is unwell with it	Highly contagious spread by hand & objects touched.	After treatment has commenced.
Diarrhea & or vomiting	Very loose stools andwatery consistency.	48 hours	Contagious	48 hours from last episode of diarrhea & or vomiting.
German Measles (Rubella)	May be fever, sore throat, stiff neck & rash after 1 or 2 days, usually starts on face.	14-21 days	7 days before until atleast 5 days after appearance of rash.	5 days after the onsetof the rash.
Hand, Foot & Mouth  (Not related to foot & mouth)	Sudden onset of fever, sore throat, small grayish blisters in the mouth, whichmay also occur on the palms, fingers & soles.	3-5 days (usually)	A child with hand foot and mouth disease is highly contagious, which lasts around a weekafter symptoms begin.	It is normally safe to return to nursery once the symptoms have passed and any blistershave dried over. 48 hours off if blisters are open.
Head Lice	Itching of the head.	7-10 days from hatching and reproducing	Contagious until treated.	30 minutes after treatment.
Impetigo	Blisters spreading at the edges that are raised, thick, yellow crusts when they break.	4-10 days	Contagious spread byhand & objects touched.	Once skin has completely healed.
Measles	Cough cold, fever of chill. Sore eyes (photophobia) white spots in the mouth 1-2 days. After 3-4 days on face, neck and chest.	10-15 days	From pre-rash symptoms until at least 5 days after therash.	5 days after the appearance of the rash.

Ringworm	Round red areas with raised edges.	10-11 days	Contagious spread by scratching & material under fingernails.	24 hours after starting antibiotics.
Scarlet Fever	Sore throat, headache, fever, nausea and vomiting. After 12 to 48 hours the characteristic fine red rash develops (if you touch it, it feels like sandpaper).	1-7 days	Highly contagious and spread by contact.	24 hours after starting antibiotics.
Slapped Cheek Syndrome	High temperature (fever) of 38°C), although your dtb temperature will notusually rise above 38.5°C). Sore throat, headache, upset stomach, feeling tired, itchy skin. In many cases these symptoms do not occur or are so mild as to be barely noticeable.	N/A	During the first stage of symptoms, your child will be most contagious.	When the rash has appeared, children can come back to nursery after day 2 of this rash appearing.
Threadworm	Irritation around rectum at night.	10-11 days	Contagious, spread very rapidly by contact with clothing.	24 hours after treatment has commenced.
Whooping Cough (Pertussis)	Catarrhal stage with fever for one week before onset of paroxysmal cough, later with a whoop.	7-10 days	7 days before. Greatest in catarrhal stage, decreasing until 21 days after onset of paroxysmal cough.	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.
COVID-19 (Coronavir us)	High temperature, new and continuous cough, loss or change to sense of smell or taste	(Govt. guidelines)	Highly contagious	Follow NHS guidelines

We do ask for all parents to provide a doctor's note or a Hospital discharge note before their child will be allowed to return to Nursery after a child has had any contagious illness or where we fill it is in all the children's best interest.

## Temperatures (Please also note COVID Policy)

- If a child has a temperature of 38°C, the Manager/Deputy of nursery should be informed immediately.
- We always use a temperature monitoring chart.
- We call the parents immediately if the child's temperature has continued to rise after using the temperature monitoring chart, if the temperature has risen to 39°C, or if there has been a virus within the Nursery.
- The average temperature of a child is roughly between 36°C to 37.2°C, once it risesover 38°C; monitor it by plotting it on the temperature monitoring chart every 10 minutes. Be consistent with the ear you are monitoring (i.e. always use the right ear).
- Cool the child down with a damp cloth and by removing clothing.
- If you cannot reach the parent or emergency contact and the child's temperature is 40°C, and you are concerned about the child call 999.
- If a child overheats, they could get a febrile convulsion, call 999 immediately

#### **Vomiting and Diarrhea**

If a child vomits the parents should be informed immediately, as we do not want cross contamination across the nursery or a bug to spread. Keep the child as comfortable as possible and the child will be sent home immediately. The child cannot come back to nursery until 48 hours after the last bout of sickness. If a child has one bout of Diarrhea (liquid stools) the nursery manager is informed. If they have two bouts, then the parents must be called, and the child must go home immediately. Children cannot come to nursery for 48 hours after the last soft stool. On occasions parents become upset with the policy because it means 48 hours off nursery. Parents may say the child has eaten something the night before and does not have a bug. Unfortunately, the policy still applies. Parents are not always aware of the bugs going around and if the child is ill and at the nursery the whole nursery could have caught it by the end of a session. We rely on parent's honesty to maintain a healthy nursery.

#### **Skin Rashes**

If a child presents with a skin rash of any description, inform your manager or Deputy manager immediately. They will check the child's file for any information about allergies or eczema and so on. The parent and nursery manager will discuss whether the child should seek medical attention. If the nursery manager believes the child should seek medical attention, then the parent will be asked to come to the nursery and collect their child. A parent must provide written evidence of any non-contagious rashes. If there is any doubt call 999 immediately.

We take all our advice from the Health Protection Agency and the NHS.

## **Coughs and Colds**

If a child arrives at school with a streaming nose, hacking cough, tired, not wanting to join in and generally unwell, then the nursery manager should be informed, and they may ask parents to collect their child. Temperatures will be treated as above. If the cold is slight with a runny nose, children are generally allowed to stay. It does depend on how unwell the child feels and the judgement of the nursery manager.

#### Medical Policy and Procedures

- All medicines should be given to the manager or Deputy of nursery.
- The medicine must be prescribed by a doctor stating the dosage, child's name & DOB in English.
- Never accept medicine or creams of any description if they are not prescribed (the only exceptions to this are nappy barrier creams and teething gel)
- The medical form must be filled in when the parent is handing over the medicine and the parentmust sign.
- The manager or deputy of nursery must write on the medicine form when the medicine hasbeen administered to the child and a witness must observe this happening.
- The manager or deputy and witness must sign each time it is administered.
- Medicine must be stored where stated on the label otherwise where the parent has requested.
- We only give Calpol and Piriton if a parent has given consent for us to administer it to their childor there is another medical reason which we have both the doctor and parental consent.
- A parent must provide Little Rosie's with a hospital discharge note or a doctor's note to ensure the child is not contagious and healthy enough to come back to nursery.

## **Piriton**

- Piriton is not to be given to children unless parents have submitted consent and in exceptional circumstances.
- Exceptional circumstances are: A child has an insect bite at the park and has a severe reaction or reacts to unknown allergies. This judgement will be taken by the manager or deputy of nursery. If the decision is made to give Piriton then the parent must email or submit consent before the Piriton is given and sign the medicine form upon arrival at the nursery.
- Piriton must be always kept in the medicine cabinet in the office.
- The manager or deputy can only give Piriton. There must be a witness in attendance.

## Calpol and Ibuprofen

- Calpol, Ibuprofen or any other medicine used to reduce a child's fever, should NOT be administered to a
  child prior to attending nursery. Children who have been given medicine should not be brought into
  nursery, as they may be unwell and this is just hiding symptoms that could reappear once the medicine
  has worn off, which has then caused an impact on the child, other children and the staff.
- Calpol will only be administered if a parent has given consent on their child's registration form and the parent must be called prior to administering Calpol.
- Always check the child's medical form to ensure they are not allergic to Calpol
- Calpol is only to be administered if the child has had a temperature for longer than 20 minutes or in exceptional circumstances A child's temperature is extremely high, 39+ and the child is at risk of a febrile convulsion. This judgement will be taken by the nursery manager/deputy.
- The child's parent must be called or email for authorization, to ensure the child has not had Calpol at home
- Parents must authorize Calpol being given on the child's registration form
- The nursery manager or deputy can only administer Calpol with a witness present.
- Calpol must be always kept in the office in the medicine cabinet
- A parent/carer must still come and collect the child

#### **CORONAVIRUS (COVID-19) POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: June 2020 By: Rosemary Kosta Notes:						
Latest Review:	April 2023	Ву:	Rosemary Kosta	Notes:		
Next Review:	Ongoing	By:	Rosemary Kosta	Notes:		

#### Subject to change and reviewed in accordance with local government guidance

The guidelines of this policy are intended to assist in implementing precautionary measures to reduce the risk of COVID-19 disease in the nursery setting. Coronavirus (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical conditions are more likely to develop serious illness. The best way to slow the transmission of COVID-19 is to protect yourself and others from infection by washing hands regularly for 20 seconds or using alcohol-based hand sanitizer frequently. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Therefore, it is important to practice respiratory etiquette which includes coughing and sneezing into tissue or flexed elbow.

## Last updated: Tuesday 5th April 2022

From Monday, 21st February, the Government is removing the guidance for staff and students in most education and childcare settings to undertake twice-weekly asymptomatic testing.

From Thursday, 24th February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people – adults for at least 5 full days and children for 3 days after the day they took the test. Little Rosie's will continue to follow this guidance for anyone who tests positive for Covid 19.

From Thursday, 24th February, fully vaccinated close contacts and those aged under 18 to test daily for 7 days and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. Additionally, contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home.

For children and staff displaying Covid-19 symptoms (a new continuous cough, a high temperature and/or a loss of, or change in, your normal sense of taste or smell (anosmia)), we advise that they have a Lateral Flow Test (LFT) or PCR test; as the government advice is still that anyone who tests positive should isolate, we are asking all staff and children who test positive to isolate, where adults test negative on Days 5 and 6, then the isolation can end. Children can end isolation on Day 3.

We receive new advice from the Government, every week and we wanted to provide you with the practical information. We appreciate the material is long and involved, but we feel it is important you are as informed as possible, hopefully providing some reassurance to you. A full School risk assessment has been carried out and is updated when there are updates and can be found on the Parent's Portal.

The outlined measures will be reviewed and changed when required, following all Department for Education and Government guidelines in relation to Early Years Settings.

#### **Control Measures**

The set of actions for Early Years settings below are in line with the guidance provided by Public Health England and Department for Education:

#### <u>Attendance</u>

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Children and staff attending the nursery will have their temperature taken upon arrival.
- Staff and children should only attend the nursery when symptom free, have completed the required isolation period or received a negative COVID-19 test.
- Use of test booking portal system to book COVID-19 tests for staff suspected cases: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
- Parents will be informed of any confirmed cases of coronavirus via email and sign on main door.
   A confirmed case or outbreak will be reported to the Local Authority and Public Health England in line with government guidance and will require the group of children/staff within the setting at the time to self-isolate.

#### **Physical Distancing**

- Children will be organized in small groups with key workers throughout the day.
- Distancing during nap times, lunchtimes and activities will be facilitated.
- Care routines including mealtimes, nappy changing, and toileting will be conducted by keyworker using PPE as required.
- The use of communal internal areas e.g. buggy area will be restricted as much as possible.
- Emergency revision of Early Years Foundation Stage has been implemented to enable flexibility of ratios and qualifications of staff in correlation with social distancing measures.
- Only parents who are symptom free and have completed the required isolation period will beable to drop and collect their child from the setting.
- A limit of 1 parent per family will be permitted to drop and collect their child from the setting.
- Arrangement of drop off and collection of your child will only be permitted from the mainnursery entrance.
- Any parent/carer that is dropping off or collecting a child must maintain physical distancing in asafe manner

PPE will be worn in general teaching wherever a member of staff cannot practice social distancing.

#### Hand washing

- All children and staff must wash their hands upon arrival at nursery.
- Children and staff will be encouraged to wash their hands throughout the day for at least 20seconds.
- Use hand sanitizer gel if soap and water are not available.

#### Clothing

- All children and staff will be required to wear indoor shoes at all times within the setting.
- If possible, children should only use waterproof, wipeable bags to bring into setting.
- All children's belongings need to be clearly labelled with their name as well as having sufficientspare clothes.

## **Working in Partnership with Parents**

• All forms of communication will primarily take place through Tapestry, as a result of COVID-19 and the current social distancing measures.

#### Travel

Wherever possible parents/carers and staff are encouraged to travel to the nursery alone, using their own transport e.g. walking, cycling or driving. If public transport is necessary, current guidelines on the use of public transport must be followed.

#### **Drop Off and Collection of Children**

#### Morning Session Arrival/Collection

- To stagger the arrival of children to the nursery we will open main entrance between the hours
  of 8am-8:30am. All children must be dropped off between this time to minimize contact with
  parents/carers throughout the morning.
- A member of staff will be at the nursery entrance and will support your child with going up the stairs and putting away belongings on peg.
- For collection of children attending the morning session, this will be between 12.30pm 12.45pm. A member of staff will bring your child downstairs to the main nursery door.

## Afternoon Session Arrival/Collection

- To stagger the arrival of children to the nursery in the afternoon we will open the main nursery doors between 1.15pm-1.30pm. All children must be dropped off between this time to minimize contact with parents/carers throughout the afternoon.
- A member of staff will be at the nursery entrance and will support your child with going up the stairs and putting away belongings on peg.
- For collection of children attending the afternoon session this will be between 5.30pm 5:45pm.
- A member of staff will bring your child downstairs to the main nursery entrance.

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: February 2019 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:		
Next Review:	August 2024	By:	Rosemary Kosta	Notes:		

At Little Rosie's we strongly recommend that children are vaccinated in accordance with the government's health policy and their age. We ask parents to record information about immunisation on the child's registration form and we ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents and carers in the best way possible. Little Rosie's does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

As a Healthy Early Years London setting, we want to ensure that we promote the health and well-being of the whole nursery setting through encouraging parents/carers to immunise children and byproviding consistent messages to children, parents/carers and staff.

Immunisation is the safest way of protecting children against serious diseases. Some diseases can kill children or cause lasting damage to their health. Immunisation prepares children's bodies to fight off diseases if they come into contact with them. We are aware that these has recently been a drop in thenumber of children being immunised which has caused outbreaks of some diseases. The low uptake of childhood immunisation has led to more children suffering from vaccine preventable diseases, such as measles, mumps, whooping cough and polio.

We confidently approach parents and carers about children's immunisation status. If a child is not immunised, we encourage parents or carers to go to their GP of talk to their health visitor to find outmore about immunisations. There is also information available for parents and carers, including information on what immunisations are given and when on the nursery's leaflet board, as well as on https://www.nhs.uk/conditions/vaccinations/nhs-vaccinations-and-when-to-have-them/

Little Rosie's Nursery School is confident to share key messages to parents and carers about immunisations, such as:

- How immunisations save lives
- The importance of making sure babies are protected as early as possible
- How it is never too late to have a child immunised, even if a child has missed an immunisationand is older than the recommended ages
- How vaccines are quick, safe and extremely effective. It is common for children to have someredness, a rash or swelling where the needle goes in, which should only last about a day
- How the Measles, Mumps and Rubella (MMR) vaccine does not cause autism
- How when a child is immunised, it helps to protect the whole community, which is importantbecause some children with medical conditions or allergies cannot have certain vaccines

The nursery also offers information and advice for parents and carers in preparing children forvaccination injections.

Little Rosie's have a procedure in place for checking and recording children's immunisation status upon registering at the nursery. Parents and carers are required to state which immunisations the child has had upon completing the registration form. The nursery understands that it is very important to maintain and keep an up-to-date record of children's immunisation status. Some children at Little Rosie's might be at a higher risk of exposure to infectious diseases due to contact with more children

and adults than children at home. Keeping a current record of all the children's immunisation status helps the nursery to quickly identify which parents/carers need to be informed if there is an outbreak of a specific disease.

#### **ACCIDENT AND INJURY POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: April 2017 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:		
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:		

#### **Cuts and Bruises**

- When a child enters the nursery with a bruise or cut or any other visual injury it must be recorded on the 'Pre-Existing Injury Form'. A child who is old enough can explain to their key teacher how it happened, and the teacher will document it. A parent or carer must sign the form once they have described how the injury happened (not in ear shot of the child).
- If a child bumps a part of his or her body below the head at nursery, place a cool compress on the area.
- If the wound presents itself as a cut and the skin is split and bleeding, a cold-water compress should be applied.
- Plasters can only be used if a parent has consented, and the child has no known allergies to plasters.
- All accidents which occur at Little Rosie's must be recorded on an accident/incident form and signed by parents or carers upon collection; this is very important.

#### **Head Injury**

- The child's parents are always called with any bump or injury to the head or face and parents can come to see the bump/injury if they want to or take their child to the Doctor.
- All accidents should be documented on an accident sheet and the parent should sign it on collection. If a carer is collecting, the nursery manager or deputy must have spoken to the parent regarding the accident.
- It is very important that any form is given to the parent or carer on collection.
- If a child bumps his/her head and becomes delirious or unconscious, the manager or deputy of Nursery will call 999; the parents to be informed immediately.
- Any bump to the head needs to be monitored for signs of concussion (Dilated pupils, sickness, blurred vision and confusion). If the child has any of these signs call 999.
- OFSTED should be notified if a child is in hospital over 24 hours.
- A child can wear a Mr. Bump sticker and must inform any other practitioners about the head
  injury if they are doing a hand over of the child (e.g. if you must leave for lunch, prep or they
  are going home).
- Parents/carers must sign and take home a Head Injury Recognition Form, on how to monitor their child and signs to look for following a head injury

#### Unseen accidents/incident

Children may have an accident or incident that is not seen by a teacher.

- If a child says they have hurt themselves and it was not witnessed, treat them the same wayyou would if you had witnessed the accident. Find out where it hurts and treat with first aid.
- If it is an accident to the head, inform your manager and treat it as you would any bump to the head.

• Fill out an unseen incident report (not an accident report) stating the time, what the child sayshappened and how you treated it.

#### **Serious Accidents**

- Inform your manager immediately, the manager or Deputy will call 999 and a senior member of the team would call the child's parents.
- Comfort the child and apply first aid.
- Make sure the other children are moved away.
- When the ambulance arrives, inform the paramedics about the accident, ask which hospitalthey are going to (to let parents know).
- The practitioner who the child is most comfortable with should go with the child to hospital ifthe parent or carer has not arrived at the nursery.
- The child's file should go with them in the ambulance as it has relevant medical information onit.
- The practitioner should take a mobile phone and an oyster card to get back to school on thebus.
- The practitioner will stay with the child until the parent arrives at the hospital.
- The practitioner will be responsible for taking the child's file back to nursery. The practitioner is responsible for informing the manager of any progress.
- The manager will call the parents to find out how the child is.
- A report must be written of what happened; place, time, ratios, witness, who was involved andwhat was said by the practitioner/manager or relevant senior member of staff.
- If it is an extremely serious accident, whereby a child has to stay in hospital for over 24 hours, OFSTED will be notified.

#### Accidents at the Park or on a Trip

- The most senior practitioner at the park or on the trip must assess the accident or injury.
- Apply first aid (First Aid packs are taken to the park and trips).
- If the accident happens at a local park the practitioner must call the manager to go to the parkunless it is serious then call 999 immediately.
- The child must stay at the park with the practitioner and staff must wait for assistance if theinjury could lead to a hospital visit.
- Notify the trip outings office of the accident (e.g. Museum, Post Office).
- The nursery must be informed, and they or a senior member of staff will contact the parents.
- Keep the manager informed always.

#### FOOD AND NUTRITION POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY						
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Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:		
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:		

#### Aim

Little Rosie's aim to provide a well-balanced, nutritious and varied diet for the children.

#### **Procedures**

We will use the following procedures to promote healthy eating based upon recommendations in the Early Years Foundation Stage Framework and guidance from the Children's Food Trust and the Healthy Early Years.

Morning Snack Time: 9:30am

**Lunch Time:** 11:30am

Afternoon Snack Time: 2:30pm

Tea time: 4:30pm

#### **Food and Drink Provision**

- Drinking water is provided and available for the children to drink at any time in the nursery.
   Staff must verbally offer all children water on a regular basis. Children under 3 years are visually shown a cup of water on a regular basis and are offered a cup of water in case they do not understand what the practitioner is saying. Water is also provided at lunch and snack time.
- We have fresh drinking water constantly available for the children. We inform the children
  about how to obtain the water and they can either help themselves or ask for water at any time
  during the session/day.
- Whole milk and water are provided at snack time.
- Visual pictures may also be used to show the children.
- We provide children with a tasty, nutritionally balanced, varied diet and will meet the children's individual dietary needs.
- The menu will include a variety of foods from the four main food groups: meat, fish and proteinalternatives; dairy foods; grains, cereals and starch vegetable and fruit.
- We have a vegetarian option for meals containing meat and each food competent is labelled according to their designated food group.
- Menus are on a 2-week rotation and are planned prior to the start of a new term.
- We have an international Food Menu for each week, that reflects a different country.
- Healthy and nutritious meals are planned every term these may be changed if the relevant food is not available or if the menu is not working well for the children.
- Menus can be adapted to cater for special dietary requirements where possible (e.g. vegetarian, wheat free or dairy free).
- No nuts allowed on the premises under any circumstances.
- A variety of crudities, fruit, rice cakes, breadsticks and crackers are provided for all children.
- If at any time any of the child's dietary needs change, parents must inform Little Rosie's in writing/via email.
- A meeting would be held with a child's parent who has many severe dietary requirements.

#### **Mealtimes**

We work in partnership with parents to ensure that the medical, cultural and dietary needs of childrenare met. We help the children to learn about a range of food, and of cultural approaches to mealtimes and eating, and to respect the differences among them. Mealtimes and snack times are a time for the children to enjoy varied nutritious meals, learn manners and when appropriate have conversations withour friends and practitioners. We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves. Cultural differences will be respected always. Staff will be aware of and respect the ways different cultures traditionally eat (e.g. using fingers, cutlery or chopsticks).

#### **Procedures**

- Each child will wash their hands before meals.
- Children are encouraged to sit on a chair at the table for the duration of lunch, snack and teatimes.
- Each child will be encouraged to hold appropriate cutlery at every meal.
- All practitioners are to encourage the children to put the fork into the food with one hand and use their knife to cut in a sawing motion with the other hand.
- The children will be encouraged to help themselves, serve their friends and take empty plates to the food bucket when it is safe to do so. Fresh water is served with each meal and children are encouraged to serve themselves where possible.
- Staff must wear food gloves to serve food. All tablecloths must be sprayed with antibacterial spray after any snack or meal.
- Children are to help themselves to snacks and fruit. They can place their snack on a plate or bowl provided.
- Fruit after meals must be presented on platters and the children can pick the fruit, they want by themselves. Staff are to wipe the tablecloth clean after lunch and each child will have a plate or bowl to place their fruit in.
- We encourage small portions sizes on child sized plates. It is better for children to ask for seconds than to serve them too much.
- If the children finish their food, they may be provided with a second helping of their main course if they ask for it. This is followed by a fruit salad which is always given, whether they finish their meal or not.
- If a child does not eat their meal because they have fallen asleep practitioners will take the child to the quite area and must be offered their meal when they wake up.
- If a child is repeatedly refusing to eat or being fussy, it is the practitioner's responsibility to communicate with parents and thereafter discuss with the nursery manager. The parents, nursery manager and practitioner will work together to decide a plan of action if necessary.
- A child would not go without any food, unless they have chosen or completely refused not to eat at all.
- If a child spills their drink or food, they are encouraged to help the practitioner to wipe the spillage.
- In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the nursery, we will inform OFSTED as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

#### **Celebrations and Special Occasions**

#### Birthday cakes

- We will sometimes celebrate special occasions, such as birthdays, with the occasional treat of food such as cake or biscuits. These will be given as a dessert following mealtimes to prevent tooth decay and not spoil the child's appetite. At lunch or tea time, we will sing "Happy Birthday" to the child and a very small portion of the birthday cake will be given.
- We do allow parents/carers to bring in cakes on special occasions. We ensure that all food brought in from parents meets our health and safety requirements and ingredients that are listed with the Food Information for Consumers (FIR) 2014 and detailed in the allergens policy and procedure.
- Any food that is brought into the settings by parents/carers <u>MUST</u> clearly show ingredients and allergens
  and nuts/peanut butter are not allowed on the premises under any circumstance. Vigilance is to be
  exercised with any food coming into the nursery and unless it is stated that the product is 'nut free', it will
  NOT be allowed in the nursery.

#### **Learning opportunities**

- We promote healthy living through our play activities.
- We will include opportunities to learn about food related topics (such as seasons, healthy eating, growing, life cycle and cooking) through role play activities, puzzles, storytelling, songs and games and the parents' participation.
- Parents, carers, and staff will be encouraged to share cultural or religious food practices as part of learning activities for instance recipes, special foods or meal traditions.

## **Breastfeeding**

Little Rosie's is Breastfeeding welcome. Breastmilk is the ideal source of nutrition for infants for at least the first year of life. Parents are welcome to breastfeed (or express breastmilk), and a secluded space will be provided, if required. We can direct mothers to where they can access further breastfeeding support.

#### **ALLERGIES AND ALLERGIC REACTIONS POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review: August 2024 By: Rosemary Kosta Notes:							

- Before a child starts to attend the nursery, we find out from parents their children's dietary
  needs, including any allergies. Parents are to notify the nursery of any intolerance or allergies
  achild has in writing. Parents should write clear lists of what their child cannot eat.
- Parents may be asked to have a meeting with the nursery manager to discuss alternative menus. We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and their parents' wishes.
- The Manager/Deputy of nursery is responsible at the beginning of each term to check each individual child's file for any changes in dietary requirements.
- There is a list of the children with allergies in the kitchen area.
- All severe allergies are to be in **RED**, highlighted and very clearly written with a photograph.
- All children with allergies should be allocated to the end of one table all together.
- Children with a fruit allergy must have their fruit presented on a separate plate to avoid cross contamination from staff gloves.
- The staff work in partnership in communicating dietary needs regarding the children and checking if they are unsure against the dietary chart. The practitioners are responsible for ensuring the right food is given over mealtimes. The nursery manager is responsible for ensuring the dietary charts are updated as soon as any parent has informed us of any changes.
- Any child who has prescribed Piriton and/or Epi-pens in nursery must have them prescribed bya doctor.
- The dates on Epi- pens must be checked on a regular basis and parents sign approximately a month prior to them expiring. Once a parent has brought in a new one the old one is returned to the parent to dispose of.
- If a child has a mild reaction, the nursery Manager/Deputy is notified, and they will give the child Piriton or their medication immediately. The nursery manager will also call the parent.
- If a child with an existing allergy has a severe reaction, then they must be given their own Epipen immediately and Call 999.
- If a child has a suspected mild allergic reaction, the nursery manager is notified, and they will
  call the parents to alert them and administer Piriton. If a new food gives the child a severe
  allergy and the mouth or throat area becomes swollen, then their own Epi pen must be used.
  Achild should be placed in the recovery position to ensure their airway is kept clear and 999
  called.
- A child's Epi pen must not be used on another child.
- It is a parent/guardian's responsibility to ensure their child's dietary and medical information is kept up to date by informing Little Rosie's of any changes.
- We give parents guidance on healthy suggestions for packed lunches and snacks.

#### **ORAL HEALTH POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: April 2020 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:		
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:		

Little Rosie's strives to raise awareness of the importance of good oral health for children. It is a key part of children's development and future health and well-being and therefore, we are committed topromoting good oral health within the nursery.

## **Food and Snacks**

- Snacks provided for the children will be tooth friendly
- Tooth friendly snacks will be a selection of fruit for morning and afternoon snack and a fruit salad for dessert following lunch.
- Any food containing sugar (e.g. birthday cakes brought into nursery by children) will be restricted to mealtimes only
- Food will be provided or supervised by staff only, in accordance with nursery oral health andfood policies.

#### **Drinks**

- Milk and water only will be offered to children as drinks throughout the day
- No fizzy drinks or juice will be provided at Little Rosie's.
- Little Rosie's does not provide feeding from bottles. We use beakers and open cups.

## **Toothbrushing at Home**

- Parents and carers will be encouraged to continue and promote regular toothbrushingroutines at home
- Parents can access information and advice about toothbrushing and oral health from staff atnursery

#### **Parents**

- Parents will be asked to provide details of the family dentist as well as doctor on enrollment
- Parents will be provided with an information point, which will include information on oralhealth

#### **Children**

- Oral health will be included in nursery work and learning opportunities.
- Oral health will feature as a theme at the nursery (e.g. dental small world, stories, songs, poems, art and trips to the local dentist)
- Good oral hygiene will be encouraged at all times

#### Staff

- Staff will be involved in the development and implementation of an oral health policy.
- Appropriate training and information about relevant resources will be available to staff
- Where possible, any medicines given should be sugar-free.

#### PHYSICAL ACTIVITY POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: February 2019 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:		
Next Review:	August 2024	By:	Rosemary Kosta	Notes:	_	

As a Healthy Early Years London Setting, Little Rosie's wants to ensure that we promote the health and well-beingof the whole setting community through encouraging physical activity and providing consistent messages to children, parents/carers and staff.

Little Rosie's is aware that children of all ages should be active. Being active is important for children under five years, because it helps them to build and maintain a good level of health; physical activity is critical to optimal growth and development. Children under five years need time to play and master their physical environment andfundamental movement skills; the early years are also an important time to establish habits relating to physical activity.

The Chief Medical Office provides guidance on how much physical activity children under five years should bedoing:

#### Physical Activity Guidelines for Infants (under 5s) Who Are Not Yet Walking:

- 1. Physical activity should be encouraged from birth, particularly through floor-based play and water-basedactivities in safe environments.
- 2. All under 5s should minimize the amount of time spent being inactive/sedentary (being restrained for example in walking aids or baby bouncers or sitting for example in infant carriers or seats) for extended periods (except time spent sleeping).

#### Physical Activity Guidelines for Infants (under 5s) Who Are Capable of Walking:

- 1. Children of pre-school age who are capable of walking unaided should be physically active for at least 180minutes (3 hours), spread throughout the day (most UK children currently spend 120-150 minutes a day being physically active, so achieving this guideline means adding another 30-60 minutes each day).
- 2. All under 5s should minimize the amount of time being spent sedentary (being inactive, restrained or sitting) for extended periods (except time spent sleeping) by reducing screen time (e.g. watching tv, using a computer, tablet or smart phone) and reducing time spent in a pushchair or car seat.

## **Physical Activity Programme**

Little Rosie's planning for both indoor and outdoor physical activities is based on the Early Years Foundation Stage. Each programme of activity supporting physical development is planned, reviewed and evaluated on a regular basis.

For children who cannot yet walk, Little Rosie's plan opportunities for them to move freely on their tummy or back, such as through exploring treasury baskets, tummy activities and indoor soft play to encourage the child to reach and grasp resources. For children who are capable of walking, the nursery provides free space to move andplay imaginatively both indoors and outdoors.

Little Rosie's provides opportunities to access and facilitate play, such as climbing frames and play equipment in the local park that is accessed daily, parachute games for both indoor and outdoor play, as well as lead structuredactivities that encourage movement such as circle games, action songs and local nature walks.

The nursery has a supportive environment and endeavors to provide an environment, which promotes physical activity throughout each day including travel to and from the nursery setting. Little Rosie's ensures that outdoor activities are planned, and children can access these on a daily basis. Little Rosie's provides daily access to the localpark in exploring outdoor play and provides opportunities for free flow play throughout the daily schedule. For non-walking children, the nursery uses soft materials and learning resources to create an active, stimulating and safe environment.

Little Rosie's think sensibly about health and safety and are aware that in order for children to learn about managing risks associated with physical activity, we need to offer stimulating and challenging environments; through these environments, children are supported to explore and develop their own abilities and understanding. Alongside this, Little Rosie's aim to manage the level of risk so that children are not exposed to unacceptable dangers. We conduct risk assessments and establish suitable arrangements for off-site visits to encourage childrenand their families to take advantage of the range of physical activities available within the local community.

The nursery minimizes the amount of time children spend being sedentary for extended periods (except time spent sleeping). In the Early Years, spending time sedentary (being inactive, restrained or sitting) limits the opportunities that children have to move. Sedentary behavior is any low-level energy activity that takes place whilst sitting or lying down. We avoid using restraining equipment (such as buggies and chairs) for long periods oftime, unless for reasons of safety. We do not use sitting devices at the nursery. Children are only required to sit when eating. We interact regularly with every child to encourage movement.

At Little Rosie's, we ensure to provide suitable physical activities for all. All of the children at Little Rosie's, including those with special educational needs and disabilities (SEND) are entitled to a comprehensive programmeof physical activity opportunities that allows all children to improve their skills of co-ordination, manipulation, control and movement and to develop positive attitudes towards physical activities including sports. Our provisionis also fully inclusive of children from different cultures and religions. All staff are aware of the need to be sensitive individual beliefs about what is acceptable in relation to physical activity.

Staff are confident in giving out advice to parents and carers in relation to families adopting healthy lifestyles and being physically active. We encourage parents to walk, scoot or cycle with their children for part or all the way to the nursery setting. We facilitate this by providing somewhere safe to leave bicycles or scooters. Little Rosie's regularly promotes/holds special events for the children, which promote physical activity, such as different ways oftraveling to nursery, obstacle courses both indoors and outdoors, stay and play sessions, under 2s sports picnic and sports day.

The nursery has developed a range of local outings that the children can walk to. This supports children's and families' knowledge of places of interest in the local environment that are within walking distance. These includeoutings to the local supermarket, park, library, market and fire station.

Little Rosie's promotes a range of information workshops, activities and parenting programmes that support parent's understanding of the importance of being physically active and on children's development. These includeparenting programmes such as stay and play sessions and information on physical activity tips, as well as physical activity leaflets.

#### **ACTIVE TRAVEL POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: April 2020 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:		
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:		

It is our aim, as a healthy nursery, to promote and facilitate active travel to and from the nursery for improvedphysical and emotional well-being and cleaner air around our setting.

At Little Rosie's, we promote and facilitate active travel to and from the nursery by encouraging staff, children and their parents to walk, scoot, cycle or take public transport to school wherever possible. For those unable to walk, cycle or scoot their whole journey to and from the nursery, we encourage the use of public transport car share andpark and stride.

#### **Benefits of Active Travel**

- Improves mental health, leading to improved attendance and academic success
- Improves physical health, helping children to achieve the recommended minimum of 60 minutes ofphysical activity per day
- Promotes independence and improves road safety awareness
- Reduces congestion and noise within the local community
- Improves air quality around the nursery

#### Parents and Children

To create a positive experience for everybody concerned with active travel, we expect our children and parents to:

- Behave in a sensible, safe and respectable manner and to be considerate of the needs of others whentraveling
- Use lights and high-visibility clothing where appropriate and consider wearing a cycle/ scooter helmet
- Check that their bicycle of scooter is roadworthy and well-maintained
- Follow the rules of the road (Highway Code) when traveling

#### **Parents and Carers**

For the well-being of our children, we expect parents/carers to:

- Encourage their child to travel actively to school
- Consider walking, cycling or scooting with their child
- Encourage their child to take up opportunities to develop their confidence and competence in walking, cycling and scooting
- Provide their child with appropriate safety equipment which may include high-visibility clothing, lights,cycle/scooter helmet and lock
- Ensure that bicycles and scooters used for travel to school are roadworthy and well-maintained

Parents and carers are reminded that they are responsible for the safety of their child on the journey to and from nursery.

#### **HEALTH AND SAFETY POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created: April 2017 By: Rosemary Kosta Notes:					
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:	
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:	

#### **Policy**

It is our aim at Little Rosie's to comply with all relevant Health & Safety legislations and regulations and to provide a clean and healthy nursery.

All staff must be aware of and abide by the Health and Safety Policy. The policy is available to parentson the parent portal and parent's notice board.

#### Food safety and hygiene

- All our staff who are involved in the preparation and handling of food have received training infood hygiene.
- Food preparation areas are cleaned before and after use.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children are not allowed to enter the kitchen area.
- Staff will ensure children follow hygiene practices including washing hands before meals and cleaning up after meals.
- We notify OFSTED of any food poisoning affecting two or more children looked after on the premises soon as is reasonably practicable, but in any event within 14 days of the incident.
- We notify the HPA, should there be a breakout of food poisoning

#### Promoting Healthy Lifestyle

- We will have information on local and national health campaigns available to allparents/carers on our leaflet display
- We provide resources, books and leaflets on topics such as oral health, healthy cooking andhealthy eating.
- We encourage and promote breastfeeding within our setting and can provide facilities forbreastfeeding mothers.
- We will encourage active play sessions and active movement at the setting through outdoorplay and games.
- The children explore outdoor play in the local park (Emslie Horniman Pleasance Park) twice a day, once in the morning and once in the afternoon.

#### **MANUAL HANDLING POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY						
Created: April 2017 By: Rosemary Kosta Notes:						
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:		
Next Review:	August 2024	By:	Rosemary Kosta	Notes:		

To comply with Occupational Health and Safety Act 1991, which requires the nursery to follow the guidelines set out in this legislation.

Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, holding or restraining anyobject or person.

Procedures for managing and monitoring safe manual handling:

- Staff are encouraged to use their common sense and not to take unnecessary risks whenhandling large/heavy objects.
- When lifting a child or object weighing more than 15 kilos, staff are required to seek assistance.
- Manual handling and correct lifting/back care training will be provided regularly.
- It is the responsibility of all staff to follow the procedures below and to assist by identifyingmanual handling hazards and risks.
- Regular checks to monitor use of manual handling at the nursery. Any difficulties noted will thenbe dealt with immediately.
- Managing risks for manual handling:
- Identifying risks discuss issues with staff and check past incidents/accidents records.
- Assess risks how much strain, pressure, stress, weight, force, grip, skill and duration is required for each activity.
- A risk assessment will be undertaken for any expectant student or staff member within thesetting during their pregnancy.
- Control risks when designing tasks to minimize injury, look at changing the way jobs are done, change the layout of the workplace, and change the equipment.

#### **Correct Lifting Procedures:**

- IF IN DOUBT, DO NOT LIFT!
- Staff must never twist while lifting.
- When staff lift a child or object they should not stretch over and lift, but lean close and raiseas close as possible to their body.

#### When lifting, staff must:

- Place their feet apart in a striding position.
- Keep their breastbone elevated.
- Bend their knees.
- Brace their stomach muscles.
- Hold the child or object close to their body.
- Move their feet not their spine, to stand up.
- Prepare to move in a forward direction.
- Staff should transfer heavy items to smaller containers to reduce weight.

## Staff should:

- Kneel where possible.
- Avoid sitting on child sized chairs where possible.
- Refrain from carrying children on their hip.
- Lift children with one arm under their buttocks and the other arm under their backs, with the child facing them.

#### **REST AND SLEEP POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created:	April 2017	By:	Rosemary Kosta	Notes:			
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:	Previously known as 'Sleep Policy'		
Next Review:	August 2024	By:	Rosemary Kosta	Notes:			

At Little Rosie's we recognize that children can become very tired during the day and that it is necessary to provide all children with the opportunity to rest or sleep during their session. We believe that every child's needs are different, and this is why we aim to provide flexibility and opportunities for children to take rests and naps as they need and desire.

### Little Rosie's recognizes that:

- The welfare of the child is paramount.
- It is very important for young children to get all the sleep they need.
- Parents' and carers' wishes should be respected with regard to their children's sleep requirements, provided that the child's welfare is not compromised; and
- Comfort blankets and soft toys bring enormous comfort and reassurance to small children especially when they are new to nursery and during rest and sleep times.

Little Rosie's recognizes that the welfare of the child is paramount and that it is very important for children to get all of the necessary sleep that they need. We work in partnership with parents and carers in respecting their wishes and requirements regarding their child's sleep, provided that the child's welfare is not compromised.

#### Sleep

The nursery has a designated carpeted area where mattresses and blankets are provided for each child during sleep time and parents and carers are welcome to provide comforters and comfort blankets for their child in providing comfort and reassurance. Sleep time is encouraged following lunch time and the children are monitored at all times using a sleep chart. If a child does not wish to sleep, we will ask the child if they would like to join those that are playing in a different section of the nursery. The nursery does not provide dummies to children and parents/carers are permitted to bring one from home for their child, which is permitted only to rest and sleep times.

### Rest

All children have an opportunity to sleep, relax or sit quietly at any time throughout the day in the story corner, which contains a large carpet, chairs and cushions for the children to use as well as stories and soft toys for them to explore.

#### SUN AND COLD WEATHER POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:			

Little Rosie's want staff and children to enjoy the sun safely and are committed to ensuring that all children are fully protected from the dangers of too much sun. Too much exposure to ultraviolet light (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of skin cancer. There is potential for nurseries to help prevent skin cancer in future generations because nurseries can play a significant role in changing behaviours through role modelling and education from an early age.

Children and staff are at risk of sunburn within 10-15 minutes of being exposed to strong sunlight. Skin cancer is largely preventable through behaviour modification and sun protection during early years. Children need to be fully protected from the dangers of the effects from the sun. Young children have sensitive skin that can be easily damaged by the sun's dangerous UV rays. It is the staff's responsibility to ensure children are being protected as at this young age they are unable to take responsibility for their own sun protection.

Staff need to ensure they are encouraging the children to protect themselves from the sun and teach them the importance of wearing sun cream and a sun hat. Staff should be acting as a role model to all the children.

The main elements of this policy are:

- Partnership: working with parents/guardians, nursery staff and the wider community to reinforce awareness about sun safety and promote a healthy nursery.
- Education: learning about sun safety to increase knowledge and influence behaviour.
- Protection: providing an environment that enables children and staff to stay safe in the sun.

#### Partnership

- Sun safety will be promoted through working with parents, staff and the wider community to improve our understanding and provision to avoid the harmful effects of too much exposure to ultraviolet light (UV).
- Staff should act as positive role models and set a good example by seeking out the shade whenever possible and wearing suitable clothing, hat and sunscreen.

#### **Education**

- Parents and guardians will be asked through letters/newsletters to support this policy by encouraging their children to adopt the Slip, Slop, Slap message and act as role models.
- Children will be taught the 'Slip, Slop, Slap' Song which will help them remember the basic Sun Safe message
- Children will be read 'George the Sun Safe Superstar', an illustrated, rhyming story that educates children on the importance of Sun Safety and staff will regularly reinforce the sun safe messaging through discussion.
- Children should be made aware of the importance of sun hats, sun cream and the need to regularly drink water during the day.

### Rest

### Shade:

- Children will be encouraged to use the shaded areas during playtimes when appropriate.
- Children should not be outdoors in the sun between 11am and 3pm when the UV rays are high.
- Shade must be provided for children under 2 years old.

- Nursery manager/deputy to check the UV rays and the strength of the sun daily so staff can make day to day decisions about the length of time the children can spend outdoors.
- A UV Index reading of 6 to 7 means high risk of harm from unprotected sun exposure.

### Clothing

- Children must be provided with and have a clearly named sun hat which will be worn at all times whilst outside in sunny weather.
- The nursery will provide spare appropriate sun hats and quality sunscreen on site at all times.

### **Drinking Water**

• Children are encouraged to increase their water intake in hot weather and are encouraged to drink water during outdoor play times.

### Sun Cream

- The nursery will provide sun cream for children whose parents/carers have given written consent for. However, if the parents wish to bring in their own sun cream, they can.
- Sun cream must be applied 15 minutes before going outside and reapplied every 2 hours
- Staff will make day-to-day decisions about the length of time spent outside dependant on the strength of the sun and the UV rays the manager/deputy will check on a daily basis
- It is important that every child in the nursery has access to a suitable sun hat and sun cream with a factor of at least 30+ to ensure they are protected from the sun whilst in our care.
- If children are playing in water outdoors then sun cream must be reapplied when they have finished playing.

### COLLECTION - LATE AND NON-COLLECTION OF A CHILD

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:			
Next Review:	August 2024	By:	Rosemary Kosta	Notes:			

Little Rosie's closes promptly at 5.45pm and parents requiring handover information about their child should aim to arrive at the latest 5.40pm to leave by 5.45pm. In the best interest of all our children, the staff do not work shifts and the majority work from 8.00am-5.45pm Monday to Friday. Many of our staff have far to travel home and by a parent being late this delays a staff member's journey home and adds to a long day. Any parent who is unable to collect at the allocated time needs to contact the nursery immediately to allow us time to reassure the child and the nursery staff accordingly.

## The following are our nursery's procedures regarding collection:

- Every child who leaves Little Rosie's will only be allowed out of the building with whoever is authorized on the child's registration form to collect.
- On the registration form, there is a section 'collection of your child' where parents have specifically named two contacts on their behalf who are eligible to collect their child.
- If a parent wishes someone else to do a collection, they must put this in writing and the person must have photo ID upon arrival and the family password before the child can go.
- Only a person over 16 years of age will be allowed to collect a child at any given time.
- If the staff member is at all worried the child will not be allowed to go home until the staff member has permission from the manager or deputy of the nursery.
- If a parent/carer is late for collection from the morning session (after 12:45pm) and afternoon session (5:45pm) they would be contacted by mobile phone, email, home and work landlines until reached (unless the parent has phoned to say they are late)
- If a parent/carer arrives to collect a child who the nursery deems is in an unfit state to take charge of the child, the nursery may, with the nursery managers permission, keep the child at nursery until an alternative collection arrangement can be made.
- It is important and imperative that a staff member reads a story or plays with the child until their parent/carer /emergency contact comes to collect them.
- If it is after 5.45pm, two members of staff must stay with the child one being either the manager or deputy of the nursery and preferably the child's key teacher.
- Any parent or carer who is late from 5.45pm onwards will be asked to sign the late book and ifa parent of carer is repeatedly late, they will be charged as Staff must leave promptly.
- In the event we cannot contact the parent/carer by phone or email, we would phone/email their emergency contact details, which are in the child's file.
- If we were unsuccessful on the above action after 45 minutes the nursery manager or deputy would contact the Police/Social Services.

### Parents collecting children accompanied by other children and babies

Staff within the nursery are not permitted to care for any children who are not registered with Little Rosie's. Therefore if a parent comes to collect their child, they must keep their children/babies with them always and the care of the child during the time they are on the premises is the parent's/carer's responsibility.

### TRIPS AND OUTINGS TO THE PARK

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:			
Next Review:	August 2024	By:	Rosemary Kosta	Notes:			

It is the aim of Little Rosie's to make sure all the children and staff going out on any trips are safe and organized as possible. It is our aim that we go to the park as many times as possible (weather permitting) during the week.

### Procedures for Outings and trips to the park

- Parents/carers are sent a trip letter and are asked to sign and date an outing letter before their child cango on a trip.
- On the registration form, there is also an allocated section for parents/carers to sign and date giving prior permission for children to be taken to the park daily.
- A daily risk assessment of the park is carried out before the children are taken.
- The manager or deputy must know any child who is not allowed to go on a trip.
- A risk assessment of outings is always written up and if it is a new outing, a risk assessment must be received from the venue and analyzed.
- When possible, a staff member will visit the venue to assess the risks involved.
- Details of the trip plan including staff, numbers, transportation, mobile phone, timing, safety, first aid, food etc. are always included.
- Water and a snack should be taken if the children are not taking a packed lunch.
- The purchase orders for any trip expenses must be allocated at the beginning of the academic year and the nursery has a budget for trips.
- The manager or deputy should have a schedule of all trips in case there is an emergency and incase the parents call with any queries.
- There must be a list of the children and staff in the outings book/file.
- The nursery mobile phone should be taken and/or an allocated member of staff's mobile.
- The nursery mobile number must be written in the trip book.
- All children wear high visibility jackets with the Little Rosie's telephone number on them.
- Staff wear Little Rosie's aprons and high visibility jackets on all outings.
- First Aid/Epi pens (if required for a child with allergies) & Piriton must be taken.
- The ratios for outings depend on the age of the children and where they are going:
  - 18 months to 2 years: 3:9/4:12 of extra staff depending on the outing
  - 2 to 3 years: 3:8
  - 3 to 5 years: 2:8
- When walking locally, ensure all the children are on one side (away from the road) and arespaced out, so that if a child should fall, they do not all fall like dominoes!
- Walking in pairs; they hold hands, one practitioner in front one behind and one at the sidebetween the children and the road.
- If there are any children who are slightly more boisterous, or require more support, then a practitioner should hold their hand to ensure they do not jump away from the group.
- Always wear the high visibility yellow safety jackets/vests to ensure you are seen by traffic.
- Always cross at the zebra crossing if possible.

- If you must cross at a side road or on the zebra crossing, make sure a staff member goes out infront to stop the traffic. The practitioner must stay in the road until all the children have crossed.
- Staff must be focused on the children at all times

### Trips to the Park

- A practitioner will lock the gate to ensure the gate is closed.
- A practitioner must risk assess the area for any objects and remove immediately before the children play.
- The children must be sat at the bench and have a discussion about health and safety procedures.
- Report any broken gates, fences or equipment to the management team ASAP and ensure the children cannot escape while you are there. The Council must be informed immediately so they can repair the area.
- Always count the children on an ongoing basis and when leaving the park

#### **Lost Child Policy**

The aim is to ensure that all children who are on an outing or within the nursery should be as safe and secure as possible.

## **Procedures**

- On outings, a risk assessment is always done. The ratios are always covered.
- However, in the very unlikely event of a child going missing from the nursery or on a trip a
  member of staff would search the area immediately and inform security at the venue e.g.
  Natural History Museum.
- The member of staff would call the nursery immediately to inform them what has happened, and the manager or deputy would be responsible for sending back up for the other children at the vicinity.
- If the child is not found, the parents of the child would be called by the nursery manager and the Police will be contacted immediately, and a search party will be set up.
- The remainder of the children would return to nursery and the search would continue for the lost child.

### WORKING IN PARTNERSHIP WITH PARENTS POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
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#### Aim

Little Rosie's believes it is important to work with parents to provide effective communication, enhance the partnership between the parents and the nursery and ensures everyone is working in the best interest of the children. Our aim is to be committed to working with parents always and suggestions on improving our quality of service are welcome.

#### **Procedures**

- Tour of Little Rosie's prior to registering.
- A working in partnership booklet called a 'Happy Parents Guide' is given to each parent/carer on the tour of the nursery.
- If parents/carers would like to know more about the educational curriculum or the operational side of the nursery, meetings can be organized with the nursery manager.
- Parent's evening is once a year in the summer term, whereby parents/carers and practitioners can converse for 15 minutes to discuss their child's progress at the end of the academic year.
- An online daily care diary is accessible to parents and carers at the end of each day.
- Daily photos of activities children do are sent to parents/carers individually via our nursery WhatsApp system
- Summative Assessments are sent out at the end of the Summer Term prior to Parent's Evening.
- 2- to 2.5-year-old Two Year Check Reports are given to parents/carers throughout the academic year and meetings can be organized to discuss this further if required.
- Child Learning Journeys for every child in the nursery are available and accessible online via anindividual login account on Tapestry.
- In the moment photos are send to parents/carers of children via our nursery WhatsApp system from the nursery mobile phone.
- Parent workshops are offered and presented by the management team.
- Parents notice board for any relevant notices at the entrance and online via the parent portal.
- Daily notice board at the stairwell with relevant news and events
- Monthly Newsletter is sent to parents/carers via email
- Policies and Procedures are available to read at the Parent's Notice Board and on the website.
- Sports Day every year in the Summer Term and we hold a picnic party for the younger children.
- Emails are sent out informing parents of certain changes within Little Rosie's.
- An online feedback survey for parents/carers to share with us any ideas or thoughts.
- Complaints log- please read the complaints policy.
- Parents can talk to the nursery practitioners every day.
- Little Rosie's email address and phone numbers are provided for parents to contact the nursery.
- Confirmation letters are sent to the parents regarding places & invoices for fees.

#### **COMPLAINTS POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:			

Little Rosie's prides itself on the quality of teaching and care for the children and the efficient administration of the nursery. We welcome suggestions on how to improve our nursery and will give prompt and serious attention to any concerns raised by any parent, staff member or child. If a parent expresses a grievance about a minor incident this may not amount to a complaint. However, if a parent has a serious complaint, they can expect it to be treated with respect, care and prompt attention by Little Rosie's in accordance to our procedure. We aim to work with parents and to eradicate any issues that may have been raised by a parent in a timely and a cohesive way. We hope by being open and talking through any areas of concern we will ensure complaints are resolved.

All early years' settings are required to keep a 'summary log' of all complaints that reach stage 2 or beyond. This is made available to parents as well as to OFSTED inspectors.

#### **Complaints Procedure**

#### Stage 1

- Any parent/carer who has any anxieties or a minor complaint about the day to day running
  of the nursery should be addressed to the manager or deputy in person. If the management
  team are unavailable at the time, she/he would call the parent back the same day.
- Parents/carers can complete a Complaints Form online via our Complaints Policy link and email this form to the nursery manager.
- A phone call may be required to resolve the issue or investigation.
- The nursery would invite the parent/carer in for a meeting with the manager to discuss and resolve the complaint.
- Complaints on an administrative level and administrative issues; sessions, notice period, letters or invoices—Please email the nursery manager and a meeting would be organized with the manager.
- All complaints will be treated in confidence. Immediate action will be given to any grievance
  a parent wishes to make. If the complaint is about an action of a member of staff, a full
  investigation would be made which would then require a subsequent meeting.
- We expect the meeting to have an amicable and conclusive outcome at this stage.

## Stage 2

- If stage 1 does not have a satisfactory conclusion or if the issue arises again the parent moves to stage 2.
- If the procedures in Stage 1 have failed to produce a resolution, the complainant should put the issues in writing to the nursery manager.
- The complaint will be fully investigated within 10 working days and a written reply sent to person making the complaint. If an unforeseen delay occurs, we will advise the parent/carer of this and offer an apology and a date for an expected reply and resolution.

- If there is a complaint about the welfare and safety of a child a full investigation would be made, and the relevant professionals may be involved e.g. the manager, deputy, SENDCO or Local Safeguarding Team, Police and OFSTED.
- If any party in the complaint has good reason to believe that a criminal offense has been committed, then have a legal obligation and responsibility to contact the police.
- The written response to the complaint from will be sent to the parent and carer concerned and copied to
  all relevant members of staff or implicated during the investigation. The response will include the
  conclusion to the full investigation and any amendments to the nursery's policies, practices or procedures
  to prevent the situation arising in the future.
- After a meeting about a complaint a follow up letter or email would be sent to the parent giving an outcome of the meeting and any solutions given.
- The nursery manager will offer to meet the parent or carer concerned to discuss the complaint and the Pre-School's investigation and conclusion.
- At all times the nursery manager will seek to re-establish a positive and constructive relationship with the complainant.

### Stage 3

- If the parent is still not satisfied with the outcomes of the investigation, he or she canrequest a meeting with manager of the nursery.
- If a solution is not concluded an arbitrator/mediator can be involved to settle the complaint(this person must be agreed by both parties and has no legal power).
- OFSTED could be contacted as below.

Little Rosie's endeavors to work with all parents to ensure there is a positive solution in the best interest of all the children, staff and parents within the nursery.

All complaints received will be kept in a Complaints Record File in the nursery office for a minimum of three years from date of entry.

If a parent feels they should make an official complaint about Little Rosie's Nursery School which is related to the Statutory Framework of the Early Years Foundation Stage here are the following details:

OFSTED: The Office for Standards in Education

Email: enquiries@ofsted.gov.uk

OFSTED Helpline: 0300 123 1231

OFSTED Complaints Line: 0300 123 4666

Address: OFSTED

Piccadilly Gate Store Street Manchester M1 2WD

Nursery OFSTED Registration No.: EY541481

# <u>Little Rosie's Nursery School</u> <u>Complaints Form</u>

Date:	Time:	
Child's Name:		
Parent's Name:		
Nature of Feedback/ Compla	int:	
		n such as dates and times, but NO identifying information of information should be stored confidentially and securely
Actions & Outcomes Taken/1	to he Taken:	
Actions & Outcomes runcing	.o de Taken.	

Date to be Completed By:

Completed By:

## **EXCLUSION POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:			

Little Rosie's reserves the right to suspend or exclude from the school parents who have not adhered to the terms and conditions of the school contract, not paid the school fees or been abusive to a member of staff or children.

### SAFER RECRUITMENT POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review:	August 2024	By:	Rosemary Kosta	Notes:			

Little Rosie's takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same. We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. Little Rosie's is also committed to providing a happy and supportive working environment to all its members of staff, in ensuring that no job applicant is treated unfairly on any grounds including race, color, ethnic or national origin, religion or religious beliefs, sex or sexual orientation, martial of civil partner status, disability or age.

#### Aims

- To ensure that the best possible staff are recruited based on their qualifications, experience, abilities, and suitability for the position
- To ensure that no job applicant is treated unfairly on any grounds including race, color, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability, or age
- To ensure compliance with all relevant recommendations and guidance
- To ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

#### **Procedures**

- Little Rosie's may publicly advertise the positions available through professional childcare agencies, our website, childcare websites and employment websites.
- The recruitment adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete a staff application form and a pre-employment checks form, requesting information on academic and employment history, as well as suitability for the role.
- A Curriculum Vitae (CV) will not be accepted in place of a staff application form and pre-employment checks form.
- A minimum of two references are required and are checked prior to proceeding to the interview stage.
- During an interview, applicants will be asked to prove: Their identity (passport or photo card driver's license), Relevant qualifications (certificates), Eligibility to work in the UK (official paperwork) and their criminal history (disclosing anything that will show up on a DBS)
- The candidate applying for the position will be interview with a set of questions relating to the job position applied for.
- Detailed enquiries will also be made regarding any gaps in their employment.
- The nursery Manager and Deputy will be present at interview although the final decision regarding employmentwill remain with the manager at all times.
- Following a successful interview, the candidate will be invited to attend a trial day at Little Rosie's and will receive trial feedback from the nursery manager during a meeting.
- Each applicant will receive communication from the nursery stating whether they have been successful or not.
- On the member of staff's first day they will receive an Induction and will go through the nursery's Policies
  and Procedures, Staff Handbook, Safeguarding, Prevent Duty and Manual Handling Policies, as well as our

Fire Safety Procedures. The member of staff will be required to sign and declare that these policies and procedures have been read.

- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.
- The probationary period is 12 weeks, with one week's notice or with mutual agreement.
- During this probationary period, staff will receive a mentor who will introduce them to the way in which the nursery operates. Their work ethic and performance will also be monitored very closely during this time and satisfactory levels are not being reached, their employment may be reconsidered.
- Little Rosie's can extend this probationary period as required, if more time is needed to assess a candidate's performance.
- At the end of the probationary period there will be a probationary meeting with the nursery manager.
- If both parties agree to continue the employment, a letter will be provided.
- If a member of staff wishes to leave the nursery after their probationary period, a month's notice is required in writing or via email to the nursery manager.
- All staff will attend an annual appraisal and termly supervision meeting and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within in a reasonable time scale.

#### **Student Placements and Volunteers**

At Little Rosie's, we welcome students who are on placements from College or University, who are studying for their Early Years qualifications in Montessori, Early Years Diploma or Degrees. Students must have written authorisation by their tutor or college as being enrolled on a childcare course. Students gaining any information on the children or families or staff at the nursery must remain confidential. Any students would have a shorter interview and have an enhanced disclosure via the DBS (Disclosure Barring Service) from their Educational body.

No students are allowed to change nappies, go to the toilet alone with a child or be left alone with a child.

All students are given an induction and have to read our Policies and Procedures in accordance with our Safeguarding and Safer Recruitment processes. The students have a mentor who is a minimum Level 3/Early Years Educator Teacher with experience. Students and volunteers are not counted towards the ratio unless otherwise agreed and would be supervised at all times. They are not left alone with the children or allowed to change nappies or go to the bathrooms with the children. The Volunteers are fully supervised at all times and are never left alone with children.

### Suitability Checks for Existing Staff

Annually the staff are provided with a form to sign which requests an update of their suitability to work with children. The form asks the member of staff to inform the Nursery School whether their situation has changed in the last 12 months in particular whether they have been banned from caring for children. If the member of staff informs the nursery that they are not suitable to care for children, DBS will be informed, and this will be as soon as possible after the resignation or removal of the individual. This may be where a child or vulnerable adult has been harmed or where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. DBS will consider whether to bar the person and OFSTED are informed.

### **External Professionals Support**

Little Rosie's work together with many external professionals who will attend to observe a child who may require additional support within the nursery and at home (upon receiving consent from parent/carer prior to attending). If a child requires support or therapy, the external professional (such as a Speech and Language therapist) is more than welcome to work with the child at Little Rosie's. The therapist can provide strategies in a report which will be given to the SENDCo and passed onto the child's key person to be included in the nursery environment, if possible, to do so. The external professionals who provide 1:1 support or work within the nursery must provide a DBS prior to attending the nursery, provide photo ID and must sign in upon entry to Little Rosie's.

### SMOKING, VAPING, DRUGS AND DRINKING POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:			
Next Review:	August 2024	By:	Rosemary Kosta	Notes:			

Little Rosie's prohibits the use of cigarettes, e-cigarettes, alcohol and illegal drugs on our premises at any time. The nursery operates a strict no smoking and no vaping policy within the premises, in accordance with legislation. Public Health laws in the UK state that enclosed or substantially enclosed workplaces and public places must be smoke free. It is illegal to smoke in enclosed spaces.

We respect that smoking and/or vaping is a personal choice, although as an organization we support healthy lifestyles. We are committed to promoting the health and welfare of our employees. If an employee smokes and is wishing to give up, we will support them with this, for example helping them to access advice on giving up smoking from a doctor or health professional or from self-help guides. We follow UK Health Security Agency advice and aim to help staff and parents to stop smoking/vaping by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline (<u>www.smokefree.nhs.uk</u>)
- Offering information regarding products that are available to help stop smoking

If staff, students or volunteers are found to have broken the rules in respect of this policy this will be dealt with through our disciplinary procedures. Where an illegal act is suspected to have taken place, the police will be contacted, and OFSTED will be informed. All staff/volunteers will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. All parents/carers will be made aware of the rules during their nursery visits.

Staff, students or volunteers who arrive at the nursery and are suspected to be under the influence of drugs and are considered unfit to work, will be asked to leave immediately and disciplinary procedures implemented. If staff are found in possession of illegal drugs, disciplinary action will follow. In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Manager must be informed as early as possible. If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, they have aduty to inform both the Manager/ Designated Safeguarding Officer, according to the provisions of the Safeguarding Children policy. The Manager/ Designated Safeguarding Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

If parents/carers arrive to collect their child at the end of the session and are acting under the influence of drugs or alcohol, Little Rosie's has a duty to refuse collection of their child, explaining our safeguarding and child protection policy, and we will call the emergency contact who is named on their registration form. If this is to happen, then the nursery Manager will arrange a meeting with the family to discuss their concerns and offer help or support if we can. All conversations held with the family will be recorded and any incidents will be logged. If for any reason parents/carers show any form of aggression when we withhold their child, then the police will be contacted. If we feel that parents/carers are not following

advice furthermore to a meeting, the Special Assessment Team will be contacted and informed of the circumstances.

Staff, students or volunteers who arrive at the nursery clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow, as with the procedure with drugs. Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors. Staff must not smoke outside the nursery and are permitted to cover their uniform when doing so as they are role models and are representing the nursery.

### **FIRE SAFETY POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2017 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:			
Next Review:	August 2024	By:	Rosemary Kosta	Notes:			

If any member of staff, parent/carer or visitor discovers a fire, they MUST immediately sound the fire alarm and follow the evacuation procedure.

#### **Fire Evacuation**

When you hear the fire alarm STOP, what you are doing and start to evacuate the building immediately.

- Line up the children in a calm, orderly manner and proceed to the main fire exit.
- Do not stop to put on coats, shoes or nappies.
- The person in charge of Fire Duty should CALL 999 IMMEDIATELY!
- Make your way outside to the designated meeting point. (stairs at the Emslie Horniman Pleasance Park, across the road from nursery).
- All registers, signing in and out sheets, visitor's book and outing book must be taken by the
  designated person if the fire alarm goes off. The Fire drill bag should contain Epi pens, asthma
  pumps, first aid, a few nappies and wipes. It is the responsibility of the designated person to
  take it out to the assembly point if the fire alarm goes off.
- Be as quick and calm as you can. DO NOT PANIC.
- Line the children ready for a head count and register check. Then do a head count (adults).
- NEVER RETURN TO THE BUILDING ONCE THE ALARM HAS GONE OFF until told to do so by the fire brigade or the person in charge.
- Once the fire brigade has given the all clear, return to nursery in a calm & orderly manner.

### Fire Drills

The manager/deputy are responsible for arranging the fire drills, which they will delegate to a different staff member to perform. These will happen once every term or if we have a new member of staff, student or volunteer we will do one as part of their induction, alarms will be checked once a week as part of the risk checks by staff. All information will be recorded, signed and dated.

The fire drill procedure will be clearly displayed on the notice board, for all parents, visitors and helpers to read. Visitors will be informed of exits.

If the fire alarm fails to go off to warn of a fire, a backup plan of a verbal warning or whistle will be given to warn the setting of the fire.

Records are kept of fire drills and the servicing of fire safety equipment.

#### Fire Extinguishers/Blankets

Fire extinguishers are situated inside the main hall and there is also a fire blanket in the downstairs kitchen. These are checked annually by the fire officer and certificates are recorded, staff are also given training on how to use the appropriate extinguisher. The fire drill log must be completed after every fire evacuation.

### The fire drill logbook must contain:

- Date and time of the drill.
- How long it took.
- How many children, staff, students and visitors are present.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure

### **Emergency Evacuation**

In the case of an emergency, such as a gas leak or a terrorist threat within the local vicinity, Little Rosie's Nursery School will wait for advice from the emergency services prior to evacuating the building. Parents will be contacted at the soonest opportunity and will be informed of any evacuation procedures that we have to follow. Parent's contact details will be taken with us in order to contact them during this evacuation process.

#### TERRORIST/ CRITICAL INCIDENT POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created: April 2020 By: Rosemary Kosta Notes:							
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:			

Little Rosie's is committed to doing everything within our power to protect, comfort and support children in theevent of a major incident, national emergency or terrorist attack.

If we are involved or caught up in an incident, we will continue to look after your child until you are able to return, or a nominated person can come and collect them. We understand that mobile phone networks, as well as landlines, can be cancelled or unavailable during such events. We will, however, attempt to contact you on a regular basis and ask you to do the same. We will keep you up to date on the situation using any media source available to us and will endeavor to protect your child from information or images that may alarm or distress them.

#### **Procedures:**

- In the unlikely event of a terrorist attack, which threatened the school, all children and staff are to bedirected to the main church. If the attack threatened the main church, all children and staff would be directed to the underground crypt.
- If it did not threaten the school in any way, the children and staff would continue their day in a calm manner and any talk of the incident should not affect the children
- Parents will be emailed/telephoned by the nursery informing them that we will keep the children atnursery.
- Once we have been given notice by the relevant authorities that the danger has passed, we will
  contactparents/carers to collect their children
- In the event of a gas attack, all gas would be turned off and children will be provided with bottled water
- A list of emergency contacts for the children are kept in the office
- Staff will remain with the children at all times until their parents/carers have collected them
- If required, we will work in partnership with the Local Safeguarding Team, OFSTED and the police.

In the event of an extreme incident, such as a terrorist attack close to the setting, we will take every step to ensure the safety of staff and children in our care. All staff and children are to stay in the nursery hall with the windows locked and doors closed. A member of staff will call the police, explaining that they are calling from a nursery and informing them of how many children we have in our care, number of adults on the premises and for further advice. In the case of any doubt, wait for the police to arrive and manage/contain the situation.

## <u>Hoax Terrorist Telephone Call Incident</u>

In the event that a telephone call is received into the nursery stating that there is an explosive device on the premises, the following procedures will be followed:

- The person on the phone is to stay in the call with the person to find out as much information as they can, recording all details and raising the alarm as soon as possible.
- Another member of staff is to call the police immediately and inform them of the situation
- Staff will sit the children together under the tables
- Staff will carry out regular head counts and check registers
- All staff are to sit under the tables with the children, until police say that it is safe

- The manager is to keep in contact with the police and until given the all clear
- Emails will be sent out to parents advising them of the situation

## **Other Incidents**

- All incidents will be managed by the manager and all staff will cooperate with any emergency services onthe scene. Any other incident that requires evacuation will follow the same evacuation plan as that of a fire. All other incidents will be dealt with on an individual basis, taking into account the safety, health andwelfare of the children and staff within the nursery.
- The manager will notify OFSTED in the event of a critical incident.

### **SECURITY POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created:	April 2017	By:	Rosemary Kosta	Notes:			
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:			
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:			

#### Aim

Little Rosie's aim is to make sure that all the children are as safe as possible while on our premises. It is our policy to ensure parents absolute peace of mind that their child is in a safe and secure environmentand in safe hands. These procedures have been read by all members of staff.

### **Front Door Security Procedures**

- Door opening times are:
  - 8.00am to 8.30am
  - 1:00pm to 1:15pm
  - 5.30pm to 5.45pm
- Door intercom duty will be the responsibility of staff with authorisation. Only in unforeseencircumstances can another member of staff open the door without authorisation.
- Staff with authorisation will only open the door only if they recognise the person from thecamera or are familiar with the person otherwise, they must go to the door.
- If the person answering the intercom has any doubts about the individual at the door, in these circumstances the deputy or manager must go to the door.
- Any visitor who wishes to enter the building for an inspection, or to check gas, electricity etc. must show ID before entry and sign the visitors' book.
- Visitors are asked to sign and date the visitors' book including prospective parents.
- Parents/Carers are not to open the door to anyone as you enter or leave the nursery. Never leave the door on the latch. Please pass this information onto anyone else dropping/collecting your child.

## **Back door Safety Procedures**

- The back door is a fire exit only and should remain unlocked at all times during nursery opening hours.
- The back door must remain shut at all times
- This door should never be left open, on the latch or ajar.

### **Stair Security Procedures**

- Children are to be attended to always.
- Always ensure you have counted all the children after exiting the nursery to go downstairs.
- When the children are going down the stairs: One practitioner must lead at the front, one inthe middle and one at the back.
- NEVER let the children lead, if they fall the practitioner must be there to break their fall and catch them.
- Children must hold on to the handrail in a single file.

- Always ask for more help if you need it from another practitioner.
- If you ever feel nervous about numbers or safety, then take the children up or down one or two at a time and they can wait at the top with their backs against the wall or sitting on their bottom on the floor with a practitioner.

### **Bathroom Security Procedures**

- Younger children must be supervised on all bathroom visits.
- We encourage the children go at the same time together at allocated times if not then as there are three toilets, then three children should be sent to the toilet at a time.
- Children can go to the toilet whenever they wish, however keep note of the ones who alwayswant to go to the toilet!
- Ensure all the children wash and dry their hands after a toilet visit.

### Stranger/Intruder Policy

An intruder is a person who has not been welcomed onto the premises and/or has no legal right or permission for entry. An intruder may be a person new to the building, who has been either misdirected or is lost and poses no threat to the children or staff. Alternatively, an intruder may arouse suspicion as to his/her presence in the building and may pose a safety hazard.

In the unlikely event that somebody unfamiliar gains access to the nursery, the procedure below shouldbe followed:

- Staff who witness an intruder on the premises must determine whether they pose a
  safetyhazard or require advice, guidance or redirection. If safe to do so, politely greet the
  intruder, identify yourself and question the purpose for their visit to the nursery. The
  intruder should be asked their name and reason for being on the premises and the
  manager/deputy will be informed at once.
- Where possible, have a member of staff close by to secure the upstairs nursery entrance and for support if required.
- The deputy/manager should be informed at once, who will then question the intruder on thepurpose of their visit

### Non-Suspicious:

If it has been established that the intruder's presence does not pose a safety hazard and are quite innocent, the deputy/manager will then explain the nursery's visitor policy and must be accompanied at all times whilst on the premises. Ensure that security arrangements have not been breached.

#### Suspicious Cases – Possible Safety Hazard

- Deputy/ Manager should question the intruder's purpose for their present on the premises
- Explain the visitor's policy and that all visitors must sign in
- Depending on the circumstances and demeanor of the intruder, the Deputy/Manager will make every effort possible to call the police or if required, a senior member of staff can do so.
- If the intruder becomes agitated, displays violence or refuses to cooperate with directions, an attempt will be made to calm them down whilst another member of staff is attracted to call the police. DO NOT attempt to restrain the intruder and DO NOT panic. Act in a calm manner.
- Staff and children should assemble where possible and staff should distract the children.
- If the intruder attempts to leave, do not prevent them from doing so and take note of theirappearance, direction, clothing and vehicle (if applicable)
- The police should then be informed of the incident and details should be passed on to the police
- Review security measures and make a written report.

### <u>Suspicious Cases – Intruder who is Armed or Poses a Serious Safety Hazard</u>

- Alert staff to call the police (999) as soon as possible, stating the location of the intruder, description on physical appearance and clothing and weapons involved. Inform the operator of your duty to safeguard the children and other member of staff and remain on the line.
- Monitor the intruder's location
- Evacuate all children from immediate area, if allowed to do so, without approaching/engaging with the intruder
- In a hostage situation, calm the children without creating panic or fear and engage them insongs, stories or activities if allowed to do so.
- The Deputy/Manager should attempt to pacify the intruder and ascertain their reasons for being there if possible. Be aware that you may be asked to recall what is said by the intruder.
- Remain calm and do not attempt to disarm the intruder.
- The Deputy/Manager should be aware of the location, description and type of weapon inpossession, to inform the police.
- An investigation may take place and all staff/witnesses may be asked to recall such events.

### SAFEGUARDING/ CHILD PROTECTION POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY							
Created:	April 2017	By:	Rosemary Kosta	Notes:			
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:			
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:			

Little Rosie's is committed to equal opportunities without exception. It is its intention that no actual user, whether child or adult, or member of staff will receive less favourable treatment on the grounds of ethnic origin, colour, age, gender, disability, marital status or sexual orientation. We are committed to creating an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued, and children are engaged with the wider community. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with our other Policy and Procedures.

The nursery manager is Designated Officer and Lead in the nursery. Should he/she be unavailable, off for any reason the deputy Manager would act. They have the appropriate training through reputable online training services such as the NDNA or the Local Early Years' Service, such as the RBKC and Westminster, external trained consultants or online courses. All staff have Child Protection Training annually and Designated Safeguarding Leads have DSL training every 2 years.

## Legal Framework

- Children Act 1989 and 2004
- Childcare Act 2006
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2023
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Prevent Duty Guidance for Specified Authorities in England and Wales 2023

The nursery adheres to the London Child Protection Procedures as recommended by the Local Children's Safeguarding Partnership (LCSP): <u>London Children's Safeguarding Procedures</u>

## **Safeguarding Definition**

OFSTED uses definitions of the term 'safeguarding' from statutory guidance. Safeguarding children is defined in Working Together to Safeguard Children' as:

protecting children from maltreatment

- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

#### **Policy**

The care and safety of the child must always be paramount. Our aim is to create an environment where children are safe from abuse or maltreatment. Any suspicion of abuse is promptly and appropriately responded to.

The staff at Little Rosie's spend quality time with the children in our care and we may be exposed to signs, which make us suspicious of abuse.

This policy works alongside these specific policies to cover all aspects of child protection:

- Online safety
- Human trafficking and modern slavery
- Prevent Duty and Radicalisation
- Domestic violence, Honour Based Violence and Forced Marriages
- Looked after children

### **Policy Intentions**

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Recognise, respond, report, record, refer, re-refer and challenge if the situation does not deem to be improving
- Be aware of the children's physical and mental health through careful observation and reportsFollow nursery's procedures when there is cause for concern
- Support staff to notice the softer signs of abuse and know what action to take
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care, we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, Parents / carers/ carers/ carers and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

#### The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and
  procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse),
  understand what is meant by child protection and are aware of the different ways in which children can be
  harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the **Royal Borough of Kensington and Chelsea**
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to OFSTED and other relevant authorities
- Ensure Parents / carers/ carers are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and Parents / carers/ carers/ carers where appropriate and
  make sure it complies with any legal requirements and any guidance or procedures issued by the Royal
  Borough of Kensington and Chelsea

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

#### **Contact telephone numbers**

Local Authority children's social care team:

RBKC Telephone: 020 7361 3013 Email: socialservices@rbkc.gov.uk Local Authority Out of Hours Team: RBKC: Out of hours – 020 7361 3013

WCC Telephone: 020 7641 4000

Email: AccesstoChildrensServices@westminster.gov.uk

WCC: Out of hours - 020 7641 6000

NSPCC **0808 800 5000** 

Local authority Designated Officer (LADO) Please ask to speak to the DUTY LADO:

RBKC Telephone: 0207 361 3013 Email: KCLADO.Enquiries@rbkc.gov.uk WCC Telephone: 020 7641 7668 Email: LADO@westminster.gov.uk

OFSTED **0300 123 1231** Emergency police **999** Non-emergency police **101** 

Government helpline for extremism concerns 020 7340 7264

Record the concern

**Decision** to continue to monitor the concern and child

DSL create filefor child and all incidents are reported and reviewed by DSL and DDSL regularly

Give yourwritten concern to your Designated Safeguarding Lead (DSL)

Designated
Safeguarding Lead
reviews concern and
will take necessary
steps

**Decision** Contact Police if child is in immediate danger of sexual abuse or death CALL 101 / 999

**Decision** to refer concern to Children's Social Care

**RBKC Telephone:** 020 7361 3013

Out of Hours EmergencyTeam: 020 7373 2227

Email: socialservices@rbkc.gov.uk

**Decision** to discuss concern with parents

unexplained injuries warrant it

refer to Children Social Care if further disclosures are made orbehaviours

DSL to discuss concerns with parents or

DSL will decide whether to monitor child or refer to social services

WCC Telephone Weekdays 9-5pm: 020 7641 4000

Outside of these times the Emergency Duty Team

Email: accesstochildrenservices@westminster.gov.ul

#### Types of Abuse and Particular Procedures Followed

The Children Act 1989 does not use the term 'child abuse.' It uses the words 'significant harm.' The court can legally intervene in order to protect a child only if the child is suffering from or likely to suffer significant harm. Abuse or significant harm is repeated, planned and persistent. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) 2015.

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

#### **Indicators of Abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from Parents / carers/ carers/ carers or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

#### Physical Abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g., fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the designated safeguarding lead (DSL) and/or nursery manager.

#### Peer on Peer Abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

#### Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community<sup>1</sup>. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

### Breast Ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

#### Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g., through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

### Sexual abuse

Action needs be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g., for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing the procedure below will be followed:

#### **Procedure**

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures).

### Child sexual exploitation (CSE)

Working Together to Safeguard Children defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

### Adult sexual exploitation

As part of our safeguarding procedures, we will also ensure that staff and students are safeguarded from sexual exploitation.

#### Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include Parents / carers/ carers/ carers or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

#### Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in, or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g., a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

### <u>Domestic Abuse / Honour Based Violence / Forced Marriages</u>

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

### **Reporting Procedure**

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

### The designated safeguarding lead will:

- Contact the Local Authority children's social care team to report concerns and seek advice. If it is believed a
  child is in immediate danger, we will contact the police. If the safeguarding concern relates to an allegation
  against an adult working or volunteering with children, then the DSL will follow the reporting allegations
  procedure (see below).
- Record the information and action taken relating to the concern raised
- Speak to the Parents / carers/ carers/ carers (unless advised not do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2023). We will never assume that action has been taken,

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

### **Recording Suspicions of Abuse and Disclosures**

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the \*manager/\*DSL/\*supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and OFSTED. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and OFSTED in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

### **Informing Parents/Cares**

Parents / carers are normally the first point of contact. If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform Parents / carers

### Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority.

#### **Support to Families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents / carers and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's Parents / carers or those who have parental responsibility for the child, only if appropriate in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### Allegations Against Adults Working or Volunteering with Children

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the \*owner/\*registered person/\*DSL/\*deputy manager instead.

The Local Authority Designated Officer (LADO) and OFSTED will then be informed immediately in order for this to be investigated by the appropriate bodies promptly (The LADO should be advised of any concerns within 24 hours):

- The LADO will be informed immediately for advice and guidance
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, OFSTED) to determine how this
  will be handled
- The nursery will follow all instructions from the LADO and OFSTED and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated

- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, OFSTED will be notified immediately of this decision.
- The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the Parents / carers.

#### Monitoring Children's Attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents / carers should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time the parents/carers will be called to ensure the child is safe and healthy. If the Parents / carers are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop Parents / carers taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

### Looked After Children

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g., whether the child is being looked after under voluntary arrangements with consent of Parents / carers or on an interim or full care order)
- Contact arrangements for the biological Parents / carers (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

#### Staffing and Volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's social care team and OFSTED to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSLs liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two/three designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Leads (DSL) at the nursery are: ROSEMARY KOSTA

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as child protection plans for their own children and any changes in their DBS status
- This information is also stated within every member of staff's contract
- We request DBS checks on a 3-year period basis/or we use the DBS update service (with staff consent) to recheck staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any OFSTED guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that
  we have control over who comes into the nursery so that no unauthorised person has unsupervised access to
  the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of
  potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children
  remain safe at all times

- The Staff Behaviour Policy / Code of Conduct sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any
  issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children
  is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us
  to share constructive feedback, develop practice and build trust so that staff are able to share any concerns
  they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely
  manner
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

#### Allegations Against Staff in their Personal Life:

A referral should be made if an allegation or concern arises about a member of staff, outside of their work with children, and this may prevent a risk of harm to a child/children for whom the member of staff is responsible.

In the event of an allegation being made against a member of staff, the Nursery Manager (Designated Safeguarding Lead) would contact the **LADO** (Local Authority Designated Officer). Should the allegation go further the Local Safeguarding Partners which includes the Police, Social Services and Ofsted would be involved. The staff member will be suspended on full pay while the investigations are carried out to protect the staff member and any family members involved. In order to protect all those involved, the member of staff will be advised not to contact the staff, children or families connected to the nursery during the investigation.

We recognise that staff involved in a child protection issue will find it distressing, and will endeavour to offer support and guidance accordingly.

All staff members are provided a staff handbook whereby they must adhere to our code of conduct – included in this book is our Whistleblowing Policy.

#### Extremism - Prevent duty

Under the Counterterrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

### Online Safety

We take the safety of our children very seriously and this includes their online safety. Please refer to the Online Safety policy for details on this.

# **Human Trafficking and Slavery**

Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager at the earliest opportunity.

Little Rosie's has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager.

## **Tips and Advice for Parents and Staff**

Talk PANTS & Join Pantosaurus - The Underwear Rule | NSPCC

#### **External Contacts**

Kensington and Chelsea Duty Line – Tel: 020 7361 3013 (Out of hours – 020 7361 3013)

## Multi Agency Safeguarding Hub (MASH)

#### Karen Duncan

• Tri-borough MASH Business Support Officer

• Telephone: 020 7641 3991

• Email: kduncan1@westminster.gov.uk

#### Menna Emmanuel

Specialist Community Public Health Nurse:

• Telephone: 020 7641 5498

• Email: menna.emmanuel@nhs.net

### Debra Cox

• Specialist Health Practitioner in MASH:

Telephone: 020 7641 3485Email: Debra.Cox@nhs.net

For Case consultations, advice, guidance from the Safeguarding Teams in Children's Social Care

For case consultations or follow-up enquiries please contact the Duty Child Protection Adviser in the first instance on 020 7361 3013.

### Sharon Aggor

• Family Support and Child Protection Adviser

Mobile: 07929 822 2840

• Email: <a href="mailto:sharon.aggor@rbkc.gov.uk">sharon.aggor@rbkc.gov.uk</a>

### Sarah Stalker (Child Exploitation Lead)

Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only)

Telephone: 020 7598 4640Mobile: 07971 322 482

• Email: <a href="mailto:sarah.stalker@rbkc.gov.uk">sarah.stalker@rbkc.gov.uk</a>

### Anna Richards

• Family Support and Child Protection Adviser

Mobile: 07974 613 180

• Email: anna.richards@rbkc.gov.uk

### Sarah Mangold

• Interim Service Manager for Safeguarding, Bi-Borough

Mobile: 07984 016 841

• Email: <a href="mailto:sarah.mangold@rbkc.gov.uk">sarah.mangold@rbkc.gov.uk</a>

### Head of Safeguarding, Review and Quality Assurance

Angela Flahive, Head of Safeguarding, Review and Quality Assurance

Tel: 020 7361 3467Mobile: 07971 320 888

• Email: angela.flahive@rbkc.gov.uk

#### **Local Authority Designated Officer**

# (LADO / Management of Allegations)

Kensington and Chelsea

Please contact duty child protection officer for consultations and referrals

• Telephone: 020 7361 3013

• Email: KCLADO.Enquiries@rbkc.gov.uk

### Aqualma Daniel

- Safer Organisations Manager & Local Authority Designated Officer
- Tel: 07870 481 712
- Email Aqualma.Daniel@rbkc.gov.uk

# Safeguarding Lead for Schools and Education

### **Elaine Campbell**

- Bi-Borough Safeguarding Lead for Schools and Education
- Tel: 020 7361 3000 / Mobile: 07712 236 508
- Email: <u>elaine.campbell@rbkc.gov.uk</u>

### Child Exploitation Lead (Children's Services)

### Sarah Stalker

- Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only)
- Telephone: 020 7598 4640
- Mobile: 07971 322 482
- Email: <a href="mailto:sarah.stalker@rbkc.gov.uk">sarah.stalker@rbkc.gov.uk</a>

# Prevent (Radicalism and Extremism)

Contact the RBKC Prevent team on:

Telephone: 020 8753 5727Email: prevent@lbhf.gov.uk

#### **Education and Attendance**

# Wendy Anthony

- Bi-Borough Head of Admissions and Access to Education
- Telephone: 020 7745 6440
- Email: wendy.anthony@rbkc.gov.uk

### CCG Designated Nurse for Safeguarding Children

### **Emilia Bulley**

Mobile: 07867 185 726ebulley@nhs.net

### Named GP for safeguarding children

Dr Neera Dholakia

Mobile: 07917 001950

Email: neeradholakia@nhs.netCCG working days: Tues, Wed, Thurs

#### <u>Designated Nurse</u>, <u>Looked After Children (Tri-borough)</u>

#### **Corina Christos**

Designated Nurse Looked After Children

Mobile: 07824 300 619

• Secure Email: <a href="mailto:corina.christos@nhs.net">corina.christos@nhs.net</a>

### **Child Death Review Team**

If you are a professional seeking to report a child death you should do so via the ECDOP online portal.

Northwest London Child Death Review queries: <a href="mailto:nwlccgs.cdr@nhs.net">nwlccgs.cdr@nhs.net</a>

CDR Team Single Point of Contact: Juliet Ayorinde Telephone: 0203 350 4806

Team Manager: Freda Duah-Bonsu

Specialist Nurse (for Hammersmith and Fulham Kensington and Chelsea and Westminster): Duduzile Hlatshwayo

Telephone: 0782 454 86330

#### **School Nursing Teams**

Central and Northwest London Foundation Trust (CNWL)

Telephone: 020 3317 4460

• Email: <a href="mailto:cnw-tr.kandcshs.cnwl@nhs.net">cnw-tr.kandcshs.cnwl@nhs.net</a>

### Named Nurse for safeguarding children

Susan Bray

Named Professional for Safeguarding Children

• Telephone: 07976 768 545

• Email: <a href="mailto:susanbray1@nhs.net">susanbray1@nhs.net</a>

# **Health Visiting Teams**

Central London Community Healthcare NHS Trust (CLCH)

Telephone (select option 2): 0208 200 2500

Email: <u>CLCHT.ChildHealthInformationHubkcwf@nhs.net</u>

# Named Nurse for safeguarding children

Catherine Hunter

Named Nurse for Safeguarding

Mobile: 07876 313 939

• Email: catherinehunter4@nhs.net

### Mental Health Trusts Central and Northwest London Foundation Trust (CNWL

## Named Nurse for safeguarding children

Susan Bray

• Named Professional for Safeguarding Children

Telephone: 07976 768 545Email: susanbray1@nhs.net

#### **Acute Hospital Trusts**

Chelsea and Westminster Hospital NHS Foundation Trust

Named Nurse: Faye Mitchison

Email: <u>Faye.Mitchison@chelwest.nhs.uk</u>

Telephone: 0203 315 2751Mobile: 07388 998 373

• Tel: 020 3315 1000 Bleep 4241

#### Named Doctor: Paul Hargreaves

Email: <u>Paul.Hargreaves@nhs.uk</u>Telephone: 0203 315 3112 (PA)

### Maternity Lead

Named Midwife Safeguarding Children: Wendy Allen

Telephone: 0203 315 8000Mobile: 07769 648 642

Email: wendy.allen1@nhs.net

### Imperial Hospital NHS Healthcare Trust

• Email: <a href="mailto:lmperial.safeguarding.children@nhs.net">lmperial.safeguarding.maternity@nhs.net</a>

### Head of Safeguarding/Consultant Nurse for Safeguarding: Nicci Wotton

• Telephone: Tel: 0203 312 5173

Mobile: 07917 374 795
Email: nicci.wotton@nhs.net

### Named Doctor: Kati Malbon

• Email: <u>k.malbon@nhs.net</u>

• Maternity Lead

# Named Midwife Safeguarding: Anna Robinson

Telephone: 0203 313 5294Email: anna.robinson9@nhs.net

### LSCP Business Managers

### Emma Biskupski

• Telephone: 07779 348 094

• Email: Emma.biskupski@rbkc.gov.uk

In an emergency call the police on 999.

#### SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created: April 2017 By: Rosemary Kosta Notes:					
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:	
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:	

It is the aim of Little Rosie's Special Educational Needs and Disability Policy to ensure that parents and all staff understand the procedures undertaken and that children are included. Little Rosie's aims to try and meet the individual needs of all children.

#### Special Educational Needs and Disabilities- What does it mean?

The term 'Special Educational Needs and Disabilities' has a legal definition. Children with special educational needs and/or disabilities may find it harder to learn than most children of the same age. These children may need extra or different help from that given to other children of the same age.

Little Rosie's follows the Children and Families Act 2014 in relation to SEND; whereby the Education, Health and Social Care are required to co-operate at a local level with a joint approach across all agencies. SEND Code of Practice (2015), Code of Practice is a legal requirement.

### **Concern Procedures**

- If a child has special educational needs or a disability before they come to Little Rosie's it is the
  parent's responsibility to inform us and work in partnership with the nursery in the best interest
  of the child. We ask all parents to provide any reports from external professionals that they may
  have seen.
- Any parent who is concerned about their child can seek advice or have a meeting with the respective SENDCO at the nursery.
- Staff who become concerned about a child in any area of development would first observe the child, providing evidence before writing a concern form.
- The concern form is given to the SENDCO (Nursery Manager).
- In general, any concerns regarding the children must be monitored by written observations forup to six weeks unless immediate action is necessary.
- A meeting would be organised between the SENCO and parents to discuss the needs of thechild.
- The SENDCO can contact the Local Borough's Early Years Team for any advice and with the parents' permission The Early Years Team's SENDCO can come to observe the child.
- Contact the Local Safeguarding Team when deemed necessary.
- The child may see external professionals such as (Speech and Language Therapist) or others.
- A Targeted Plan is devised with small targets to help the child which is agreed upon by the
  parents, external professionals, the SENDCO, and any other member of staff working with the
  child.
- The Targeted Plan must be signed by the parents and reviewed approximately every 6

#### weeks.

#### **SENDCO's Responsibilities**

- Working in partnership with the child, parents/carers, key teachers and the nursery manager.
- Use a Graduated Approach= Assess, Plan, Do, Review
- Observe the child.

- Advising, co ordinating provision whilst supporting staff and parents/carers
- Ensuring inclusion and equality.
- Assessing the child's particular strengths and areas of next steps in planning support for the child in discussion with colleagues, parents/carers and specialists where required.
- Coordinating with parents/carers and using a CAF (Common Assessment Framework) where needed.
- Ensuring an appropriate Targeted Plan is in place and ensure a review with parents and external professionals every half-term or when necessary.
- When required, attend a Multi-Disciplinary Action meeting, usually at the Development Centre.
- The SENDCo can contact the Local Borough's Early Years Team for any advice and with the parent's/carer's permission. The Early Years Team's SENDCo or specialists can come to observe their child.
- The child may see external professionals such as a SaLT (Speech and Language Therapist), OT, Physio, VI teacher, Health Visitor, HI specialist, Educational Psychologist or developmental specialist.
- A Targeted Plan is devised with small targets to help the child which is agreed upon by the parents, external professionals, the SENDCo and any other member of staff working with the child and a review discussed.
- Is a visual timetable, now and next or an alternative augmentative system such as signing required if yes implement wherever required for the child in the school, usually recommended by a specialist
- Ensuring that the relevant background information about children with SEND is collated, recorded and updated.
- Contacting and liaising with the Early Help and Safeguarding Team if necessary.
- Overseeing the records on all children with SEND.
- Liaising with external agencies and other professionals in respect of children with SEND.
- https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/special-educational-
- needs-and-disabilities-send-and-local-offer
- RBKC SEND Local Offer
- Westminster SEND Local Offer
- GOV UK Extra SEN Help

• Compliments and complaints in respect to all special needs matters should first be taken up with the SENDCO and if not satisfactorily handled then progressed through the Little Rosie's complaints procedure.

### Royal Borough of Kensington and Chelsea Arrangements

We seek advice from our Early Years SEN Advisory Teacher to discuss whether referral is appropriate. The request is discussed with the child's parents/carers. Once agreed, the setting will complete an Early Help Referral Form and ask the parents/carers to sign before returning the form to the Early Help Kensington and Chelsea Team.

### **Inclusion Funding to Support Inclusion**

A delegated inclusion budget for SEND is provided by Kensington and Chelsea Local Authority. The Inclusion Funding is a means of enabling us to provide early intervention and promote inclusion by offering funding to provide additional adult support (called an Inclusion Support Worker) for children identified with special educational needs and disabilities. The decision to offer Inclusion Funding is made in consultation with the Early Years SEN Advisory Teacher (Early Intervention Service). Whether Inclusion Funding is given, and the number of hours offered will be based on the level/complexity of SEND. Application for the funding is discussed with parents/carers and the Early Years SEN Advisory Teacher (Early Intervention Service) makes the application.

### Agencies Available for Support

- Early Intervention Service Early Years SEN Advisory Teacher & Early Years Specialist
- Practitioners
- Health Visitors
- Speech and Language Therapy Service
- Physiotherapy Service

- Occupational Therapy Service
- Local Children's Centre Staff
- We have a knowledge of local services (e.g. Family Information Services)

#### **Graduated Approach**

An assessment of the child's needs including whether we would seek more specialist help from health, social services or other agencies. Initial observations and assessments from staff and parent concerns form the early identification. Ongoing assessments linked to the EY Outcomes/Development Matters. Also, a range of interventions to assess the child's level of learning and development (e.g. Speech and Language assessment tools, Early Outcomes, box full of feelings and PALS).

<u>Plan</u>: An agreement about the interventions and support needed and the expected impact on implementation of the interventions or programmes agreed, including assessing the child's response to the action taken. Individual Support Plans (ISP's) with a child-centered focus.

<u>Do</u>: Daily support from the child's key teacher/inclusion worker. Implementation of the ISP overseen by the SENCO. Participation encouraged from the child's parents, activities at home to reinforce the provision and contribute to the child's progress and feedback.

A review of the effectiveness of the support and its impact on the child's progress by the key person, SENCO, the child's parent(s) and the views of the child, including any agreed chances to outcomes, next steps and support. Revisiting this cycle of action in increasing detail and frequency including seeking further specialist help to secure good progress until the SENCO, key person, the child's parent(s) and education, health and care needs assessment (see below).

### **Education Health Care Plan**

An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

#### Requesting an EHC Assessment

You can ask your local authority to carry out an assessment if you think your child needs an EHC plan. A request can also be made by anyone else who thinks an assessment may be necessary, including doctors, health visitors, teachers, parents and family friends. If they decide to carry out an assessment you may be asked for:

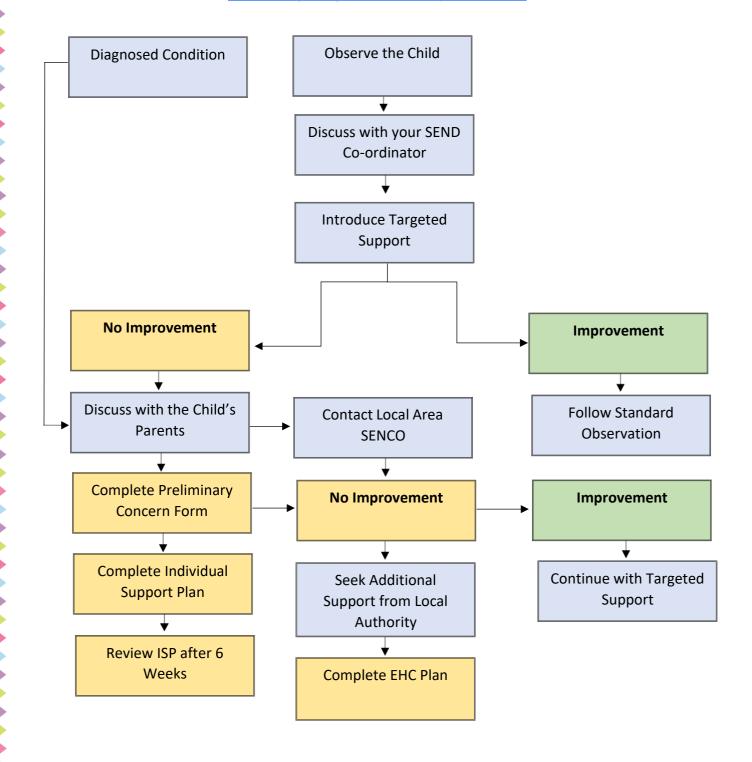
- Any reports from your child's school or nursery
- Doctors' assessments of your child
- A letter from you about your child's needs

The local authority will tell you within 16 weeks whether an EHC plan is going to be made for your child.

### **Creating an EHC Plan**

- 1. Your local authority will create a draft EHC plan and send you a copy.
- 2. You have 15 days to comment, including if you want to ask that your child goes to a specialist needs school or specialist college.
- 3. Your local authority has 20 weeks from the date they receive the request for the assessment to give you the final EHC plan.
  - When a child has significant needs and these cannot be met as part of the reasonable steps that setting should take to comply with the Equality Act 2010 and other legislation, an assessment can be carried out to see if the child qualifies for an Education, Health and Care (EHC) plan. An EHC plan is designed to support a child or young person to achieve the best outcomes possible. It is also meant to be very person or child-centered and so the needs and interests of children are meant to be reflected in the document. The plan records what support and provision is needed to help the child achieve the desired outcomes. This includes social care, as well as health and education needs. Once drawn up, the plan is legally binding and is reviewed 6 months to annually.

- It is important to make sure parents know that a request for an assessment may not automatically result in an EHC plan for the child.
- Reports will be requested from any of the external professionals involved with the child and from the parent.
- If a child has an EHCP through the council then funding will be provided to find an LSA (learning support assistant) to support the child's needs within the Nursery or School.



#### BEHAVIOUR MANAGEMENT POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created: April 2017 By: Rosemary Kosta Notes:					
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:	
Next Review:	August 2024	By:	Rosemary Kosta	Notes:	

At Little Rosie's it is our aim to ensure the welfare and safety of each child is paramount.

#### Aim:

- Create a warm, calm and orderly atmosphere that promotes a sense of community.
- Achieve a consistent attitude by all staff that gives children a sense of security and safety whilstpromoting clear expectations on acceptable behaviour.
- Ensure that all staff, directors, children and parents/carers understand their roles and responsibilities about behaviour management.
- Promote the continual development of staff and appropriate documented training.
- Refer to safeguarding procedures if necessary.

The attitude and behaviour of all staff is essential in creating and maintaining a positive ethos at Little Rosie's and this committed team approach will help provide a positive role model for the children where they respect themselves and others.

- Always get down to a child's level so that your eye contact is parallel to theirs and use vocabulary that a child is going to understand.
- Find out what has happened is the child upset for "home" reasons, or is it because there has been an issue with another child? Never assume that the child is wrong to feel how they do, you may not have seen what has happened.
- Acknowledge how the child is feeling, "I understand, or I know you are upset, or angry right now."
- Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.
- Staff can ensure that children understand their own and others' behaviour and its consequences and learn to distinguish right from wrong.
- Staff can ensure that children understand their own and others' behaviour and its consequences and learn to distinguish right from wrong.
- If the issue is with another child, ask both children to explain what has happened (if they have the language to do so) and try to understand and negotiate each other's point of view by example.
- Try to make them understand one another and become friends, when the child is ready and understands what they have done then they should say sorry depending on age and stage.
- Encourage the child to say sorry if they have upset another child, explain why that type of behaviour is not acceptable. Do not force a child to say sorry if they do not understand or mean it, the aim is for sincerity and that the child understands not for empty words.
- If one or both children still feel upset, try to divert the child's attention to something more constructive sometimes it is a good idea to give both children the same task to do with one another therefore promoting a positive outcome.
- Direct discussion This is a useful strategy to help children learn how to follow rules. It involves a quick reminder of the rules and then practising the right way to behave.

- Remember how you act and what you say, the child WILL remember be kind, listen, be firm but above all be fair why should the child worry about what you have said for the rest of the day and therefore not be able to come and talk to you again, if he or she feels humiliated-always think before you speak- imagine you are the child.
- The nursery manager is the designated person in charge of behavioural issues. They are there to discuss an issue that you are unsure about or if there is a pattern arising. You will be asked to make observations.
- Staff and parents/carers can always refer to the nursery manager to discuss their child or a child in the nursery, if there is a behaviour pattern arising.
- Staff are asked to complete observations over a period of time (unless urgent).
- Children may have what is called behaviours that challenge.
- After observing and having a clearer picture of the child's needs, that there may be SEND concerns that require addressing.
- Children may just have attention seeking behaviour and therefore different signs are apparent within the nursery and at home.
- Never refer to a child as having behaviour difficulties until we have a whole picture which may result in a SEND concern.
- Working in partnership is very important, arrange a meeting with the parents if the pattern continues. However, you can ask the parent how the child is at home to see if there is a pattern occurring.
- Children like adults behave differently to different situations, do not jump to a conclusion, remember a child is entitled to their privacy and confidentiality therefore you may not out or humiliated.
- Remember children have ears and as such they do "hear" everything even if you think they are
  not they may overhear, do NOT speak negatively about a child in front of them, this leads to
  lack of self

   esteem in the child and humiliation.
- If a child is hurting another child, you can take them away to distract and talk to the child however we NEVER give them "time out" on a chair by themselves or take them outside of a room.
- NEVER call a child "NAUGHTY" or "STUPID". You cannot segregate a child, withdraw food, use
  a naughty chair or put a child outside a room on their own. Under no circumstances shout,
  humiliate threaten or physically punish a child, it is a violation of 'The Children Act 2006' and
  itwould become a safeguarding concern.
- Remember some children who may not be able to communicate verbally and will rely on your facial gestures to express your feelings. Encourage them to use 'soft hands' to stroke their friends or give them a hug, which means sorry.
- Please do use positive re-enforcement and praise as much as possible where a child has done something however small it maybe they will feel happy that you are praising them.
- At circle time, you can read a story to all the children or use puppets, therefore this will be talked about as a group acting inappropriately and what is good behaviour.
- Keep parents informed at pick up time if their child's behaviour has changed that day, but do
  not bombard the parents with a stream of negative feedback. This can be distressing for the
  parents, and it is not very confidential if other parents are in the nursery at pick up time. If a
  child's behaviour has changed or is challenging, then write down your observations and inform
  the Behaviour Coordinator (Manager).
- The nursery manager will observe the child if there is a behavioural pattern and organize a meeting with the parents and an action plan will be put in place.
- If the child is repeatedly hurting children, then the practitioners need to shadow the child to reduce the number of incidents and to protect the other children- a monitoring chart can be filled in.
- If a child hurts another child, fill out an incident form for both sets of parents to sign.

- First always offer comfort or reassurance to the child who was hurt or upset by another child.
- NEVER NAME THE CHILD WHO HAS BEEN HURTING. It is easy for the child to be labelled.
   Remember children's behaviour often changes when they are unhappy inside about something, it is normally a phase which they grow out of. The labelling can last a lot longer than the behaviour and can be more damaging.
- Always offer comfort or reassurance to the child who was hurt or upset
- Acknowledge the feelings of all children involved.
- Children will often have emotional storms (known to many as terrible twos or when they are older tantrums, which require time for them to process their frustration).
- Use visual props and the sand timers for taking turns and sharing.
- Every academic year, the children collaborate to create Golden rules with the children for group behaviour and emotional rules.
- Children need positive role models (adults) to know what is expected of them and how to behave.
- We strive to involve the children in deciding on these rules and we discuss these rules with the children and refer to the rules throughout the day.
- Keep parents/carers informed at collection times if their child's behaviour has changed that day, but do
  not bombard the parents with a stream of negative feedback. This can be distressing for the parent/carer,
  and it is not very confidential if other parents/carers are in the nursery hall at collection time. If a child's
  behaviour that challenges or has changed, write down your observations and inform the Behaviour CoOrdinator (Nursery Manager).
- The nursery manager will observe the child if there is a behavioural pattern and organise a meeting with the parents/carers and an action plan will be out in place.
- If a child is repeatedly hurting children, then staff need to shadow the child to reduce the number of incidents and to protect the other children a behaviour monitoring chart can be filled in.

Parents/carers should be aware that often children will name a child and may not even be that child who has hurt them. Please ensure you do not assume it is that child because you have heard their name be mentioned before.

## Biting, Scratching & Hurting Another Child

- Due to a child's stage and phase in their development it can be common and quite normal for children aged 12-36 months and beyond to occasionally bite, hit and vent their emotions.
- The reasons for biting/scratching/hurting may be pre- talking frustration, not being able toexpress their feelings or attention, tiredness, family dynamics at home, hunger, affection, frustration that a toy has been taken, SEND needs or teething re many of the common causes.
- Deal with the child who is hurt first (e.g. treat the bite/scratch with first aid).
- Fill out an incident form for both sets of parents and make sure it is signed.
- Call the parent if a child has a bite mark or scratch on the face to inform them prior to themcoming to collect their child or ask if they would like to come in earlier.
- NEVER NAME THE CHILD WHO BITES, SCRATCHES OR HURTS ANOTHER CHILD. It is very easy for children to get labelled. Remember children may have behaviour that challenges when they are unhappy inside or have the \* above frustrations, normally a child will grow out of this phase.
- The labelling can last a lot longer than the behaviour and can be more damaging.
- It is distressing for the parents of the child doing the biting as well as for the parents of the child being bitten.
- Please help parents understand the stage of development the children are at and how we can work together.
- It is important that the bitten child's parents are aware of the action plan carried out with children that are repeatedly biting/scratching.

- We understand parents/carers will want reassurance their child won't be bitten or scratched
  again, which we cannot guarantee, however we realise it is serious and monitor the situation
  closely.
- If a child repeatedly bites then observations need to be recorded of times, activities and who was involved. The biting child needs to be shadowed to reduce the incidents occurring. The parents of the biting child will be asked to come in and have a meeting.

#### **Bullying**

Little Rosie's has a zero tolerance on bullying.

- A child's behaviour is monitored and constantly observed if they are consistently 'bullying' another child, it is
  treatedas any other negative behaviour. Children in the under 5's are learning right from wrong and will not
  understand the term bullying.
- It is our duty to teach children the correct behaviour methods and work with parents regarding their child's behaviour.
- We will follow our Behaviour Management policy strategies prior to take further steps.
- If a parent has any concerns that their child is being 'bullied', they can make an appointmentwith the Behaviour Co-Ordinator who is the nursery manager.
- If a staff member feels a child is being bullied by a parent this would be seen as a Safeguarding issue.
- A full investigation will be carried out and the nursery will work with parents to resolve theissue.
- Contact with the Early Years' Service or Children's Social Care would be carried out to ensure the welfare of the child is paramount.
- If a member of staff feels they are being bullied by another member of staff, they are to report the concerns to the nursery manager where upon this would be taken very seriously. If the staff member did not feel comfortable reporting their concerns to the nursery manager, then could approach the Director of the nursery
- Parents/carers are expected to work with the nursery and respect the staff involved in the case.

### Peer on Peer Incidents and Allegations

Little Rosie's recognises that there may be occasions when children behave in a way which causes concern and may be peer on peer abuse. Any allegation made by a parent regarding a child or children acting this way will be investigated and dealt with via the complaints procedure.

The nursery school takes their responsibilities very seriously and works closely with the children and the parents to promote positive behaviour and to deal with situations which may occur where there is persistent repetition of behaviour including:

- Name calling
- Biting, hitting, pushing, kicking
- Intimidation, segregation
- Isolating children

Nursery practitioners provide a curriculum where children participate in learning activities to develop children's social skills and ability to cooperate with their peers, cope with conflict, be independent, make their own decisions and can look after themselves, communicate their needs,

wishes and opinions as well as being able to ask for help. Please refer to the main behaviour management policy for information regarding strategies used to address behaviour of children.

#### Restraint and Physical Control of Nursery Children

A child may display certain behaviours which are beyond acceptable boundaries that can put other children and staff at risk. Physical Intervention is avoided; however, reasonable force will be used to control or restrain children where necessary and appropriate, in minimizing risk to themselves and others. This will only be used as a last resort when other methods of behaviour management have been unsuccessful.

Section 93 of the Education and Inspection Act 2006 stipulates that reasonable force may be used to prevent a child from

- Engaging in a behaviour prejudicial to maintaining good order and discipline at school.
- Causing injury to self-and/or others
- Committing an offence
- Causing significant damage to property

Staff are experienced in the use of a wide range of consistent behaviour management strategies intended to defuse potential aggressive situations, such as diversion, reasoning, positive behaviour strategies and warnings, which would be used first. If other methods of behaviour management fail, one or more of the following approaches may become necessary:

- Holding (e.g. gentle arm around shoulder for reassurance)
- Blocking
- Physically moving between children
- Leading by the hand/arm
- Shepherding away
- More physically restrictive hold

The purpose of a physically restrictive hold would be to limit the child's ability to hurt him/herself or others with the minimum application of force through limitation of movement. Where possible, aid is sought at an early stage from other members of staff for assistance, support and presence. Two members of staff will be present (where possible) and details of the incident and comes will be recorded within 24 hours of the event and retained in the child's file. Parents/carers will be given details of the incident as soon as possible after it occurs with a copy of the incident report. We will inform OFSTED of any significant injuries sustained by children or staff. Where routine nursery management is not effective in dealing with the continued behaviour of a child, a Targeted/Behaviour Plan will be put into place and external advice may be sought.

This will be drawn up in consultation with the parents/carers, child's key person, deputy manager, SENDCO, nursery manager and any other relevant professionals. Such plans will identify undesirable behaviour, potential triggers for such behaviour and the risks to staff and children. It will also contain advice for staff for management of such situations. All relevant staff should be made aware of the content of such plans, which are subject to regular review.

#### PARENT/VISITOR BEHAVIOUR POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created: April 2020 By: Rosemary Kosta Notes:					
Latest Review:	August 2022	Ву:	Rosemary Kosta	Notes:	
Next Review:	August 2023	By:	Rosemary Kosta	Notes:	

At Little Rosie's, we believe staff, parents, visitors and children are entitled to a safe and protective environment, in which to learn and work together. Behaviour that may cause harassment, alarm ordistress to users of the premises is contrary to the aims of the nursery.

The purpose of this policy is to provide a reminder about the expected conduct from our parents and visitors. We ask that all members of the nursery community follow these principles:

- We all respect the caring ethos of our nursery.
- Parents, staff and visitors need to work together for the benefits of the children.
- All members of the nursery community should be treated with respect and therefore we mustall set a good example in our own speech and behaviour.
- Adults set a good example to children at all times, demonstrating how to get along with allmembers of the nursery.
- No member of staff, parents, visitors or children are the victim of abusive behaviours or opento threats from other adults on the nursery premises.
- Any physical attacks, threatening behaviour, abusive or insulting language (verbal or written)towards others will not be tolerated and will result in withdrawal of permission to be on the nursery premises.

Any behavioural incident must be recorded and reported to the Nursery Manager, where the appropriate procedures will be followed. This may include verbal warnings, written warnings and/orexclusion from the nursery premises.

At any stage, the nursery may report serious incidents of abusive and threatening behaviour to the police. The nursery has a responsibility to ensure that any act of actual or threatened violence is referred to the police immediately.

- If a parent was being abusive to a staff member in the nursery, the parent will be asked to go to a separate room or the office immediately, where the issue can be discussed.
- If the parent leaves the school prior to a meeting happening; the manager would investigate the parent's behaviour and the nursery's actions. After a discussion with the director of the nursery an outcome would be discussed with the parent.
- The nursery manager would call the parent and a discussion would take place or a meeting would be organised.
- A child can be excluded from the nursery immediately if a parent uses threatening behaviour and we will always put the welfare of the child and staff first.

#### MONITORING STAFF BEHAVIOUR POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created: August 2022 By: Rosemary Kosta Notes:					
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:	
Next Review:	August 2024	By:	Rosemary Kosta	Notes:	

Little Rosie's take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner to act as a role model for and protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

This policy works alongside all of the nursery's policies such as our Safeguarding, Behaviour and Staff Code of Conduct. Little Rosie's has very high expectations for staff and therefore staff behaviour should represent the values of the school.

Within our nursery we expect our staff to:

- Follow the Little Rosie's philosophy
- The children come first, their safety, welfare and ongoing development is the most important part of the staff role
- By having an open-door policy, we expect the staff to be honest and be effective communicators to ensure we can eradicate any issues or concerns they may have
- Always behave as a positive role model for the children in their care by remaining professional and demonstrating kind and caring attitudes to all
- Work as part of the wider team, cohesively and openly
- Be aware of their requirements under the EYFS Statutory Framework and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development
- React appropriately to any safeguarding concerns quickly and concisely in accordance with Little Rosie's/ Local authority procedures and training received
- Not share any confidential information relating to the children, Little Rosie's or families using the school.
- Maintain the public image of Little Rosie's and do nothing that will pull the setting into disrepute
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional.
- Adhere to the Mobile Phone and Other Electronic Device and Social Networking policy
- Report to the nursery manager/deputy immediately any changes in personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication, any social service involvement with their own children.

#### **Monitoring Staff Behaviour**

- Conduct regular peer on peer observations using all staff and management, during which we will look at interactions with children and their peers.
- Have a supervision meeting in the autumn and spring terms and an appraisal usually in the summer term, if a staff member has completed their probationary period in which ongoing suitability will be monitored and recorded.
- •Use a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues

- Operate staff suitability forms and clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management.
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding policy.

# Some behaviours may cause concern and will be investigated further:

- Change in moods
- Sudden change in religious beliefs / cultural beliefs (may be a sign of radicalisation)
- Changes in the way of acting towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.)
- Sudden outbursts
- Becoming withdrawn
- Secretive behaviours
- Missing shifts, calling in sick more often, coming in late
- Standards in work slipping
- Extreme changes in appearance.

### Procedures to be Followed:

If we have a concern about changes in staff behaviour at Little Rosie's, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate. Ultimately, we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure in the child protection/safeguarding policy will be followed as in the case of allegations against a team member and the Local Authority Designated officer (LADO) will be called.

All observations and meeting notes on the staff member will be logged and kept confidential.

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created: August 2022 By: Rosemary Kosta Notes:					
Latest Review:	August 2023	Ву:		Notes:	
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Little Rosie's is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using our interactive table safely. Keeping Children Safe in Education states "The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material.
- contact: being subjected to harmful online interaction with other users.
- conduct: personal online behaviour that increases the likelihood of, or causes, harm."

The nursery manager and deputy are ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible.

#### We aim to keep children (and staff) safe online by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
- Ensuring content blockers and filters are on all our devices, e.g., computers, tablets, interactive tables and any mobile devices
- Keeping passwords safe and secure, not sharing or writing these down. These will be changed sporadically
- If staff wish to access the internet, this is on a permission base only e.g., to research a topic or story of educational use.
- Locking away all nursery devices at the end of the day
- Ensuring no social media or messaging apps are installed on nursery devices
- Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the Internet Watch Foundation (IWF)
- Ensuring children are supervised when using the nursery interactive table or tablets
- Using tracking software to monitor suitability of internet usage (for older children)
- Not permitting staff or visitors access to the nursery Wi-Fi unless consent is authorised
- Integrating online safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- Provide training for staff whenever required on online safety and understanding how to keep children safe online.
- We abide by an acceptable use policy; ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material
- Children's screen time is monitored (20 minutes maximum) to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning
- Little Rosie's is aware of the need to manage our digital reputation, including the appropriateness of information and content that we post online, both professionally and personally. This is continually monitored by Management. Little Rosie's has one main email address used by management and if teachers are required to use email communication to the parents, this would be from a school email address and not their own. All electronic communications between staff and parents should be professional and take place via the official nursery

communication channels, e.g., the setting's email address and telephone number. This is to protect staff, children and parents/carers.

If any concerns arise relating to online safety, then we will follow our safeguarding policy and report all online safety concerns to the DSL.

# The Designated Safeguarding Lead (DSL) will ensure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral if they feel it is needed
- All concerns are logged, assessed and actioned upon using the Nursery's Safeguarding procedure
- Parents are supported to develop their knowledge of online safety issues concerning their children via the nursery manager/deputy who would liaise with our IT specialists.
- Parents are offered support to help them talk about online safety with their children using appropriate resources
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern.
- The Professionals Online Safety Helpline (0344 381 4772 or helpline@saferinternet.org.uk) is shared with all staff and used if any concerns arise
  - Refer to and share <u>Safeguarding Children and Protecting Professionals in Early Years Settings: Online Safety Guidance for Practitioners</u>

#### MOBILE PHONES, CAMERAS, SMART WATCHES AND SOCIAL NETWORKING POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created:	April 2017	By:	Rosemary Kosta	Notes:	
Latest Review:	August 2023	By:	Rosemary Kosta	Notes:	
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# This policy is related to everyone entering and/or employed by Little Rosie's.

Staff have to read, understand and sign this policy on their induction day and failure to adhere to the contents of this policy will lead to disciplinary procedures being followed. Staff can find this policy, in our Operational file and under the staff portal at all times. Parents/Carers/Family Members — we ask you to read and become familiar with our policy, we are happy to clarify any points and understand this is in the best interest of all the children in our care. Please find this policy under our parent's portal, on our website.

#### **Mobile Phones**

All staff, parents/carers and visitors are prohibited from using their mobiles within the nursery hall. No mobile phones are to be used in any of the nursery premises except the office. Phones and cameras are strictly prohibited in the toilets or the upstairs kitchen. We have a nursery mobile for outings and trips that is only used in these circumstances. All Staff mobile phones are to be locked away and staff are only allowed to use them when they are on their lunch break and in their own time. To ensure the safety and welfare of the children within our care, Parents, Carers and Visitors are requested to not use their mobile phones or cameras within the premises.

NO photographs or videos may be taken by a <u>parent, family member or carer</u> within the nursery without the manager's/deputy's permission and only photographs/footage of their own child may be taken if consent is given.

If a member of staff is using their mobile during their working hours a meeting will be organised to find out the reason, why. If a member of staff is on their mobile whilst looking after the children, a formal meeting would take place. Any member of staff requiring a phone call from a family member due to personal reasons is asked to contact the nursery landline.

Staff are not allowed to take photographs of children on their mobile phones or on their personal cameras. Little Rosie's reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then the Local Authority Designated Officer (LADO) will be contacted immediately together with the directors. The company will follow any appropriate disciplinary measures.

## **Smart Watches**

We understand that many people now choose to wear smart watches, citing the many benefits for their usage, such as counting steps and heart rate or using an alarm function. However, smart watches can pose safeguarding risks, so to ensure the safety of the children at Little Rosie's, we mist place restrictions on how a smart watch is used. Please note that the term 'Smart Watch' is used in this policy to describe all devices that enable connectivity to a mobile phone, including, but not limited to Apple Watches and Fitbits.

Smart watches can be worn during the day, but the camera, messaging and call services must be disabled.

This includes usage during times on the nursery premises, and also whilst on local trips/outings. If wearing a Smart Watch, Bluetooth **must be disconnected** – this will ensure there is no internet connectivity to access notifications or Wi-Fi. Staff **must not** use their watch to receive calls or check

messages as this creates distraction and potential dangers. Staff **must not** use their watch to access any photos or images.

It is the responsibility of all members of staff to be vigilant of others checking their watches. They are encouraged to remind them of the nursery policy and procedures of the safe wearing of a smart watch and are asked to report any concerns to the nursery manager/Designated Safeguarding Lead.

Wearing a smart watch that is **connected** to a mobile phone, breaches safeguarding policies and procedures. Little Rosie's reserves the rights to check the contents of a member of staff's smart watch, should there be any cause for concern over inappropriate use of it, following the same procedure as detailed above regarding mobile phones.

As technology continues to develop, this policy will be updated to reflect new devices and functions accordingly. If a staff member's device has a function that is not currently detailed in this policy, but can be seen as a safeguarding risk, it is essential that the nursery manager is notified.

### **Tablets and Interactive Tables**

At Little Rosie's, we have designated nursery tablets and an interactive table for indoor and outdoor learning use only. The staff are allowed to take photographs/ video footage of the children's learning and development in the Early Years Foundation Stage and curriculum activities that Little Rosie's provides. Images taken must be deemed suitable (they are checked by the manager/deputy) to reflect the children's learning and development, WOW captured moments and examples to help any developmental stage concerns. All photographs are taken and stored appropriately to safeguard the children in our care. Images taken and stored on the nursery tablets must be downloaded as soon as possible, ideally once a week and the images deleted from the tablets. Under no circumstances tablets of any kind be taken into the bathrooms and children must not be put in any compromising positions that cause distress or harm. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, permission must be obtained from the nursery manager/deputy and staff must be supervised whilst taking the specific photograph. At all times, the tablets must be placed in a prominent place where it can be seen and stored in the office at the end of the day.

If a member of staff wishes to use the internet only for educational purposes via the tablets or interactive table, then this is allowed, if it is for any other reason a member of the management team would be there to supervise. Any work-related issue or material (e.g. comments, photographs of children or/and members of staff, confidential information) that could identify an individual who is a service user, relative or work colleague, which could adversely affect the nursery/company or child must not be placed on a social networking website such as Facebook, Twitter, WhatsApp, Instagram and Snap Chat. This means that work related matters must not be placed on any such site at any time either during or outside of working hours via any computer equipment, tablet, interactive table or mobile phone.

If any subject matter is found, a meeting would be held and depending on the outcome, disciplinary procedures could follow.

#### **Tapestry Online Learning Journal**

- The Tapestry online Learning journal system is hosted by a secure dedicated server based in the UK.
- Staff will record your Childs development through secure online learning journals (Tapestry).
- Parent/Carer consent is gained before the online learning journal is started.
- On occasions there may be times when staff updates these journals at home, parents give permission on the consent form for this to happen. We fully understand and will abide by any parents wishes who do not give their consent.
- All photographs will be uploaded on to Tapestry in the nursery via the nursery iPads. These photographs are then permanently deleted from each iPad at the end of the week by the nursery manager/deputy.

• Parents and carers are given the responsibility for choosing what to do with any personal data contained in the learning file, once it is in their possession. However parents must be aware that they are not permitted to 'publicise' another child and must therefore be reminded that they must not share, distribute or display said images. If this happens, they will lose the right to have Tapestry.

### WhatsApp 'WOW' Moments Policy

- Little Rosie's uses WhatsApp as a means of communicating with Parents/Carers on a daily basis, in sharing pictures of their individual child(ren)'s WOW moments.
- Parents/carers <u>must</u> have given consent to the use of WhatsApp in sharing images of their child.
- ONLY the child's individual photos must be sent to their parent/carer. If sending a group photo or other
  children are present on the background, consent must have been given from their parent/carer. If
  consent is not given, the child must be cropped out of the photo or blurred out in keeping the child's
  identity anonymous.
- Little Rosie's has a designated nursery mobile phone that will be used to share these photos with parents/carers. Staff's Personal mobile phones are <u>not to be used under any circumstance. Only the nursery's designated mobile phone is to be used.</u>
- Each key person will be responsible for sharing their key child's WOW moments with their parent/carer only, which will be carried out in the presence of the nursery manager/deputy.
- The nursery mobile is **only** to be used for sending pictures of children's WOW moments to their parent/carer and must not be used for any other purpose.
- Conversations and photos are to be deleted at the end of every week by the nursery manager/deputy.
- Parents must be aware that they are not permitted to 'publicise' another child and must therefore be reminded that they must not share, distribute or display said images.

### INTIMATE CARE AND TOILETING POLICY

THIS POLICY WILL BE REVIEWED ANNUALLY					
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Little Rosie's believe that all children need contact with familiar, consistent carers to ensure they grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance. All children at Little Rosie's have the right to be safe, to be treated with courtesy, dignity and respect and be able to access all aspects of the education and care curriculum.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support where required.

This policy sets out the clear principles and guidance on supporting intimate care needs with specific reference to toileting. It has been considered in line with our 'Administering of Medicines Policy.'

#### **Aims**

- To safeguard the rights and promote the welfare of children.
- To provide guidance to staff whose contact requires intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning & participation, protect from discrimination and ensure inclusion for all children.
- Transition to become independent with their personal hygiene needs where possible
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training is provided to all staff in respect of first aid or specialist medical training
- Ensuring children are avoided privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No Nappies will be changed or intimate routines behind closed doors.
- Staff have induction training to ensure they are fully aware of all nursery procedures
- Following up procedures in any appraisal or other meetings for further training
- Working closely with parents on all aspects of the child's care and education
- If a child requires specific support a meeting would be organised to hear all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensuring all staff have an up to date understanding of safeguarding/child protection and how to protect children from harm- please refer to the safeguarding policy.
- Little Rosie's has a whistleblowing policy in the staff handbook
- Regular risk assessments are in place to ensure the safety of all involved

#### Definition of intimate care

- 'Intimate Care' can be defined as care tasks of an intimate nature associated with bodily functions, bodily products and personal hygiene, which require direct or indirect contact with, or exposure to, the private anatomy.
- In some cases, it may also include administering rectal medication prescribed by a GP.

The administration of 'Administering of Medicines Guidance' makes it clear that teaching staff should be under no obligation to provide nursing care, and the same applies to intimate care.

# **Identifying Intimate Care tasks**

#### These include:

- Dressing and Undressing (underwear)
- Helping someone use the bathroom
- Changing nappies
- Washing intimate parts

#### **Definition of Personal Care**

- 'Personal Care' may still involve touching but is of a less intimate nature.
- 'Personal Care' is usually associated with personal presentation and is regarded as social functioning.
- These tasks do not invade personal, private or social space and can lead to positive social outcomes for the children.

### **Identifying Personal Care Tasks**

- Skin care/applying external medication
- Feeding
- Administering prescribed medication
- Hair care
- Dressing and undressing clothing
- Washing non-intimate parts of the body
- Prompting to go to the bathroom

### **Basic Principles**

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care is therefore part of the approach at Little Rosie's. We will bear in mind the following principles:

- Children have the right to feel safe and secure.
- There will be no barriers to learning and participation.
- Children will be respected and valued as individuals.
- Children have the right to privacy/dignity when staff are meeting their needs.
- Children have the right to information and support to enable them to make choices.
- Children have the right to be accepted for who they are.
- Children have the right to express their views and be heard.
- A child's intimate/personal care plan is designed to lead to independence.

### **Vulnerability to Abuse**

We will ensure that all staff are familiar with our safeguarding children policy and procedures to protect children from any form of abuse. They will also be made aware that they are vulnerable to accusations of abuse whilst attending to Intimate/Personal Care routines, and therefore should act in accordance with agreed procedures.

### **Working with Parents/Carers**

At Little Rosie's we will work with the parents when attending to Intimate/Personal Care routines. If a child has a disability or medical needs that may affect Intimate/Personal Care routines, a Targeted Plan and Health Care Plan will be drawn up in agreement with parents/carers.

### **Linking with External Agencies**

When a child with special care needs or disabilities is helped by other agencies, we will work closely with those agencies to take account of knowledge, skills and expertise of other professionals to ensure that the welfare of the child and their development remains the focus of our concern.

#### **Managing Risk**

These guidelines aim to manage risks and ensure that employees do not work outside the remit of their responsibilities. It is essential that all staff follow the guidance set out in this policy and take all responsible precautions to prevent or minimise accident, injury, loss or damage. It is of particular importance with regard to:

- Staff Training
- The recording of activities as necessary
- Consent being obtained by parents and carers
- Any Health Care Plan being written with and signed by parents/carers
- The presence of two adults when invasive medical procedures are performed, unless the parents have agreed to the presence of one adult only.

### **Achieving Continence**

At Little Rosie's, we aim to encourage continence through:

- Getting to know how the child will communicate their needs.
- Having knowledge & respect for any cultural & religious sensitivities related to aspects of intimate care.
- Speak to the child so that they are aware of the focus of the activity.
- Address the child in appropriate ways.
- Give explanations as to what is happening in a straightforward and reassuring way.
- Agree terminology for parts of the body and bodily functions with parents to ensure continuity.
- Respect a child's preference for a particular sequence of care.
- Give strong clues that enable a child to anticipate and prepare for the events, i.e., show them a clean nappy to indicate the intention to change.
- Encourage the child to undertake as much of the procedure for themselves as possible, including dressing and undressing.
- Use lots of praise and encouragement when they go to the bathroom.
- Seek the child's permission before undressing if he/she is unable to do so themselves.
- Provide facilities that afford privacy and modesty.
- Keep records noting responses to intimate care and changes of behaviour in line with the above intimate care policy.

### Nappy Changing and Potty Hygiene Policy

• Staff must wear gloves and a plastic apron over their aprons at all times.

### **Changing Nappies**

- Make sure the changing mat is sanitised/cleaned before a child is placed on the mat.
- Ensure you are wearing a fresh apron and gloves for each child.
- Place the child on the mat.
- Take the nappy off and dispose of it in the bin, please use a nappy sack if there is a soiled nappy.
- Use any cream that the parent has given to be used on the child's bottom area.
- Clean bottom with the child's own wipes and dispose in the bin.
- The child's OWN NAPPY should be worn.
- After the nappy has been changed, disinfect the changing mat thoroughly.
- Dispose of gloves and apron and then wash your hands.
- When you have changed each child, this must be recorded on the child's Tapestry care diary with the time, staff member's name and a comment, if required.
- Any child who has loose stools, nappy rash or area of concern must be noted in the comment box.
- Notify the Nursery manager/ deputy for any concerns immediately.

#### Potty Hygiene Policy

- All staff must wear aprons and gloves when a child is on the potty or doing a poo in the toilet.
- Once the child has finished, pour their 'content' down the toilet.
- Disinfect the potty and ensure it is wiped clean.
- Replace the potty and dispose of your gloves.
- Always wash your hands with soap and water/sanitiser.
- All children who have been introduced to potty training can be recorded on their Tapestry care diary to ensure this is monitored.
- If a child has an accident, please ensure they are changed into their spare clothing and if they do not have any remind the parent/carer to bring some.
- Please be understanding to the child if they wet themselves and never be negative about it, e.g., Say "oh well, it's ok, we will get you all dry" or similar.

#### **Bathrooms**

- Children must be supervised on all bathroom visits.
- The only exception to this rule are the over 3's who can go by themselves after they have settled in however, they must be checked upon and anyone who needs more help should be assisted by a member of staff.
- We encourage the children to go at the same time together at allocated times, if not then as there are three toilets, then three children should be sent to the toilet.
- Children can go to the toilet whenever they wish, however keep note of the ones who always want to go to the toilet
- Ensure all the children wash their hands after a toilet visit.

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At Little Rosie's we recognise that pets can help meet the emotional needs of children and adults. Caring for pets also gives children the opportunity to learn how to be gentile and responsible for others and supports their learning and development.

#### Pets from Home

- If a child brings in a pet from home to visit Little Rosie's as a planned activity, parents of all children who will be in contact or in the same area as the pet are informed. We obtain written permission from parents to ensure no child has an allergy or phobia.
- We will complete a risk assessment prior to the pet visiting and analyse any risks before this type of activity is authorised.
- Pets will not be allowed near food, dishes, worktops or food preparation areas.
- When handling the animals please ensure hands are washed immediately afterwards using warm water and anti-bacterial soap.
- Children will be encouraged not to place their hands in the animals mouths during the activity and the children will be explained the importance of this to the children.
- Members of staff need to be aware of allergies and ensure that any child with an allergy does not have contact with the animal at any time
- Children will be encouraged to leave their comforters or dummies away from the animals to ensure cross-contamination is limited.
- If a parent/carer arrives at the Nursery accompanied with a dog they will be asked to tie the dog up outside the nursery.

#### Visits to Farms/London Zoo

- Site risk assessment would be made by a senior member of the team.
- We check the farm/zoo is well managed, that the grounds are suitable and public areas are as clean as possible and that suitable first aid arrangements are made.
- We check the farm/zoo has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers.
- Ratios are higher on trips 2:8 for over 3-year-old children
- We will explain to the children that they will not be allowed to eat or drink anything, or place their hands in their mouths, while touring the farm because of the risk of infection and explain why
- We will ensure precautions are taken e.g., in restricted areas
- All comforters will be left at the nursery
- All staff and children will wash their hands before and after touching any animals, eating and drinking.
- Meals will be taken in the designated food eating area at the farm/zoo and children will be warned not to eat anything which has fallen on the ground.
- All footwear and clothing must be suitable and prior to leaving the farm/zoo the clothing will be free from any faecal materials.
- All children and staff will wash their hands prior to departure from the farm/zoo.

#### **CONFIDENTIALITY POLICY**

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# Statement of Intent

Little Rosie's respects the privacy of children, parents, and staff, while ensuring we provide high quality education, care and play opportunities in our setting.

#### <u>Aim</u>

We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their children. We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private family life, home and correspondence. Our only justification to interfere with this 'right' is where we believe that a child may be at risk of significant harm, to prevent a crime or disorder.

We meet the rights of the Data Protection Act 2018 with regard to GDPR and the information kept about their families and staff, including how it is collected, stored and used. We have regard to the Common Duty Law of Confidentiality and only share information with other professionals or agencies on a 'benefit to know basis' with consent from parents, or within their consent in specified circumstances relating to safeguarding children.

#### Personal Records:

- Registration and admission forms
- Medical Forms
- Medical Reports
- School Reports
- Signed consents
- Correspondence concerning the child or family
- Parent meeting notes
- Parent meeting reports or minutes concerning the child for external agencies
- An on-going record of relevant contact with parents
- Observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters, incident and accident logs; care plans; behaviour plans and any other relevant information.
- SEND observations, Concern form, reports, assessments, EHCA and EHCP

These confidential records are stored securely in filing cabinets in the nursery office and are locked when not in use. Parents can have access to the files and records of their own children, but not access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the Teacher's role.

#### Information Sharing Concerning Child Protection issues

There are times when we are required to share information about a child or their family. These are when there are:

• Concerns that a child is or may be suffering from abuse including but not restricted to neglect, physical, emotional or sexual abuse.

Working Together to Safeguard Children 2023 states that "Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To share information effectively:

- all practitioners should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal, and should be treated as 'special category personal data.'
- where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk."

We explain to families about our duty to share information for the above reasons. Where we have concerns, we would normally try to gain consent from families to share these in writing or over the phone. We do not seek consent from parents to share information where we believe that a child may be endangered by seeking to gain consent, for example where we believe a parent may cover up any form of abuse.

Where evidence to support our concerns is not clear, we may seek advice from the Children's Services or LADO.

We only share relevant information that is accurate, factual, non-judgemental and up to date.

### Information Sharing Concerning a Child's Development

Little Rosie's is committed to the development of the children attending the Nursery. We follow the Early Years Foundation Stage Statutory Framework (EYFS), and we emphasise on providing high quality education and care through partnership and collaboration with parents/carers. We will be observing the development of the children during their time at Little Rosie's. With the permission of the parents/carers we will share our observations with other services that may be involved in the care of your children, such as schools and external support agencies, unless it is in the child's best interest and welfare to speak confidentially.

Little Rosie's is also committed to working with children where SEND becomes apparent. To achieve this, Little Rosie's, with parental permission, will gather and share information between services, such as schools, local inclusion teams, Health Care professionals and other external agencies. This information will be used to provide consistency of care and other support suited to the child's needs.

#### Other records

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

When students undertaking recognised qualifications, training or placements are observing within the setting, they are informed of our confidentiality policy and required to respect it.

### Access to Personal Records

- Parents may request to see the child's personal file. Requests by a parent or person with parental responsibility must be made in writing/via email to the nursery manager.
- Little Rosie's aims to provide access to requested records in line with GDPR.
- A photocopy of the complete file is taken as a record.
- Legal advice may be sought before sharing a file, especially where the parents have possible grounds for litigation against Little Rosie's or another (third party) agency.
- Parents may have access to a child's Learning Journey, tracker and observations at any time.

All the undertakings above are subject to the paramount commitment of Little Rosie's which is to the welfare, safety and well-being of the children.

### **DATA PROTECTION POLICY**

THIS POLICY WILL BE REVIEWED ANNUALLY					
Created: April 2018 By: Rosemary Kosta Notes:					
Latest Review:	August 2023	Ву:	Rosemary Kosta	Notes:	
Next Review:	August 2024	Ву:	Rosemary Kosta	Notes:	

#### <u>Aims</u>

- To outline Little Rosie's approach to the collection and management of data.
- To describe the procedures taken to ensure the integrity and security of data.
- To comply with the General Data Protection Regulations 25th May 2018

### **Procedures**

Little Rosie's will obtain and process data fairly and lawfully by adopting the following principles:

- We will only collect and hold data when a clear and justifiable reason exists for doing so in relation to the children and parents on the registration list, waiting list and children attending our nurseries.
- We will only collect and hold data when a clear and justifiable reason exists for doing so in relation to our staff and potential staff.
- We will take every reasonable step to ensure that the data is kept securely.
- We will make every reasonable effort to ensure that data is accurate and kept up to date.
- Where necessary the subject of such data will be asked to confirm that what has been recorded is accurate.
- We will destroy data when the reason to hold it ceases to be relevant.
- We will ensure that all data subjects are given their right of access to personal data upon a subject access request.

### **Data Protection Officers**

**Nursery Manager: Rosemary Kosta** 

**Deputy Manager: Catia De Freitas** 

### Access to Personal Records

Information about the use of personal data will accompany any appropriate collection forms. Information obtained verbally will be treated confidentially and comply with data regulations. An example of information obtained over the phone is nursery enquiries and visit bookings. Certain information is required for the smooth operating and general welfare of the school. Information that we obtain verbally for recruitment purposes will be treated confidentially and comply with data regulations. An example of

information obtained over the phone is a candidate calling to apply for a job position and providing personal data, employment history and qualifications.

No Little Rosie's employee will knowingly mislead or deceive any other person about the purpose for which information it is being collected. Individual members of staff can be personally liable if they do not follow the company's policies on GDPR. They may also be subject to claims for damages from persons who believe that they have been harmed because of inaccuracy, unauthorised use or disclosure of their data.

A deliberate breach of the GDPR policy will be treated as a disciplinary matter.

Little Rosie's retains many types of records (and in doing so complies with all pertinent legislation) for example:

General Information and Education Records Including School Reports	Children
Medical/Confidential/Safeguarding Information	Staff, Parents and Children
Admission Documents and Personal Information	Staff, Parents and Children
Financial Records (and Other Relevant Financial Documents)	Accounts Manager and Accountant
Personnel Salary Issues	Accounts Manager, Rosemary Kosta

Little Rosie's keeps the majority of records on computers, allowing us to process and record much of the aforementioned data. The computers are password protected. Accordingly, Little Rosie's is registered with the ICO, and this registration is renewed annually.

A copy of the nursery's registration is kept in the nursery office.

Data is collected verbally over the telephone when booking an appointment. This includes basic information, parent's first name, parent's surname, telephone number, address, child's name, child's date of birth, child's sex.

Parents complete an online registration form, which is submitted electronically to the nursery email.

Parents are invited to participate in and attend our Mother's/Father's/Someone special's celebrations with their child.

We will collect, store, and use the following categories of personal information about Children:

- Name
- · Date of birth
- Home address
- Nationality (requirement of Local Authority)
- Languages
- Dietary requirements
- Attendance information including scheduling and daily signing in/signing out
- Photographs and video clips

- Emergency contact, should Parents be unavailable and the emergency contact's contact details
- Learning Journey documenting the children's learning development which includes, observations, photographs, videos, next steps, comments
- Records e.g. care plans, common assessment frameworks, speech and language referral forms
- Accidents, incidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of Children Special Education Needs and Disabilities (SEND)

We will also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Child's race or ethnicity, spoken language and nationality
- Information about a Child's health, including any medical condition, health and sickness records
- Information about a Child's protection referral forms/child protection case details/reports
- Information about a Child's Special Education Needs Disabilities (SEND), including EHCP and liaising with external professionals and reports.

### **Parents**

We will collect, store and use the following categories of personal information about Parents:

- Name including title
- Relationship to Child
- Home Address
- Phone Number
- Email Address
- Marital Status
- Languages
- Occupation

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Parent's spoken language and Nationality
- Conversation with parents where Employees of the nursery deem it relevant to prevention of radicalisation or other aspects of the government prevent strategy.

### Storage of our Data

Personal data that is in paper form, is stored in a locked filing cabinet in a locked office. Personal data in digital form, is stored on secured computer and on a secure Drive.

#### Access to Data

- All School data is stored securely and centrally through predominantly electronic storage methods.
- Individual Personal information will be disclosed only to those who require and ask for the information. The personal information will only be disclosed if it does not breach safeguarding regulations or contain information regarding another party.
- The nursery will ensure and maintain an appropriate level of security of access to its premises, equipment, network, programmes, data and documentation.
- A structured allocation of staff access rights will protect confidentiality and the security of data.
- All existing and newly appointed staff who have access to personal information will receive training on data protection procedures.
- Any information requested, which relates to a third party will not be made available without the express permission of the third party.

#### General Information - Children

Copies of children's reports, learning journeys and portfolios of work are kept as records. These records identify the learning and development, the child's strengths and areas to work on, targets, external professional reports, achievements, and general progress.

Contents of educational records will be disclosed to parents upon request and to another school, which is considering a child for admission, or which has just admitted that child.

### Medical/Confidential Information- Children

Confidential papers (e.g. Social Services and any Special Educational Needs and Disability reports/EHCP reports) are kept separately from general information and are dealt with by our SENDCo or Safeguarding Designated Officer in a Safeguarding file.

**Medical Information**: Parents are asked to complete a registration form containing medical information, which includes Doctor's name, immunisations received, details of any on-going medical issue, dietary requirements, any treatment needed regularly and relief treatment for the child. This is kept in the Child's file, in a securely locked cabinet in the Office.

A chart of all children with allergies, asthma, and other medical issues, is distributed with a photo of each child, to all members of staff. This is for the health and safety of the children.

# <u>Personnel Records - Staff</u>

Little Rosie's maintains detailed personnel records relating to individual employee's job descriptions, qualifications, experience and length of service as well as birth certificates/passports, enhanced disclosure and visas if applicable.

Details of a financial nature including salaries are kept securely.

Completed application forms and associated references for advertised positions within Little Rosie's are kept securely until an appointment has been made. Following the appointment, the successful

candidate's application forms and associated references (originals) are kept securely in the Office. Copies of other application forms are subsequently destroyed when a candidate has proved unsuccessful.

Employees are required to complete a Health Declaration Form and Emergency Contact Form under health surveillance.

### **Financial Records**

Records of Little Rosie's financial controls, budget and private finances are readily available for inspection by the proper authorities.

The following records MUST be kept for the current financial year and the previous 6 financial years:

- Copy orders
- Paying-in slip stubs/records
- Copy receipts for all income
- Certified paid invoices bank statements
- Copy remittance advices bank reconciliation statements
- The financial systems administration detailed accounts
- School Fee Invoices

### Right to Access

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why you are using their data, and check you are doing it lawfully.

Parents and Staff have the right to request access to their individual personal data.

An individual is only entitled to their own personal data, and not to information relating to other people.

In accordance with GDPR, Little Rosie's will provide the requested data within one month.

### Right to Erase

The right to erasure is also known as 'the right to be forgotten'.

Individuals can request the deletion of their data when there is no compelling reason for its continued use or storage.

As a Nursery School, we follow the legal requirements and data retention timescales, which give a legitimate reason for us to retain/store data, even if we are asked to erase it. Early Years law and regulation overrides GDPR.

In accordance with GDPR, Little Rosie's will respond and where appropriate act as requested, within one month.

## **Appeals**

The Director will consider appeals against any decision made by the Manager (or those with delegated authority) not to disclose/transfer/copy amend a child's record.

## Right to Withdraw

When you sign the registration form with Little Rosie's, you are agreeing to our day-to-day operation practices. Unfortunately, if you no longer accept our contract, we will be unable to facilitate your family at our Nursery School. The contractual agreement of one term's written notice will still stand.

## **Data Timeline**

Education Records. Children's records must be held for 7 years.

Safeguarding Records. Safeguarding records must be held until a child is 25 years old.

Staff Health Records. Records or a copy must be held for 40 years from the last date of entry

Staff Records Staff wage records must be held for 3 years

Business Records Business records must be held for 7 years