



BRANSTON COMMUNITY DAY NURSERY

SAFEGUARDING CHILDREN – POLICY AND PROCEDURES

The Policy

Branston Community Day Nursery fully recognises its responsibility for safeguarding children. This policy applies to all staff, management and volunteers working within the setting.

- The welfare of the children attending this setting is paramount and concerns about child abuse will be taken seriously.
- All staff will be aware of safeguarding children procedures and will be required to attend safeguarding children training regularly.
- All staff will be required to undertake safeguarding induction training within their first week of employment.
- Recruitment procedures will ensure the suitability of staff and volunteers working with children and will follow EYFS welfare requirements with regard to Criminal Record Bureau (CRB) checks, Independent Safeguarding Authority (ISA) registration and references.
- Procedures will be implemented for identifying and reporting concerns, or suspected cases of abuse.
- The setting will ensure a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- We work within the guidelines set out by the Local Safeguarding Children's Board using appropriate procedures.
- We have procedures for contacting the local authority on child protection issues.
- The setting will notify the registration body (Ofsted) of any circumstances affecting the wellbeing of a child and in the event of an allegation being made against a member of staff or volunteer.
- Mobile Phones (*see ICT Policy on pages 26 -27*)
- Digital Cameras (*see ICT Policy on pages 26-27*)
- IPODs and Tablets
- A designated staff member will have responsibility for safeguarding issues. The designated person is:

NICOLA PRATT

- Where an allegation is made against a member of staff we will ensure that we cooperate fully with any investigation. The setting's disciplinary procedure may follow depending on the result of an investigation.

Advice and concerns regarding safeguarding children should be directed to:

- **Lincolnshire Safeguarding Children's Board Customer Service Centre:**
Office Hours: Tel. 01522 782111
Out of Hours: Tel. 01522 782333

- **Lincolnshire Police – Bracebridge Heath: 01522 805703**
- **Ofsted: Tel. 0300 123 1231**

- Safeguarding children (child protection) concerns will be confidential and shared only on a need to know basis.
- This policy will be implemented in conjunction with the safeguarding children procedure.
- The welfare of all children is paramount and any suspicion of abuse will be dealt with immediately.

The Procedures

- Branston Community Day Nursery is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and will work within the guidelines laid down by the Local Safeguarding Children Board and current government guidance “*Working Together to Safeguard Children*”.
- All staff will be aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated named person. If a staff member feels that their concern is not being taken seriously they have every right to share their concerns with the Lincolnshire Safeguarding Children Board customer services unit or the Police without affecting their terms of employment.
- Staff members also have the right to share concerns *directly* with the Lincolnshire Safeguarding Children Board customer services centre (tel. 01522 782111 or Out of Hours 01522 782333) or the police if they feel this is appropriate.
- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.
 - Significant changes in children’s behaviour;
 - Deterioration in children’s general well-being;
 - Unexplained bruising, marks or signs of possible abuse or neglect;
 - Children’s comments which give cause for concern;
 - Any reasons to suspect neglect or abuse outside the setting.

Records will be kept as appropriate

Whenever concerns are raised or worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific record will be set up. All suspicions will remain confidential and shared on a need to know basis and the guidance set by the Local Safeguarding Children’s Board will be followed.

Where a disclosure is made:

- Reassurance is given to the child
- The child will be listened to
- The child will not be questioned
- Promises will not be made to the child regarding not sharing the information in the disclosure
- The designated person with responsibility for safeguarding will be informed immediately and procedures followed under the guidance of the local Safeguarding Children’s Board.
- A referral to Children’s Services on 01522 782111 will be made without delay.

Records will be made to include:

- The child’s name, full address, date of birth
- Date and time of the disclose/observation
- Exact record of disclosure (in child’s own words)
- Name of person to whom disclosure was made
- Name of any third party present
- Records will be kept separately and securely from the child’s main records with limited access
- Completion of CAF form, signed and sent to the relevant officer within 24 hours of the telephone referral.

The designated person with responsibility for safeguarding children will be informed immediately and procedures followed under the guidance of the Local Safeguarding Children's Board.

Where an allegation is made against a staff member

- The setting will cooperate fully with any enquiry
- Detailed records will be taken
- The setting disciplinary procedure will be followed where necessary
- Ofsted and LSCB will be informed

Procedures for dealing with allegations against staff

If we received an allegation against a member of staff who works with children that causes concern that they have:

- *Behaved in a way that has harmed a child, or may have harmed a child;*
- *Possibly committed a criminal offence against or related to a child; or,*
- *Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.*
- *Inappropriate behaviour displayed by other members of staff, or any other person working with children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.*

The manager would be informed immediately and would then inform the Responsible Person and the Child Protection Officer. As a minimum action, the member of staff would be placed on unobtrusive, supervised contact with the children whilst information was gathered. The Lincolnshire Safeguarding Children Board and Ofsted would be informed.

An initial investigation would be conducted quickly with outside agencies so that further action can be divided. Those investigating will take into account:

- The seriousness and plausibility of the allegation
- The risk of harm to children
- The possibility of tampering with evidence
- The interests of the person concerned
- The interests of the nursery.

The initial investigation may lead to:

1. Supervised contact being maintained.
2. Suspension from duty awaiting the outcome of the investigation.

The Child Protection Officer would conduct all liaisons with outside agencies and in particular contact the Local Authority Designated Officer for managing allegations through the Lincolnshire Safeguarding Children Board Customer Service Centre.

All necessary parties would be kept informed; confidentiality would be maintained at all times.

Supporting families:

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed likely to put a child at risk
- We will follow the guidelines laid down by the area safeguarding children's board

- The setting, through the safeguarding children policy will inform parents of their role and responsibility regarding safeguarding children
- The setting will continue to welcome children and work with parents throughout any investigation.



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Physical and Behavioural Signs of Abuse

Concerns about a child may come to the attention of staff/volunteers in a number of ways:

- Through observation of the child. A child's behaviour may indicate that it is likely that he/she is being abused.
- The child may disclose abuse.
- Information may be given by parents, other people or agencies.
- A child may show some signs of physical injury of which there seems to be no satisfactory explanation.
- Something in the behaviour of one of the workers or young person, or in the way the worker or young person relates to a child, alerts them or makes them feel uncomfortable in some way.
- Observing one child abuse another.

There are 4 types of abuse, the main signs of each type are listed below:

1. The signs of Physical Abuse may include:

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

Changes in behaviour which can also indicate physical abuse:

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

2. The Physical Signs of Emotional Abuse may include:

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

Changes in behaviour which can also indicate emotional abuse include:

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

3. The Physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas

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

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets that they can't tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

4. **The Physical signs of neglect may be:**

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

Changes in behaviour which can also indicate neglect may include:

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

BRANSTON COMMUNITY DAY NURSERY

STAFF WHISTLE BLOWING POLICY AND GUIDANCE



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

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

General Principles

The policy is intended to:

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

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

The management will investigate, promptly and thoroughly, all concerns raised in accordance with this policy, and will take appropriate action.

Confidentiality

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

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

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

Anonymous complaints

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

Malicious allegations

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

How to raise a concern

In the first instance, concerns should be raised with the Nursery Manager. However, this may not always be appropriate, in which case concerns should be raised with the designated College manager, Karen Lamming.

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

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

The complainant should NOT:

- Investigate the matter themselves.
- Alert those suspected of being involved.
- Approach or accuse individuals.
- Tell anyone other than the designated persons (i.e. The Nursery Manager/College Manager)

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

Investigations

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



BRANSTON COMMUNITY DAY NURSERY

ANTI-BULLYING POLICY

Branston Community Day Nursery is committed to providing a caring, friendly and safe environment for all children that is free from bullying.

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

All alleged incidents of bullying will be taken seriously and investigated.

We aim to:

- Reassure the bullied child that they will be listened to and every effort will be made by the staff to help and support them.
- Not label children as 'bullies'.
- Establish facts surrounding the allegations.
- Help a child that has been bullying to recognise and understand the implications of their actions.
- Recognise that children who bully have often been bullied or are being bullied themselves.
- Discuss with the parents/carers of the child who has been bullying the situation and strategies for managing the behaviour.
- Discuss the situation with the parents/carers of the child who has been bullied and offer reassurance that the situation is being dealt with.
- Record all relevant details of an investigation of alleged bullying.

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

Suspending or expelling a child from the setting will only be used as a last resort where other strategies have failed and indicates the seriousness of an episode of bullying. If necessary and appropriate the police may be consulted, depending on the type of bullying.

Help lines and organisations

- Bullying UK – www.bullying.co.uk
- Kidscape – 020 7730 3300 – www.kidscape.org.uk
- Childline – 0800 1111 – www.childline.org.uk
- NSPCC – 0808 800 500 – www.nspcc.org.uk



BRANSTON COMMUNITY DAY NURSERY

Missing Child Policy and Procedure

Branston Community Day Nursery take the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is soon discovered. Staff will undertake periodic head counts using the key person system in addition to the registration procedure. If in the event of a member of staff not being able to account for a child's whereabouts the following action will be taken:

PROCEDURE FOR IF A CHILD LEAVES THE SETTING UNACCOMPANIED

Search systematically

The Nursery is responsible for the missing child and all the other children in the Nursery. We will:

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

Parents

The setting will:

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

Police

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

Informing other people

We will ensure that:

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

We will co-operate fully in any investigation.

Recording

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

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

Dealing with people's reactions

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

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

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

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

Dealing with the media

Distressed parents may contact the local press, or reporters may hear about the incident if the police are involved. It is sensible for one person, usually the chair/owner or manager, to be the one who speaks for the setting. All adults will be asked to refer all enquiries to the agreed spokesperson.

The spokesperson for the setting is Nicola Pratt.

Informing other parents

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

- Talking to parents/carers when they collect children or
- Talking to parents/carers when they arrive at the next sessions or
- Sending a note home with each child.

When the child is found

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

- That the child also might have been afraid and distressed and might now be in need of comfort.

- Remain calm and reassure the child
- Ensure the child is not hurt.
- Acknowledge that it may not have been the child's fault.
- That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises and why.

After the incident

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

Contacts

- Lincolnshire Police - 01522 882222
- Ofsted: Tel 0300 123 1231
- LSCB Customer Service Centre: Tel office hours - 01522 782111. Out of hours 01522 782333



BRANSTON COMMUNITY DAY NURSERY

Equal Opportunities Policy

Branston Community Day Nursery and all staff, volunteers and students are fully committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families.

The legal frameworks for this policy include:

- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1975
- Education Act 1996
- Disability Discrimination Act 1995 & 2005
- Special Educational Needs and Disability Act 2001
- Equal Pay Act 1970
- Children Act 1989
- Equality Act 2006
- Childcare Act 2006
- Equality Act 2010

The equal opportunities policy for Branston Community Day Nursery applies to all people, whether using or working within the setting.

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

Acts of unlawful discrimination will be challenged and the person concerned helped to understand why this is not acceptable. The nursery manager will ensure this process happens initially. College senior staff will be consulted and take further action if necessary.

Branston Community Day Nursery is open to all members of the community and everyone will be made welcome. Please refer also to our Admissions Policy.

In order to promote equality and diversity we will:

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

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

- Listening to children to ensure each child feels included, safe, valued and respected.
- Ensuring that all children have equal access to activities, resources and learning opportunities.
- Making appropriate provision to ensure each child receives the widest possible opportunity to develop their skills and abilities and recognise different learning styles.

- Providing play materials/resources and activities that demonstrates diversity of background and ability, and help to develop positive attitudes to differences of race, culture, language, gender and ability.
- Promoting children's awareness of their own culture and beliefs and those of other people.
- Ensuring the differentiation of activities to include the needs of all children.
- Working in partnership with key professionals to ensure that individuals with learning difficulties and/or physical disabilities can participate fully in all aspects of the provision.
- Avoiding stereotypical images in equipment, resources and activities.
- Using positive, non-discriminatory language with all children.
- Valuing the home background of all children
- Ensuring any discriminatory language or practice is challenged appropriately.

English as an Additional Language:

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

Inclusion:

- The staff will ensure that there are positive attitudes to diversity and difference so that every child is included and not disadvantaged.
- Children will be supported to learn from the earliest age to value diversity in others and grow up making a positive contribution to society.
- Staff will work with parents/carers and other professionals to make reasonable adjustment to the environment as required by the DDA (Disability Discrimination Act) to accommodate and meet the needs of a child with identified learning difficulties and/or physical disabilities.
- Staff will focus on each child's individual learning, development and care needs by;
 - Removing or helping to overcome barriers for children where these already exist.
 - Being alert to the early signs of needs that could lead to later difficulties and responding quickly and appropriately, involving other agencies as necessary
 - Stretching and challenging all children.
- All children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulty or disability, gender or ability will have the opportunity to experience a challenging and enjoyable programme of learning and development.
- Branston Community Day Nursery has regard for the code of practice on the early identification and assessment of children with special needs. We have adopted the Early Years Action and Early Years Action Plus model as outlined in the code of practice.

The DCSF's Code of Practice for Special Educational Needs not only gives guidance on the responsibilities towards children with special needs but also lays down procedures to be followed at different stages of provision.

- The nursery has a designated person for Inclusion, this person is Georgina Woodall.
- The nursery will review, monitor and evaluate the effectiveness of its inclusive practices annually as part of curriculum review and each child's end of year summative review. If urgent review is necessary, then a staff meeting will be used or specially called to address the issue.

Branston Community Day Nursery aims to develop children's positive self-esteem and the esteem of others. Staff will set a good example by treating one another and the children with respect.

Staff Training

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

Employment Statement:

- All posts will be advertised and applicants judged against specific and fair criteria.
- Applicants will be welcomed from all backgrounds regardless of ethnicity, religion, culture, language, gender, sexual orientation or age.
- Branston Community Day Nursery may use the exemption clauses of the sex discrimination act 1986 where it is necessary in exceptional circumstances to enable the service to best meet the needs of the community.
- Successful applicants will be subject to references and checks by the Criminal Records Bureau and registration with the Independent Safeguarding Authority (ISA).
- Job descriptions will include a commitment to equality and diversity as part of the specification.
- The recruitment process will be monitored to ensure that it meets the equal opportunities policy.

Race Equality Statement:

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

We will regularly review and monitor this policy and the practice of Branston Community Day Nursery to ensure that we are fully implementing the policy for equality, diversity and inclusion.



BRANSTON COMMUNITY DAY NURSERY

Partnership with Parents Policy

Branston Community Day Nursery recognises that parents/carers are the first educators of their children and our aim is to work in partnership with parents and carers in providing an environment that supports that and involves them in the work of the setting.

- We will inform all parents/carers about the setting, how it operates, opening times and policies and procedures through written information, parent notice boards and informal communication.
- We will assign each child with a key person with whom the parents will have regular communication.
- we will provide information on our fee structure and payment policy.
- All parents will have access to our complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with the complaints procedure.
- We will keep parents/carers informed of activities by displaying the planning and themes, including information on the Early Years Foundation Stage.
- Opportunities will be provided for parents/carers to access information about the framework/activities offered in the setting and contribute to their child's learning in the setting and how they can be involved at home.
- We will provide opportunities for parents/carers to contribute their own skills, knowledge and interest to the activities of the setting.
- Ensure all parents/carers are aware they can discuss their child's progress and development at any time.
- We will involve parents/carers in the shared development record keeping about their child, either formally or informally and ensure they have access to their child's written learning and development records/daily diaries.
- We will inform parents/carers through newsletters and letter of all news and developments within the setting and ensure that parents are aware that they are welcome to contribute in any way they feel able.
- We welcome suggestions and will actively seek parental views via parent questionnaires on a regular basis to ensure that we are meeting the needs of both children and families. Parents are encouraged to make suggestions to the nursery manager or anonymously through the suggestion box in the entrance.
- We will involve parents/carers in decisions via the fund-raising committee and the manager.
- We will listen to all suggestions and acknowledge that all children, parents and staff have the right to be consulted and be heard.
- We encourage parents/carers to participate in events and special activities.
- We will ensure that parents/carers have access to their child's developmental records at any time and access to other records in line with the access to personal information procedure within the confidentiality policy.

- We will ensure that all aspects of the child's achievements, experiences and friendships are shared and discussed with the parents. We welcome parents at any time to discuss their child's development and will hold meetings by request.



BRANSTON COMMUNITY DAY NURSERY

Policy on Code of Conduct

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

(EYFS - Effective practice: Parents as Partners)

Branston Community Day Nursery recognises that to make children feel valued and to enhance the learning and development of those who attend our nursery, a positive and effective partnership with parent/carers is essential and will be encouraged at all times.

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

(EYFS - Effective practice: Parents and Partners)

As a consequence, Branston Community Day Nursery will strive to provide a safe, welcoming and happy environment for the children and families that access our service. We firmly believe that by working together parents/carers and educators can provide long lasting and beneficial effects on the children's learning and emotional well being.

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

Branston Community Day Nursery place great value on:

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

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

- **Health and Safety** - Our policies are always on display in the setting and copies are available on request. New parents will receive a copy of key policies upon enrolment of their child(ren). Compliance with all policies and procedures is essential.
- **Everyone will receive a setting induction** where key policies and procedure are discussed, and where everyone is made aware of the procedures for the Emergency Evacuation of the building in case of fire or other critical incidents.
- **Communication:** is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration toward others using acceptable verbal and non verbal language. At no time will aggressive or offensive language be acceptable from any one whatever the circumstance may be.
- **Discipline** issues with the children are the responsibility of the staff and as such any concerns about behaviour should be referred to them directly. Children's behaviour should only be

discussed within the confines and privacy of the office. At no time will staff members be permitted to shout whilst disciplining a child.

- **Respect:** We are an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people.
- **Confidentiality:** is paramount and everyone is expected to comply with the settings confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.
- **Conduct:** always act in the best interests of other people.

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

The Management will endeavour to:

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

The staff will endeavour to:

- Abide by the standards of conduct as set out in this policy.
- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service.
- Work with colleagues, management and parent/carers to provide an environment that encourages positive communication and feedback. Your views and opinions are valuable in enabling us to evaluate our service.
- Act as positive role models at all times.
- Provide policies and procedures to ensure that students training out are not left alone with a child and are not placed in situations where they may feel awkward

Parent/Carers will endeavour to:

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

Breach of Code of Conduct

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

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

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

This policy has taken into consideration the following legislation:

- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Children's Services Act 1996
- Disability Discrimination Act 1992
- Equal Opportunities Act 1995
- Human Rights and Equal Opportunity Commission Act 1986
- Occupational Health and Safety Act 2005
- Sex Discrimination Act 1984
- Workplace Relations Act 1996
- SEND (Special Educational Needs and Disability) Code of Practice 2014



BRANSTON COMMUNITY DAY NURSERY

Complaints Procedure

Branston Community Day Nursery is committed to providing a safe, stimulating environment ensuring a consistent and accessible service that meets the needs of the children and families attending.

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

It is the hope of Branston Community Day Nursery that all concerns will reach a satisfactory conclusion for all concerned. To help us to achieve that outcome the following procedure will be followed:

Stage 1

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

Stage 2

- If the parent/carer is not satisfied with the response/outcome the parent/carer will proceed to stage 2 and put the complaint in writing to the Manager.
- All complaints will be recorded in the complaints log, which is a requirement of the EYFS.
- The Manager will investigate the complaint and record a detailed account of how the complaint is resolved.
- The Nursery will formally acknowledge the complaint within 5 working days.
- When the complaint has been investigated the Manager will notify the complainant of the outcome within 28 days of having received the complaint.

Stage 3

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

Stage 4

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

OFSTED
Complaints Investigation and Enforcement Team (CIE)
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231

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

Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where it is deemed that there is a breach of the setting's registration requirements, it is essential to involve Ofsted, as the registering body, who has a duty to ensure the EYFS requirements are met.

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

All complaints against our Nursery and/or the children and /or the adults working in our setting will be recorded in the complaints log which will be made available to parents and Ofsted Inspectors. Detailed confidential information will be kept separately.

The Manager is responsible for managing complaints.

BRANSTON COMMUNITY DAY NURSERY



Formal Complaints Form

Date of Complaint: _____

Parent/carer (in writing, including email)		Staff Member	
Parent/carer (in person)		Anonymous	
Parent/carer (phone call)		Ofsted (Include complaint number if known)	
		Other (please state)	
The Welfare Requirements		The Learning and Development Requirements	
Safeguarding and promoting children's welfare		The early learning goals and educational programmes	
Suitable people		The assessment arrangements	
Suitable premises, environment and equipment			
Organisation			
Documentation			

How was it dealt with?	
Internal Investigation	
Investigation by Ofsted	
Investigation by other agencies (please state)	
Please give details of any internal investigation or attach any outcome letter from Ofsted:	

Actions and Outcomes

Internal Actions		
Actions agreed with Ofsted		
Changes to conditions of registration		
Other action taken by Ofsted		
No Action		
Actions imposed and agreed with other agencies		
Please give details:		
Has a copy of this record been shared with parents? YES or NO		
Name of Recorder:	Outcome notified to parent (within 28 days) Date:	
Position:	Date Completed:	
Name:		
Signature		

BRANSTON COMMUNITY DAY NURSERY



Data and Confidentiality Policy

Branston Community Day Nursery takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the well being of individual children.

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

Records are kept as follows:

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

Other Records

- Staff Records – each team member will have personnel files containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records, evidence of CRB clearance and ISA registration from November 2010. This file can be accessed by the individual to whom the file relates upon request to the management.
- Student Records – each student will have a file containing personal information, emergency contact numbers, next of kin, details of course, tutor and induction, confirmation from College/evidence of CRB clearance and ISA registration from November 2010. This file can be accessed by the individual to whom the file relates upon request to the management.
- Medication Records – Individual records relating to each child/staff member detailing ongoing medication and emergency treatment with consent from parents/carers or the individual.
- Accident and Incident Records – individual records relating to each child/staff member detailing the nature of the accident/incident, pre-existing injuries, who dealt with it and what the outcome was, these must include counter signatures.

All records relating to the children and individuals who have worked with the setting will be archived for a period of time in line with regulations and guidance in the EYFS (currently 7 years).

Branston Community Day Nursery will ensure all staff/students are aware of and understand the confidentiality policy and will be asked to sign a record to agree they have read the policy. They will be made aware that any breach of confidentiality may lead to disciplinary action.

Sharing information with confidence

- Parents will have access to the records of their own children but will not have access to information about any other child.
- Personal records will be stored in a lockable filing cabinet within the provision and will be accessed only by staff members through the manager/supervisor.

- Information given will be shared on a need to know basis with the child's key person, other team members in the child's play room and other professionals. This will only be done with the consent of the parent/carer or in cases of safeguarding issues.
- Issues relating to the employment of staff will remain confidential to the people directly involved with making workforce decisions.

Access to personal information

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

- Any request to see the child's personal record by a person with parental responsibility must be made to the manager in writing. (Where a verbal request is made the following process will still be applied).
- The manager will reply with a written acknowledgement.
- The setting commits to providing access within 14 working days.
- Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose, to the person making the request. Copies of these letters are retained for the file.
- Third parties including family members, who may be referred to in the records, as well as workers from other agencies such as the Lincolnshire Safeguarding Children's Board, can refuse consent to disclose, preferring the individual to go directly to them.
- When all consent/refusals to disclose have been received these are attached to the copy of the request letter.
- A copy of the file is taken
- Where a third party has refused disclosure of information, these references will be edited and as much information supplied as possible.
- The information will be supplied either in hard format or on screen.
- The child's parent/carer may verbally request to see their child's Learning and Development Record at any time, to read or to make a contribution to. This request can be made to their child's key person and can be accessed at any time.

Data Protection

Branston Community Day Nursery is required to keep and maintain records to comply with Ofsted registration and the legal requirements in the EYFS. We are aware of the requirements of the Data Protection Act 1998 and comply with the principles which state that personal data must be:

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

We have checked the requirements of the Data Protection Act 1998 and Branston Community Academy is registered.

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

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

BRANSTON COMMUNITY DAY NURSERY



Visitor Policy

(persons other than existing parents/carers)

Branston Community Day Nursery will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.

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

Procedure

If a visitor calls unannounced:

- Ask for identification, who they wish to see and request the purpose of their visit.
- Show them to a comfortable area, where they can wait until someone is free to speak to them.
- Explain that the nursery is busy and that you will make an appointment for the first available convenient time.
- Ensure that the visitors book has been signed.

NB: The nursery staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

BRANSTON COMMUNITY DAY NURSERY



Health and Safety Policy

It is the policy of Branston Community Day Nursery to create a safe environment and to encourage way of working which will ensure the safety of children, employees and all other persons who come onto the premises.

A health and safety poster will be clearly displayed within the provision.

The person responsible for the general implementation of this policy is: **Mrs Nicola Pratt**, Nursery Manager.

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

Annual premises audit will be carried out.

All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.

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

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

Risk Assessments

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

- Written formal risk assessments will be kept on site and will be accessible at all times.
- The nursery manager will record all safety issues with the College and monitor any action taken.
- Daily risk assessments will be carried out on the indoor and outdoor environment.
- The formal risk assessments will be carried out yearly or more frequently where the need arises.
- Specific risk assessments will relate to the inside and outside environments and outings.
- All staff will be involved in the risk assessment review process.

Insurance

Branston Community Day Nursery holds Public and Employers Liability insurance.

The Public Liability Insurance Certificate is displayed in the Manger's office.

Fire

The safe evacuation of the building is of primary importance.

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- Exits will be kept clear.

- Fire doors will be kept shut at all times.
- A practice fire drill will be carried out once every term. Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually and the staff will be made aware of their position.
- All heaters will be guarded and nothing will be placed on top of fireguards.
- Matches will be inaccessible to children
- New staff will take part in a fire evacuation drill, as part of their induction, within the first week of their appointment.

Electrical Appliances

- All electrical appliances will be checked annually (PAT) and recorded.
- Faults will be reported to the manager
- CD players, computers etc. will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.
- All electric socket points will have covers in place when not in use.

Building or Equipment

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

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents.
- Hot drinks will not be left unsupervised in the presence of children
- All storage areas will be kept tidy and equipment stored appropriately.
- Steps will be provided for items stored on high shelving.

Car Parking

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

Hygiene

- It is the responsibility of all staff to maintain standards of cleanliness; the policy is to “clean as you go”.

We will ensure that:

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food and after handling animals.
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required.
- Information will be obtained from the environmental health department on up to date legislation.

- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed.
- Antibacterial spray will be used to clean surfaces for food preparation and after use.

Storage of cleaning materials etc

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

Smoking

- There is strictly NO SMOKING allowed on the premises of Branston Community Day Nursery, including the outdoor area.
- Staff members are not permitted to smoke during the hours of duty and failure to observe this policy will result in disciplinary action.
- It is illegal to sell cigarettes to children under 18
- It is illegal for children under 18 to smoke in public.
- No cigarettes are allowed on the premises.

Alcohol/Other Substances

There is strictly NO ALCOHOL or any other substances allowed on the premises of Branston Community Day Nursery.

- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/volunteers are not permitted to work if under the influence of alcohol and/or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.
- Branston Community Day Nursery will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol and or any other substance will be refused admission and Branston Community Day Nursery will determine if it is appropriate and safe for the child to leave with them.

Solvents

- There is strictly NO SOLVENTS allowed on the premises of Branston Community Day Nursery.
- It is illegal to sell solvents to children under 18.
- All glues etc used at the setting will be safe to be used by children and children will be supervised in the use of them.
- Any child found in possession of any of the above will be EXCLUDED.

Animals

- Branston Community Day Nursery will ensure that any animal visiting the setting is free from disease.
- We will ensure that the setting pets are free from disease and safe for the children.
- A full risk assessment will be undertaken before children come into contact with any animals/pets.

- We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a setting pet or as a visiting pet.

Supervision of children

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

Sun Care

- No children under the age of 6 months will be exposed to the sun.
- No children will be exposed to sunlight unless their skin is adequately protected.
- Sun cream will only be applied to children with prior written consent from parents.
- All sun cream will be supplied by the parent, enclosed in its original container and labelled appropriately.
- Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.
- We will endeavour to avoid exposure to the sun when it is at its strongest - between 12 noon and 3pm.

Accidents and Sickness

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

Food

- Children will be supervised at all times when eating.
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition.

- All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- Staff members preparing food will hold the relevant food hygiene certificate.
- Food hygiene will be included in the induction process and on the job training/guidance provided.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Raw and cooked food should be prepared on separate surfaces.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and store in a dust free container.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.
- Baby equipment will be sterilised if appropriate.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely.
- Kitchen facilities will be kept clean daily with fridge, freezer, microwave etc cleaned within weekly cleaning routine.
- Fridge/freezer temperature will be checked twice daily and recorded.
- If parents provide packed lunches these will be stored safely and information will be given about appropriate foods.
- All uneaten food of children who are having packed lunches will be returned to the parent on request in order that they are able to make judgements about their child's diet.
- Branston Community Day Nursery will undergo regular checks/inspections from the Environmental Health Department
- In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring.

Legislation

We will endeavour to keep our information up to date; information will be obtained by referring to:

- Health and Safety Act 1974
- Management of Health and Safety at Work Act 1992.



ICT Policy

Branston Community Day Nursery provide the use of digital cameras, computers and internet facilities, for children and staff. The digital cameras allow staff and children to record activities going on in the setting. The computers and internet provides opportunities to enhance education by helping with activities, homework, providing information and for the planning of activities.

This policy sets out the use of this ICT.

Digital Cameras

- Consent for photographs is obtained from Parent/Carer on admission as part of the registration process
- Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of each session.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day
- Staff must only use the setting's own digital camera to take any photographs and these must be downloaded or deleted at the end of each session.
- Staff may not use any other digital device to take photographs in the setting.
- Cameras are prohibited within the toilet/nappy changing areas

Rules for Responsible Internet Use

Staff, Students and Volunteers

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

Children

- The setting will work with the parents to ensure they are aware of internet use.
- Children will use only age appropriate software in the setting.
- All internet activity should be deemed appropriate
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Personal details will not be shared over the internet.

- Arrangements to meet others will not be made via the internet unless a parent, carer or play worker has given permission.
- Any inappropriate materials sent to the computer must be reported to the manager.
- The internet sites visited will be monitored.
- We will gain written consent for internet use from the parents and display the rules for safe internet use at all times.

Mobile Phones

- Staff may not carry or use their personal mobile phones whilst working in the setting. Phones are switched off or on silent and stored with other personal belongings in the designated area.
- Setting telephone number should be given out to be used as an emergency contact for staff.
- Staff are allowed to use their mobile phones during their lunch break.
- Staff may not use any camera facility on their mobile during a session.
- Mobile phones are prohibited within the toilet/nappy changing areas

Social Networking sites

- An individual's online presence reflects on the setting. Staff must be aware that their actions captured via images, posts or comments can reflect on the setting.
- Staff should at no times post anything regarding children, their parents/families or other staff at the setting.
- No photographs from the setting may be used, or ones which identify the setting or children from the setting.
- No photographs of other members of staff to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Maintain professionalism whilst using social networking sites.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make their manager aware.
- For more information please use Social Networking Policy.

Computer and internet use in the setting

The computer system is owned Branston Community Day Nursery and has appropriate software to ensure safe internet use.

Branston Community Day Nursery reserves the right to examine or delete any files that may be held on its system or to monitor any internet site visited.

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

We will regularly review and monitor this policy and the practice of Branston Community Academy to ensure that we are fully implementing the policy for equality, diversity and inclusion.



Social Networking Policy

Branston Community Day Nursery realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also aware that these sites can become a negative forum for slander, victimisation and bullying and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

This policy has been designed to give staff members clear guidelines as to what we at Branston Community Day Nursery expect of our staff when accessing these sites.

This policy includes, but is not limited to, the following specific technologies:

- Personal Blogs
- LinkedIn
- Twitter
- Facebook
- MySpace
- Personal Websites
- Digg

When using social networking sites staff/committee members/owners should give careful consideration to the following:

- Personal blogs should have clear disclaimers that the view expressed by the author of the blog is the author's alone and does not represent the views of the nursery.
- Information published on personal blogs is subject to the settings confidentiality and data protection policies.
- All postings and photographs posted on any blogs, forums and social networking sites are subject to the settings confidentiality and data protection policies.
- Always be respectful to
 - The nursery
 - Other staff members
 - Parents/Carers and relatives
 - Children
 - Partners
 - Competitors
 - Other users of the social network community

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

- Social media activities should not interfere with work commitments.



BRANSTON COMMUNITY DAY NURSERY

COMPUTER HEALTH AND SAFETY POLICY

Children should not be responsible for moving heavy equipment around the nursery.

Children should not be given the responsibility of plugging in and switching on machines without a member of staff present. Staff need to ensure that cables are well tied back so that they cannot be caught on anything and that the socket is not overloaded. A clear access to the on/off switch at the mains should be ensured in case of needing to turn the power off in an emergency.

Food and drink should not be consumed near ICT equipment.

It is the responsibility of staff to ensure that ICT equipment is stored securely, cleaned regularly and that staff and children should ensure the area is kept tidy and free from clutter.

Staff should ensure that the children are seated at the computers comfortably (e.g. seating and equipment at appropriate levels) and be made aware of the dangers of continuous use (e.g. eye/wrist strain, etc). Children should have a limit of 15 minutes on the computer and should learn to use the timer independently. They should change their position often and be encouraged to use both hands when typing and use more than one finger.

An adult should always supervise children when they are accessing information via the Internet. The service provider does filter information but staff are ultimately responsible for information accessed by children.

The lighting in the areas where computers are used should be at an appropriate level and should not create a glare on the computer screen. Staff will need to consider an appropriate position for the ICT equipment in regards to this and should use blinds/curtains to minimise any glare.

Staff should ensure that the volume of ICT equipment is at an appropriate level and that children should be made aware of the dangers of high levels of volume, especially where headphones are used.

All electrical equipment is tested annually under the Portable Appliance Testing regulations.

ICT HEALTH AND SAFETY SUMMARY

1. **Limit the amount of time the children spend on the computer.** Children should have a limit of 15 minutes on the computer and should learn to use the timer independently.
2. **Sit comfortably and change your position often.** Make sure that seating and equipment is at comfortable levels to work at, e.g. children should not be craning their neck to see the screen.
3. **Do not use one finger for typing.** Encourage children to use both hands and more than one finger.
4. **Make sure you check the cables.** Ensure that all electrical cables are tied well back so that they cannot be caught on anything. Make sure that sockets are not overloaded and that there is a clear access to the on/off switch at the mains so you can switch the power off quickly in an emergency.
5. **Keep the work space free from clutter.** Even during busy times, ensure that the area is tidy.
6. **Make sure that light levels are appropriate** so the equipment and cables can be seen clearly.
7. **Keep noise levels at an appropriate volume.** If children use headphones the volume levels on these will need to be considered.



BRANSTON COMMUNITY DAY NURSERY

Outings Policy and Procedure

Branston Community Day Nursery recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS. While undertaking trips and outings we recognise the need for safety at all times.

It is the policy of the setting to ensure that:

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

At all times the following procedures will be carried out:

- A written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue.
- Full details of the outing will be given to all parents
- Written parental permission will be obtained.
- Telephone contact details for each child will be provided to each group leader.
- Transport checks will be undertaken as stated in the Transportation Policy. For example:

Insurance will be checked on private hire vehicles/coaches or staff members that are providing transport. Records of vehicles and drivers including licences and MOT certificates are acquired. Checks to ensure that contracted drivers or escorts are registered with the ISA and are CRB cleared. (This is the responsibility of the contracted person's organisation). Harnesses, seat belts, booster seats and airbags are fitted where needed.

Maximum seating will not be exceeded.

- An emergency meeting point will be established and made known to everyone on arrival.

Essential equipment will be taken and should include:

- First aid kit
- Mobile phone per group leader
- Copy of risk assessment
- Any relevant copies to be referred to
- Medication (if applicable)
- Spare clothing
- Plastic bags
- Bucket and paper towels
- Register
- Emergency contact details including at least 2 different people must be provided. These numbers must be of people who will definitely be contactable on the day.
- Essential records including list of children with known allergies.
- Accident/Incident log.

Emergency Procedure

In the event of an accident staff will:

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

In the event of a child being lost

- The manager or senior staff member on the outing must be informed as soon as it is realised that a child is missing.
- The groups will make their way to the emergency meeting point.
- An immediate roll call and register will be taken of each individual group or the whole group.
- Ensure remaining staff/child ratios and safety is maintained.
- Staff will be deployed with mobile phones to search the immediate area.
- The manager will contact personnel at the venue to alert them that a child is missing and their own procedures need to be put into place.
- If the child is not located, parents/carers will be contacted and informed of the situation in a clear, calm, concise manner.
- The police will be informed.
- If parent/carers cannot be contacted staff will use the second emergency contact number and continue to do so until a parent or carer has been informed of the situation.
- In the case of a missing child Ofsted will be informed.

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



BRANSTON COMMUNITY DAY NURSERY

Healthy Eating Policy

Branston Community Day Nursery are committed to meeting the EYFS Welfare Requirements and the individual needs of children attending. We aim to do this by:

- Discussing with parents on their child's entry to the setting their individual dietary needs, any allergies and any religious requirements.
- Recording information about individual children and ensuring that all staff are aware of those needs.
- Providing nutritious food using fresh produce.
- Ensuring that where children bring packed lunches parents are aware of the need to provide healthy foods.
- Discussions with parents regarding their children's needs on a regular basis and updating records accordingly.
- Ensuring that menus are varied, that children and parents are consulted and that menus are displayed.
- Ensuring that children are offered food and snacks according to government guidelines and to parents wishes, cultural and medical requirements and individual needs.
- Providing information about meal and snack times.
- Informing parents of the storage facilities for food and drinks.
- Providing parents of the storage facilities for food and drinks
- Providing parents, with children under the age of 2, with written daily information regarding food and drink intake.
- Ensuring that children are offered age appropriate utensils.
- Providing meal times that are social times where children feel comfortable, staff participate and independence is encourage.
- Working with required agencies to ensure all requirements are met with regard to the handling and preparation of food.

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

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

Food and Drink Preparation

All staff at Branston Community Day Nursery have a duty and responsibility for the correct maintenance of food and drink preparation areas.

- Staff will undertake appropriate food hygiene training both external and internal.
- Surfaces will be cleaned before and after any food/drink preparation.
- Food and drink preparation areas will be used solely for that purpose.
- Faults and breakages will be reported to the manager.
- Equipment will be checked regularly as per regulatory requirements.
- The setting will hold the required environmental health certificate.

BRANSTON COMMUNITY DAY NURSERY



Bottle Feeding Preparation Guidance

1. For transporting prepared bottles, they need to be cooled in the fridge and then just before leaving home placed in a cool bag with an ice pack and transferred to a fridge on arrival. Use within FOUR hours. Feeds should never be stored for longer than 24 hours although this length of time is no longer considered ideal, especially for young babies. It is always safer to make up a fresh feed whenever possible. Any unfinished bottle should be thrown away within two hours.
2. Parents are advised that they should provide measured quantities of formula milk for the individual bottles (there are special containers for this available), not the whole tin, or provide cartons of ready mixed formula milk. (Obviously provide some spare in case of spillage etc.)

To make up infant formula milk

Use fresh tap water to fill the kettle (not boiled water). After it has boiled let the water cool for no more than 30 minutes. Do not use artificially softened water or repeatedly boiled water. If you have to use bottled water, you will still need to boil it.

It is important that the water is still hot otherwise any bacteria in the formula milk may not be destroyed.

Always put the cooled boiled water in the bottle first.

N.B. Always take care as at 70°C, water is still hot enough to scald.

Always cool milk down to the required temperature under a running cold tap and test on the inside of your wrist, it should feel warm, not hot.

Storing formula milk that has been made up may increase the chances of the baby becoming ill. It is always better to feed freshly made up formula milk.



BRANSTON COMMUNITY DAY NURSERY

Accident and First Aid Policy and Procedure

At Branston Community Day Nursery safety is paramount and every measure will be taken to ensure children are protected from hurting themselves, however accidents do occasionally happen and the following information sets out how accidents will be dealt with.

At least one member of staff with current Paediatric First Aid will be on the premises and/or on an outing at any one time.

Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority (as listed in the Lincolnshire Early Years Training directory).

Branston Community Day Nursery has valid Public and Employer's Liability Insurance cover.

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

- The first aid kit complies with the Health and Safety (First Aid) regulations 1981
- The first aid kit is regularly checked by a designated person
- The designated person is **Sarah Towers**
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of the children
- The first aid kit is located in **the kitchen**
- An accident record form (to record any accident, injuries and first aid treatment) is on the premises at all times and is easily accessible to enable a written record to be completed (*in large settings each room may have one and must be monitored by the manager, this also applies to the number of first aid kits available*)
- All accidents no matter how minor even if no wound shows will be recorded on the accident record form
- The accident record form is completed as required with the date, time, details about the accident/incident, details of the first aid treatment administered and by whom and signed by staff and a witness. Parents will be informed as soon as possible of the accident/incident and asked to sign the accident record form on the day the accident occurred to acknowledge that they have been told about the accident and any first aid treatment administered
- Staff members are aware of: the location of the first aid kit, the name first aiders on duty and procedures for reporting and recording of accidents
- Parents/carers have signed the appropriate emergency medical treatment consent form upon registering their child to the setting
- Medical advice/assistance is sought (GP or hospital) where necessary
- All staff are aware of their responsibility to ensure a safe environment and the reporting of any health and safety issues in line with the setting health and safety policy
- The accident record form will be stored appropriately and will be reviewed regularly by the setting Manager to monitor trends and identify any areas within the environment that needs to be subjected to further risk assessments.

Accident and First Aid Procedures

In the event of an accident in the setting staff will:

- Reassure and comfort the child
- Assess the extent of the child's injuries and administer first aid treatment, if necessary medical assistance will be obtained (doctor or ambulance)
- Inform parents either by ringing at the time of accident or as soon as practically possible

- Complete the accident record form with all required information, including names of any witnesses
- Parents/carers upon collecting their child will be asked to read the information detailed and sign the accident record form

If the incident requires any emergency medical treatment the setting will:

- Complete a full incident record
- Inform Ofsted (*EYFS 3.49 notify of any serious accident, illness, injury to or death of any child in their care and of any action taken*)
- Inform local child protection agencies (*EYFS 3.49 notify of any serious accident or injury to or death of any child and must act on any advice from those agencies*)
- Inform the Insurance Company
- Report to the Health and Safety executive (RIDDOR)

Useful Publication: Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies. Ofsted Childcare Factsheet October 2011 – reference no 110009

It is important that parents keep the setting informed regarding their child's condition following an accident and if parent's sought additional medical advice or care

In the event of an accident in the home:

- Parents must inform staff of any accident at home so that staff can ask parents to complete and sign the pre-existing injuries form
- If staff see evidence of injury on a child, that has not occurred in the setting and has not been reported to any member of staff, parents will be asked for information on the incident and asked to complete and sign the pre-existing injuries form

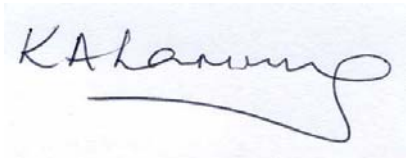
Duty to Safeguard children

- If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will seek advice from Children's Services, Customer Service Centre in accordance with requirements to safeguard children (see the settings safeguarding policy and procedure).

These policies have been adopted by Branston Community Day Nursery

Signed on behalf of the setting by:

Nursery Manager

A handwritten signature in black ink, appearing to read 'K. A. Lawrence', with a long horizontal flourish extending from the end of the name.

Responsible Person

Date: 2nd March 2016

Review Date: 2nd March 2017