



**BRANSTON COMMUNITY**

**DAY NURSERY**

**POLICIES**

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## NURSERY POLICIES AND PROCEDURES

The nursery operates within the policies of Branston Community Academy, although certain parts of policies and procedures are specific to the nursery. Any parent or guardian wishing for more information on policy matters should contact the nursery manager. The following summary statements have specific reference to the nursery.

### Admissions

Children are admitted to the nursery on a full time or part time basis.

When the nursery is full a waiting list is operated. The nursery is available between the hours of 8.00a.m. and 6.00p.m. Monday to Friday throughout the year apart from statutory and other occasional public holidays.

### Admissions Policy

It is the intention of Branston Community Day Nursery to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Branston Community Day Nursery is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and /or parents with additional needs to take part in the activity of the setting.
- We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of 6 weeks will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.

The waiting list will be monitored and reviewed regularly.

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

- The age of the child. *(Priority will be given to children of eligible age for nursery education funded places).*
- Length of time on waiting list.
- Siblings already attending the setting.

Funded places will be offered in accordance with the code of practice for nursery education funding and any local conditions in place at the time.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Branston Community Day Nursery in line with the Data Protection Act 1998 and Ofsted Registration requirement under the 1989 Children's Act.

### **Payment**

Fee payment is required weekly or monthly by cash or cheque.

If a problem situation arises, Branston Community Day Nursery will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event on non-payment:

- The Manager will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary
- Where there is no resolution the child's place or those hours not covered by Early Years Funding, will be withdrawn.

Cheques should be made payable to Branston Community Academy.

### **Tax Credit**

Branston Community Day Nursery is registered with Ofsted, therefore, where appropriate parents/carers are able to claim child tax credit. Details are available from employers and the Inland Revenue.

### **Childcare Vouchers**

Branston Community Day Nursery accepts childcare vouchers. Details are available from your employer. The Nursery Manager needs to be contacted for setting details before vouchers can be used.

## **Settling in/Child Induction Policy**

Branston Community Day Nursery aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings.

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

- Information will be provided to parents through a variety of media, including; settling brochure, parent notice board, policies and procedures, information sessions and individual meetings.
- Following enrolment, children and parents/carers will be invited to visit for a settling session/s with the adults staying and leaving according to the child's needs.
- A key person will be allocated after a period of the child settling in, depending on what meets the needs of the individual child.
- The settling sessions will be used to complete registration forms if necessary and introduce the child and parents/carers to any additional policy or other information required.
- On their initial visit, children and parents/carers will be introduced to the staff members, to other children and shown around the rooms in the nursery.
- Parents/carers will be encouraged to say goodbye to their child, if the child and parent feel uncomfortable with this, and explain that they will be coming back at the end of the session.
- Children will be comforted and distracted if they become distressed.
- Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.

Branston Community Day Nursery recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.

## **Arrivals and Departures Policy**

Branston Community Day Nursery will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

## **Arrivals**

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

## **Departures**

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given.
- Branston Community Day Nursery reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Children must be signed out by a member of staff.
- Departure times will be recorded by staff and the staff member's initials recorded on the register.

## **Late collection**

- Late collection during nursery hours will result in an extra charge for each extra 15 minutes or part thereof.
- Late collection of children after closing time will result in a charge of £5 for each additional fifteen minutes, unless an exceptional circumstances arrangement has been made with the manager.

Branston Community Day Nursery will incorporate road safety training for children and staff into their planning.

## **Non Collection of Children**

Branston Community Day Nursery will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

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

## **Lincolnshire Safeguarding Children's Board Customer Service Centre:**

**Office Hours: Tel 01522 782111**

**Out of Hours: Tel 01522 782333**

### **Procedure in the event of a child going missing**

The nursery supervises children at all times. In the event of a child being lost the staff member would inform the Nursery Manager immediately. The parents/carers and the local police would be contacted. The manager would retrace the movement of the key group and continue to search whilst help arrives. Further information is available in our additional policies and procedures book.

### **Early Years Entitlement**

All children are entitled to a free early years place at the start of the school term following their 3<sup>rd</sup> birthday. The school term dates are set by the local authority and run from September to August.

### **School Term Offer**

The minimum offer that parents can expect to access is a standard school term offer (over 38 weeks) of 3 - hours a day over 5 days. A maximum of 6 hours can be delivered over 2 days with a third day of 3 hours. This is organised on registering at the nursery and with the Nursery Manager. We aim to deliver the free early years place in a flexible way in order to better meet individual families' needs.

### **The Stretched Offer**

We can also allow you to take your place over more weeks of the year. This means you can access 12 free hours for 47.5 weeks from the beginning of the autumn term. Your child would attend in what normally would be school holiday periods. If you chose this offer the nursery will organise the weeks, they will include the core school term dates.

### **The Early Year Entitlement for 2 year olds**

This free place is linked to economic deprivation; therefore families must meet the set criteria to qualify for a free place. A parent/carers contract is available and would be completed with the nursery manager.

Families must be in receipt of one of the following benefits to meet eligibility:

- Income support
- Income based Job Seekers allowance
- Working Tax Credit (Disability Element)
- Pension Credit
- Child Tax Credit at a higher rate than the family element (above 545 per year)

### **Equal Opportunities**

Branston Community Day Nursery fully recognises its responsibility and role in promoting and providing equal opportunities for all and each of its children and staff, irrespective of class, gender, ethnicity, disability or belief. In order to fulfil this policy, all staff aim to ensure that:

- 1 The ethos and environment of the Nursery provides a friendly, supportive and secure atmosphere for all, acknowledging the varied background and differing needs of all

individuals. Any instances of discrimination on the grounds of class, gender, ethnicity, disability or belief by staff or children will be challenged and addressed.

- 2 The organisation and administration of the Nursery reflects and supports equality of opportunity in all aspects and actively promotes good relations between people of different ethnic groups.
- 3 The curriculum is organised to ensure a range of appropriate opportunities with equal access to all individuals. All children are offered equal opportunities to learn through a wide variety of play activities. We encourage children to become confident, independent members of this caring community. By showing that we value friendship and co-operation, we help them to show respect for other people and cultures.
- 4 The support and behaviour system satisfies the differing needs of all children at the Nursery.
- 5 General, play and group activity practice ensures equal access and involvement by all individuals.
- 6 All teaching and learning materials reflect and support the Academy's and the Nursery's commitment to providing equality of opportunity. All staff are encouraged to take part in training opportunities and to be involved in the planning, delivery and recording of the curriculum.
- 7 All parents/guardians are welcome to spend time in the nursery, helping with activities, on visits out or by using their skills to benefit the nursery in other ways.

All members of staff are responsible for ensuring that they are fulfilling this policy. Senior staff monitor that the policy's aims are being fulfilled in their areas. For details of the Nursery's Equal Opportunities Policy please contact the designated person, Kathryn Penn, Deputy Nursery Manager.

### **Behaviour Management**

Our behaviour management system is based on the positive encouragement of good behaviour. The children are introduced into a caring environment where they are encouraged to consider the effect of their actions on others. It is our constant aim to help children to develop a sense of self-discipline. All nursery staff promote an expectation of good behaviour where children care about each other and develop an understanding of the limits of acceptable behaviour.

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

Nursery policy is to keep parents/carers informed daily of any concerns about behaviour. On entry each child's individual needs are assessed and discussed with parents/carers and any



special strategies to be used are agreed initially or as required and shared with all staff. The Nursery's named senior member of staff responsible for behaviour management issues is Nicola Pratt

The nursery believes that all children in a positive environment can and do develop self-esteem, self-confidence and good behaviour but at different rates. As a result, some children may impose their wishes on other children, which is a form of bullying and cannot be tolerated. In such cases the nursery develops individual behaviour management strategies and will if necessary provide support for children whose demanding attention can be seen as bullying. This support is co-ordinated by the child's key worker and the designated member of staff for behaviour management. (Please see the Anti-Bullying Policy for more details)

Where unacceptable behaviour is recognised or observed staff will intervene appropriately, in a clear, calm and positive manner, to support children to reconcile conflict. Staff will employ distraction techniques and discussion (where age appropriate), explaining why the behaviour is unacceptable, whilst reassuring the child that it is the behaviour, not the child that is being questioned. At this stage staff will work with the child to agree what is required to improve the behaviour including rewards and sanctions to be used in managing the behaviour.

We will:

- Encourage co-operative and caring behaviour at all times.
- Support children to develop a sense of respect for one another.
- Develop children's social skills and support children to acknowledge what is acceptable behaviour.
- Develop children's self-esteem, self-discipline and confidence.
- Acknowledge considerate behaviour.
- Practice positive reinforcement.
- Support children to resolve conflict.
- Support children to recognise and understand emotions.
- Support children to understand and acknowledge inappropriate behaviour.
- Never use raised voices, physical restraint or humiliation to manage behaviour.
- Use developmentally appropriate strategies for managing behaviour.
- Record incidents of inappropriate behaviour and liaise with parents/carers where necessary.

As part of the induction procedure, all staff will be made aware of the procedure to manage behaviour according to clear, positive, consistent guidelines. Staff will make every effort to act as good role models to children by behaving in a friendly and considerate manner themselves, creating an atmosphere of respect and value for one another.

Staff will be made aware that it is totally unacceptable to physically or verbally harass any child. Where such incident occurs, the disciplinary procedure will be implemented.

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

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. ANY occasion where physical intervention is used will be recorded within the incident log and parents/carers will be informed when picking up the child.

The nursery has adopted the ABC model of addressing and monitoring challenging behaviour. This provides a strategy of support for the key worker and parents/carers and is shared with all staff to ensure consistency of approach.

The model gives a framework for observing both the environment and the events in which specific behaviour occurs.

The three elements recorded are the Antecedents (A); the Behaviour (B); and the Consequences (C):

The Antecedents are those events that happen before the behaviour occurred and may focus on the elements that promote good behaviour. They also include the background in which the behaviour occurred which includes information on where the behaviour happened and who was involved.

The Behaviour is a clear description of the behaviour described in objective terms.

The Consequences are the observations of what happened after the behaviour occurred and may include the adult responses as a result of their intervention.

At this stage, where the behaviour continues, parents/carers will be invited into the setting to discuss the situation and support the management of behaviour by working together to ensure a consistent approach between setting and home. Where there continues to be no improvement in behaviour, a further meeting will be arranged with parents/carers to discuss the situation in more detail to establish/identify any underlying issues/difficulties.

A further action plan with a consistent approach between home and setting will be agreed and where appropriate this stage may include referral to external agencies for additional support/assessment i.e. Behaviour Therapists and support from the Birth to Five service, with parent/carer consent. Suspending or expelling a child from the setting will only be used as a last resort where other strategies have failed and the behaviour of the child is having a negative impact on the other children in the setting.

Behaviour management is discussed and reviewed continually to meet the needs of each individual child. This is in the form of staff meetings or individual key meetings.

### **Special Educational Needs and Disability Policy**

The Nursery believes that all children have individual needs. However, in some cases the needs may be special. Our Nursery's aim is to provide a happy, secure and stimulating environment, thus enabling all children to develop and progress at their own individual levels of ability and stage of development, including Gifted and Talented children.

Branston Community Day Nursery is committed to making the setting inclusive and accessible to all children and to make sure that children are able to reach their full potential. All children have the right to access the Early Years Foundation Stage and all staff have a duty to meet the needs of all children attending their setting.

Branston Community Day Nursery believes that all children are entitled to a broad and balanced curriculum. We recognise that some children will need additional support and structure in order to achieve their full potential. Our aim is to provide all children with a curriculum that will enhance the development of the child as a whole. Sometimes a child might need individualised opportunities matched to their needs; we have a variety of resources that are used to adapt activities for all children.

We have regard for the Special Educational Needs and Disability Code of Practice: 0-25 years (statutory guidance for organisations who work with and support children and young people with special educational needs and disabilities), DfE 2014, on the early identification and assessment of children who have special educational needs and/or a disability.

## **Early Years Providers**

### **Definition of children with Special Educational Needs (SEN)**

(Extracts from the SEND Code of Practice 2014; page 4)

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age or
- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions

For children aged 2 years or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools, mainstream post 16 institutions or by relevant early years providers. For a child under 2 years of age, special educational provision means educational provision of any kind.

A child under compulsory school age has special educational needs if he or she is likely to fall within the definition in the paragraph above when they reach compulsory school age or would do so if educational provision was not made for them (section 20 Children and families Act 2014).

### **Disabled People and Young People**

Many children and young people who have SEN may have a disability under the Equality Act 2010 - that is '...a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day to day activities'. This definition

provides a relatively low threshold and includes more children than many realise: 'long term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'. This definition includes sensory impairment such as those affecting sight or hearing, and long term health conditions such as Asthma, Diabetes, Epilepsy and Cancer. Children and young people with such conditions do not necessarily have SEN but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition.

**We aim to foster an environment where all children are:**

- Seen as children first
- Listened to and the voice of the child is valued
- Fully accepted and involved in all activities
- Encouraged and enabled to be as independent as possible
- Respected when care is of a personal nature

**In order to meet the needs of all children, including those with special educational needs and/or a disability, we consider the following issues:**

- Voice of a child
- Working in partnership with parents/carers and professionals
- Access
- Quality learning opportunities (planned and differentiated)
- Staffing levels - making sure these are adequate to meet a child's needs
- Training of staff
- Resources and equipment
- Challenging stereotypes and promoting positive attitudes amongst all children and staff
- Individual programmes, monitoring of progress and record keeping

Branston Community Day Nursery will endeavour to ensure that all children are treated with equal care and respect. All children will be encouraged to take part in a range of opportunities and experiences. We will assess the specific needs of every child and take the relevant steps to adapt our facilities and resources to meet the needs of everyone.

When we make special education provision for a child with SEN this would fully involve the parents/carers. We would adopt a graduated approach with four steps of action, assess, plan, do and review.

Assess

The nursery works in partnership with parents/carers and the lead SENCO who will initially carry out an overview of the child's needs. This initial assessment will be reviewed regularly. If necessary an outside agency would be contacted, this would be with full permission of the parent/carers and lead to strategies and activities that support the child whilst in the setting and also at home.

Plan

If SEN support is placed in consultation with the Lead SENCO, the child's key person and

with the parent/carers involvement, all the outcomes that have been decided. This would include expected progress, development or behaviour and a date for a review. Any related staff training needs would be identified and addressed.

Parents/carers will be actively involved in planning support and where appropriate contribute to making progress at home.

### Do

The early years practitioner (key person) with the lead SENCO's support will remain responsible for co-ordinating the educational plan on a daily basis.

The nursery's lead SENCO must support the nursery practitioner (key person) in assessing the child's responses to support any additional issues that may arise.

### Review

The effectiveness of support and its impact on the child's progress would be reviewed at a set date. This would include the key person/SENCO and any additional lead professional's views. Parent/carers will have the opportunity to be involved in the next planning steps and a review meeting planned at an agreed time to allow contributions that lead to securing good progress. The Lead SENCO will co-ordinate this graduated approach and support individual practitioners and use the EYFs materials and Early Year outcomes guidance and the birth to five service support. This may lead to an EHC Plan linked to the local authority and if so must be reviewed every twelve months. This review meeting on request could be held at the setting.

### Education, Health and Care Plan

The EHC is a legal document that the local authority will follow and included information and support about the child's special educational needs, health and social care (where relevant) the plans start from the child's birth and continue into further education and training (for some) until they are 25 years old and continue into further education and training (for some) until they are 25 years old.

The EHC includes:

- Any support from an agency would be co-ordinated by the nursery manager or Lead SENCO and provide information advice and support leading to successful outcomes for the child and family.
- Confidentiality is monitored at all times (see addition policy)
- **Transition Support**  
A graduated transition would be lead by the SENCO in co-ordination with the practitioner (key person) and fully involve parents/carers with the new setting. A liaison meeting would be set up and transition funding applied for (Birth to Five Service). The meeting would decide the next steps and outcomes for the child and co-ordinated approach would lead to a smooth transition with successful outcomes for the child and family.

Where a member of staff has concerns about the development of a child in one or more

areas, this will be discussed with the child's parents/carers in partnership with the SENCO in order to decide on the best way to meet the child's current needs. If appropriate, an individual support plan may be set up for the child, which will be reviewed on a regular basis.

Branston Community Day Nursery will ensure that:

- Reasonable adjustments have been made to the indoor and outdoor environments to promote access for all
- Staffing arrangements meet the needs of individual children
- Policies are available to parents and are consistent with current legislation
- Children with special educational needs and disabilities have equality of access to facilities, activities and opportunities
- Regular liaison is maintained with parents/carers and other professionals

### **The role of the Special Educational Needs Co-ordinator (SENCO)**

We have a named Special Educational Needs Co-ordinator (SENCO). The SENCO is responsible for monitoring the needs and progress of children with SEND. The SENCO will ensure that liaison takes place with parents/carers and with appropriate professionals as well as ensuring that the setting is up to date with current legislation and practice.

Our named SENCO is Georgina Woodall

The SENCO responsible for:

- Ensuring all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN
- Advising and supporting colleagues
- Ensuring parents are closely involved throughout and that their insights inform action taken by the setting
- Liaising with professionals or agencies beyond the setting

***The following members of staff have had special educational needs and disability training:***

Georgina Woodall

Sarah Towers

Kathryn Penn

### **Admission Arrangements:**

All children, including those with identified special educational needs and or disabilities are admitted to the setting following discussions with parents/carers.

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

This policy has been adopted by Branston Community Day Nursery

Review date: Summer 2016

## Safeguarding Children Policy

Branston Community Day Nursery believes that the physical, social and moral welfare of the children in our care is of paramount importance. Thus we are committed to protect children at all times and have systems and procedures in place to ensure this happens.

All staff receive initial induction training from the manager on entering the setting. This includes child protection procedures and involves how to identify and make senior staff aware of any changes in children's physical or verbal behaviour or any deterioration in a child's general well being. External training is provided for the nursery manager and deputy and other staff team members where available or appropriate. Any relevant up to date information is cascaded to all staff through regular staff meetings.

The Lincolnshire Safeguarding Children Board code of practice, and "What to do if you are worried a child is being abused" leaflet and the working together to safeguard children leaflet contents are shared with all staff and volunteers as a priority when they start at the nursery and Safeguarding is discussed regularly in meetings. Copies of these documents are kept in the manager's office.

Any allegation of child abuse is regarded as serious and would be reported immediately to the manager Nicola Pratt or in her absence Deputy Assistant Managers, Mrs Georgina Woodall and Mrs Sarah Towers.

The nursery's prime responsibility is the health and well being of all the children in its care. Branston Community Day Nursery has a duty to report any suspicion of child abuse to the Lincolnshire Safeguarding Children Board and OFSTED. If we were concerned a child was at risk, the Nursery Manager would inform a responsible person, and the designated Academy Child Protection Officer. A decision on future action would be made as follows:

1. The concern would be discussed with parents/carers stating the reasons for concern, before making a referral.
2. This discussion would only not take place if such involvement of the parents/carers would place the child in significant risk of harm.

Following a referral, any further action would be decided within one working day, recorded and acted upon.

Further action may include undertaking an initial assessment, referral to other agencies, provision of advice, or no further action. All meetings and decisions would be recorded; strict confidentiality would be observed at all times.

All our nursery staff are qualified and have rigorous security/health checks, as required by OFSTED. In the event of an allegation of abuse being made against a member of staff, the manager would be informed immediately and would then inform a designated senior member of Academy staff and the Academy 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.

The name of the Academy Child Protection Officer is:

Mr Andrew Wright

An investigation would be conducted with outside agencies, which may lead to:

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

The Academy Child Protection Officer would conduct all liaisons with outside agencies. All necessary parties would be kept informed; confidentiality would be maintained at all times

Contact Numbers:

|  |               |                 |
|--|---------------|-----------------|
| Ofsted                                   | 0300 123 1231 |                 |
| Local Police - PCSO 2133 Duckworth       | 01522 558798  |                 |
| Lincolnshire Police non-emergency number | 0300 111 0300 |                 |
| Bracebridge Heath                        | 01522 805718  |                 |
| Lincolnshire Council Children Services   | 01522 782111  | 8.00am - 8.00pm |
| Customer Services Centre                 |               |                 |
| Out of hours duty team                   | 01522 782333  | 8.00pm - 8.00am |

Please refer to our Safeguarding Policy and Procedures for further details.

The designated member of staff for Safeguarding is:

Nicola Pratt.

## **Health and Safety**

The nursery recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies upon the initiative, teamwork and co-operation of all the staff, parents/carers and visitors. The Governors will take all reasonable steps within their power to fulfil this responsibility.

The full Academy site is a No Smoking area.

There are members of the nursery and the Academy staff who have undertaken training in First Aid procedures. For Accidents and Emergencies, Illness and Medicine please see later sections.

Please refer to our Health and Safety Policy for full details.

The designated member of staff for Health and Safety is:

Nicola Pratt.



## Critical Incident Plan

### Key Tasks and Actions

The following diagram shows the key tasks and actions that will be undertaken. The Manager will undertake full responsibility for the plan. In her absence this role will fall to the deputy manager or nominated experienced members of staff.

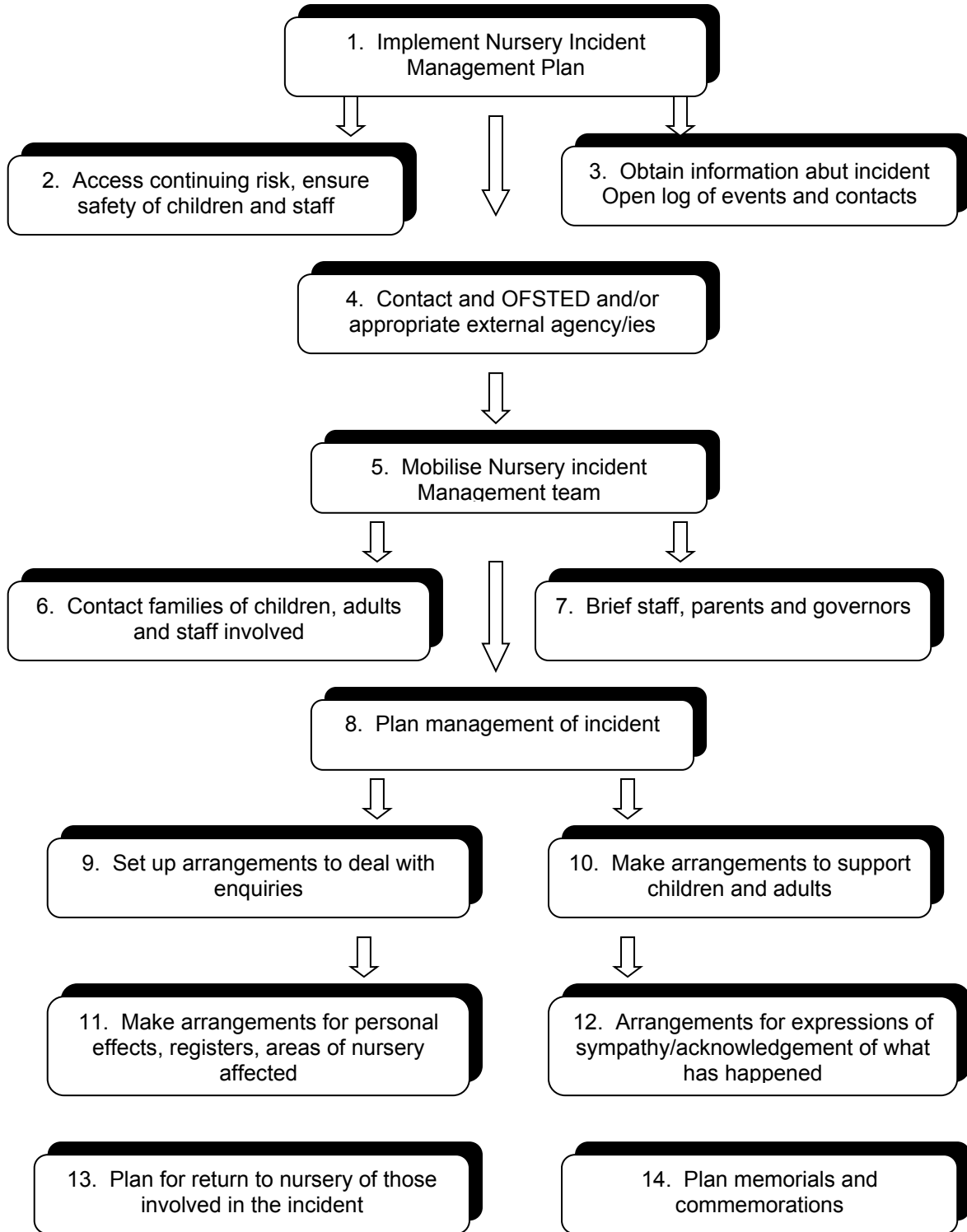
Manager: Mrs Nicola Pratt

Assistant Deputy Managers: Mrs Georgina Woodall  
Mrs Sarah Towers

Our critical incident evacuation is practiced so all staff are aware of their roles with the plan. Our Critical Incident Plan is displayed in the Manager's Office.

Emergency services details are kept near the main phone in the Nursery Office to aid and allow for clear and concise instruction.

# KEY TASKS AND ACTIONS



The nursery register is taken am/pm and contains all the booked times of the children and the staff hours. This also includes the actual arrival/departure times, which are hand written in alongside.

Visitors have a separate book to sign in and out. This book is found in the nursery entrance. Students are included on the main children/staff register. Please see the nursery Visitor Policy.

In the event of a critical incident the manager would be informed immediately. This would then lead to the appropriate services being contacted.

All staff/students are aware of the emergency exits and routine drills are practised at allocated and random times. For short evacuation periods and known practices our assembly point is the area above the music block.

In the event of the nursery being evacuated and re-entry is not possible within 15 minutes, our allocated relocation area is the Academy Sports Hall or other designated space if the Sports Hall is not appropriate.

The nearest alternative phone line would be the onsite library or the nursery mobile phone.

All emergency contact details are kept off site in the main Academy block in the office of the appointed nominated person (Karen Lamming).

In the event of an emergency parents and carers would be contacted immediately, and the safe collection of their child/children arranged. In the event of this failing, the child/children's emergency contact number would be used. These numbers are located on the day care records, and off nursery site in Karen Lamming's office.

Karen Lamming would be informed. (Extension number 405).

The Principal and Board of Governors would be informed.

If a press statement were required this would be organised in consultation with the Principal and the Board of Governors, and would be directed to the agreed press officer.

The Board of Governors would decide any decision regarding building repairs.

All appropriate counselling services would be made available to the staff and parents if these were thought appropriate or requested.

### **Accidents or Emergencies Policy**

Please help us and your child to avoid accidents. Jewellery should not be worn.

In the event of any accident or emergency we will contact you immediately, so please keep us up to date with a written note of any changes in either your address or telephone number.

Any accidents are recorded and you will be asked to sign the accident book to signify that you have been informed of the incident.

In the event of a critical incident fire the nursery's prime responsibility is the health and safety of all its children. All staff have received appropriate training. In the event of a fire, the day nursery would be evacuated to our designated safe area on the Academy site. All procedures would be followed as stated in our fire drill. All parents/carers would be contacted if necessary. Please see page 30 for our Critical Incident Plan.

### **Illness and Exclusion Policy**

Branston Community Day Nursery aim to promote a healthy environment, good health and take the necessary steps to prevent the spread of infection for the children in our care and we seek the co-operation of parents to help us to implement this policy.

- If parents/carers notice their child becoming ill or infectious they must inform the setting and they must have regard to the exclusion list below
- If your child becomes ill at the setting his/her condition is brought to the attention of one of the senior members of staff or the manager
- A decision is then taken based upon the symptoms including any visible signs and the child's body temperature as to whether you are immediately informed or whether continued monitoring of the child should occur
- Should a child's condition deteriorate you will be contacted by a member of the team and actions will be agreed. This could include administering medicines or requesting collection of the child in order to reduce the risk of cross infection for example in the case of vomiting or diarrhoea
- If a child becomes ill or infectious at the setting, every effort will be made to contact the parents/carers. It is essential therefore that the setting has up to date information in order to be able to contact the parents/carers during the settings hours. If the parent/carer cannot be contacted, setting staff will endeavour to contact the other named contacts on the child's record
- If the setting is unable to contact a parent/carer or named contact, Branston Community Day Nursery reserves the right to take the child to a general practitioner or hospital in an emergency. Parents/carers will be required to give signed consent for this procedure on registering their child at the setting.

| <b>Illness or Infectious Diseases</b> | <b>Period of Exclusion</b>  |
|---------------------------------------|---|
| Chicken Pox/ Shingles                 | 5-7 days after the onset of the rash  |
| Conjunctivitis                        | None  |
| Diarrhoea and/or vomiting             | Children and staff should be excluded from the setting until after their symptoms have settled and until 48 hours after the last episode of diarrhoea or vomiting |
| Glandular Fever                       | There is no benefit in keeping children or staff off once they feel well enough to attend   |
| Hand, Foot and Mouth                  | None, however, whilst the child is unwell he/she should be kept away from the setting   |
| Head Lice                             | None. Treatment is only required if live lice are seen in the hair (not nits (eggs))  |

|   |   |
|---|---|
| Hepatitis   | Hep A - Until the child feels well or until 7 days after the onset of jaundice, whichever is the latter<br>Hep B - Children who develop the symptoms will be too ill to be at the setting<br>Hep C - Usually no symptoms but care must be taken with bodily fluids if a person is known to have Hep C |
| HIV/Aids  | Should not be restricted or excluded  |
| Impetigo  | Until 24 hours after the start of treatment. If there is an outbreak, atop the use of sand, water, playdough and cooking activities and wash all 'dressing up' clothes. (An outbreak is of 2 or more cases of the same infectious organism in a setting)  |
| Measles, Mumps and Rubella                                | Measles - yes, until 5 days after the onset of the rash<br>Mumps - the child should be excluded for 5 days after the onset of swelling<br>Rubella - for 4 days after onset of the rash, and whilst unwell   |
| Meningitis  | Children will be too ill to attend and there is no need to exclude siblings or other close contacts   |
| Molluscum Contagiosum                                     | None  |
| Pharyngitis/Tonsillitis                                   | If the disease is known to be caused by Streptococcal (bacterial) infection the child or member of staff should be kept away from the setting until 24 hours after the start of treatment. Otherwise they should stay at home while they feel unwell.   |
| Rashes  | A child who is unwell and has a rash should visit their GP to establish the reason for it   |
| Ringworm (Tinea)  | Children need not be excluded but spread can be prevented by good personal hygiene, regular hand washing and use of separate towels and toilet articles. Parents should be encouraged to seek treatment.  |
| Scarlet Fever/Scarletina                                  | Once a patient has been on antibiotic treatment for 24 hours they can return, provided they feel well enough  |
| Slapped Cheek Syndrome/Erythema Infectiosum fifth disease | An affected child need not be excluded because they are no longer infectious by the time the rash occurs  |
| Scabies   | Not necessary, but treatment should be commenced  |
| Typhoid, Paratyphoid (Enteric Fever)                      | Yes, an infected child is likely to be very ill   |

|                            |   |
|----------------------------|---|
|                            | and whilst infectious unable to attend the setting  |
| Tuberculosis (TB)          | 'Open' cases - until 2 weeks after treatment started. 'Open' cases of drug resistant TB when the hospital physician advises. ('Open' is determined by sputum samples) |
| Verrucae                   | Not necessary   |
| Whooping Cough (Pertussis) | An affected child and unvaccinated contacts under 7 years should be excluded until they have had 5 days of antibiotics  |
| Worms                      | Not necessary   |

We will actively promote the use of the 'Catch it, Bin it, and Kill it' initiative to teach children about good hygiene practices by promoting:

- The use of tissues for coughs and colds
- Access to bins to dispose of used tissues
- Hand washing in warm soapy water as soon as possible, before eating, preparing food and after toileting

#### **Notification of exposure to infectious diseases**

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

If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 2010, we will inform the East Midlands North Health Protection Team and Ofsted (EYFA requirement 3.49). We will act on any advice given by them and inform Ofsted of any action taken.

A list of notifiable diseases can be found at [www.hpa.org.uk](http://www.hpa.org.uk) and is displayed on our parent's notice board alongside the HPA poster 'guidance on Infection Control in Schools and other Child Care Settings'.

The East Midlands North Health Protection Team can be contacted at:

Institute of Population Health  
City Hospital  
Hucknall Road  
Nottingham  
NG5 1PB  
Telephone Number: 0844 225 4524  
Fax: 01159 693523

## **Customer Care and Complaints**

Parents/carers can discuss any aspects of their children's progress on a daily basis as they drop off or pick up their children. General and curriculum information is posted on the parent/carer notice board in the entrance area. Parents receive termly new letters, daily verbal updates in their child's progress and regular additional information as part of curriculum home links.

We want you to feel at ease and comfortable knowing that your child is in our nursery and you are welcome to spend some time with us. If you are concerned about any aspect of the nursery, the curriculum or other related matters then please discuss this with the Nursery Manager or in her absence, the Deputy Manager in the nursery in the first instance. If concerns cannot be resolved informally, then please follow the procedures laid down in our Complaints Procedure, a copy of which is available on request.

Staff also have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for the safety and well-being of all children attending the setting and this takes priority over loyalty towards colleagues. Staff are made aware of what to do if they have serious concerns which it is not possible for them to raise through normal line management channels in our Whistle Blowing policy and guidance. The nursery is registered with OFSTED to whom representation can be made. Their contact number is: 0300 123 1231 and is displayed on the notice board along with their address. We would hope that parents/carers would contact senior nursery staff to resolve any problems in the first instance.

## **Monitoring and Evaluation**

The nursery builds monitoring and evaluation into all its procedures:

- Risk assessments and equipment checks are regularly carried out under our health and safety policy
- Staff performance and development are monitored through regular appraisals and training needs identification procedures
- The nursery self-evaluation document is updated at least annually with development targets being set.
- Each child's progress is monitored closely and assessed to inform future progress. All staff are made aware of methods to enhance children's progress in the activities they organise.
- The nursery curriculum and activities are thoroughly planned and recorded; work carried out under each theme is evaluated to bring about continuous improvement

## ADDITIONAL POLICIES AND PROCEDURES

This section is intended as a brief guide and as quick reference for parents/carers. More detailed guidance can be obtained from the relevant policy documents or by discussion with the Nursery Manager.

### Clothing

We have some very messy activities in the nursery so although we have aprons available, it is advisable to send your child in washable clothes that are easy to undo. All items of clothing, including shoes and boots, should be named. Outdoor play is an integral part of the curriculum and during most of the year children will need a coat to wear outside. The nursery cannot be held responsible for the loss of personal possessions.

Children should not bring items of value to the nursery. Whilst every effort will be made to safeguard personal possessions, no responsibility can be accepted for their security.

### Insurance

The Day Nursery is covered by the normal Academy's blanket insurance policies for Public and Employer liability. However, the insurance market offers personal accident and possessions cover for children 24 hours a day. Parents/carers may not be aware of this and if they wish to avail themselves of this cover for their children then they should make enquiries with insurance brokers or companies directly.

### Medicines

**All** prescribed medicines must have **written** permission in order to be administered, and must be discussed with a senior member of staff. The details, which should have been prescribed by the child's doctor or written out on a signed statement by the child's parent/carer, should include dosage, storage etc. If the administration of prescription medicine requires technical/medical knowledge, individual training will be provided for staff from a qualified health professional. This will be specific to the needs of the individual child concerned. Parents/carers will have the opportunity to share additional information and join initial sessions at the nursery, to provide strong support links for staff. An individual health care plan will be completed in order to ensure the nursery has all the relevant health/emergency information.

Non-prescription medicine i.e. Calpol, teething gel may be administered, but only with prior written consent of the parent/carer and only when there are health reasons to do so. If your child is prescribed antibiotics, please keep him or her at home at least for the first 24 hours of taking the medicine. Individual emergency medicines, for example, inhalers need to have a continuous covering letter from parents/carers attached to the day care records, however. They need to be discussed on a daily basis. All medicine is stored in our designated First Aid cupboard that is kept out of children's reach. If a child becomes unwell whilst at the nursery a parent/carer will be contacted immediately.



In the event of a trip or outings the manager and parent of the specific child would carry out an individual assessment. Any additional key support would be provided if needed. A key person would be designated and have all appropriate medicine and information required.

### **Outings**

The 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. Please see our Outings Policy for further details.

### **Records**

The recording of children's achievements is a continuous process. Staff observe the children on a regular basis and make notes of individual achievements in areas such as language, physical ability, behaviour etc., as well as areas of difficulty. This information is used to help us plan appropriate activities to enable the children to make progress and develop new skills.

Parents/carers are kept informed of progress on a regular basis with completed work often going home.

### **Food and Drink**

The Academy kitchen provides the nursery with a nutritious and varied hot menu term time only. Parents/carers who wish to purchase this can at £1.50 per day for the over ones and £1.20 per day for the under ones. Sample menus, which include a vegetarian option, are available if required.

Drinks are available at lunchtime, throughout the day with the use of individually labelled water bottles.

A cold drink and toast will be offered to each child mid-morning and a choice of fruit mid-afternoon. Packed lunches and other meals must be provided by parents/carers if the hot meal option is not required or available. There is a microwave and toaster if you want your child to have hot food, but clear instructions for microwave times must be attached to the food. Please see the Nursery Healthy Eating Policy for further details.

### **Sleep Times**

We operate a flexible system of sleep times according to children's needs and parent/carer information received. Children's preferences on sleep patterns and places to sleep are followed as far as possible. However, we must have written permission from parents/carers if children take their sleeps in prams rather than cots.

## **Bad Weather**

In the event of the Academy closing due to extreme weather conditions, the Day Nursery would also close. Parents/carers would be contacted immediately, and an announcement would be made on Radio Lincolnshire.

## **Telephone Number**

Lincoln (01522) 880420.

For further details of all policies in this brochure please see the Nursery Manager. The following policies are kept in a file available to parents/carers and copies of individual policies are available on request:

- Safeguarding Children Policy
- Physical and Behavioural Signs of Abuse
- Staff Whistle Blowing Policy and Guidance
- Anti-Bullying Policy
- Missing Child Policy and Procedure
- Equal Opportunities Policy
- Partnership with Parents Policy
- Code of Conduct Policy
- Complaints Procedure
- Formal Complaints Form
- Data and Confidentiality Policy
- Visitor Policy
- Health and Safety Policy
- ICT Policy
- Social Networking Policy
- ICT Health and Safety Policy
- Outings Policy and Procedure
- Healthy Eating Policy
- Bottle Feeding Preparation Guidance
- Accident & First Aid Policy

The information in this brochure was correct in March 2015. However it should not be assumed there will be no change in arrangements or details during the year. Parents/carers are always kept informed.