

**BRANSTON
COMMUNITY
DAY
NURSERY**



**ADDITIONAL
POLICIES
&
PROCEDURES**

BRANSTON COMMUNITY DAY NURSERY

POLICIES & PROCEDURES

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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
- Digital Cameras
- 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.



BRANSTON COMMUNITY DAY NURSERY

LOOKED AFTER CHILDREN

Policy Statement

At Branston Community Day Nursery we are committed to providing quality provision based on equality of opportunity for all children and their families. All staff in our nursery are committed to doing all they can to enable 'looked after' children in their care to achieve and reach their full potential.

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

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

Most local authorities do not place children under five with foster carers who work outside the home; however there are instances when this does occur or where the child has been placed with another family member who works. The Alliance maintains that it not appropriate for a looked after child who is under two years to be placed in a day care setting in addition to a foster placement.

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

Principles

- The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. We do not refer to such a child using acronyms such as LAC.
- We do not normally offer placements for babies and children under two years who are in care; we sign post the carers to outside agencies or services, or alternatively offer other services within our nursery to enable the child to play and engage with other children while their carer stays with them. We do not normally offer placements for babies and children under two years who are in care, except in exceptional circumstances. In such cases, the child should have been with the foster carer for at least six months and show signs of having formed a secure attachment to the carer and where the placement in the nursery will last a minimum of three months.
- In exceptional circumstances, we offer places to two-year-old children who are in care. In such cases, the child should have been with the foster carer for at least two months and show signs of having formed a secure attachment to the carer, and the placement in the nursery will last a minimum of three months.
- We offer places for funded three and four-year-olds who are in care to ensure they receive their entitlement to early education. We expect that a child will have been with a foster carer for a minimum of one month and has formed a secure attachment to the carer. We expect that the placement in the nursery will last a minimum of six weeks.
- Where a child who normally attends our nursery is taken into care and is cared for by a local foster carer we will continue to offer the placement for the child.

Procedures

- The designated staff members for looked after children are the nursery designated child protection Mrs Nicola Pratt and Mrs Andrew Wright
- The designated staff member for looked after children is Mrs Nicola Pratt
- Every child is allocated a key person before they start and this is no different for a looked after child. The designated staff members ensure the key person has the information, support and training necessary to meet the looked after child's needs.
- The designated staff members and the key person liaise with agencies, professionals and practitioners involved with the child and his or her family in order to ensure appropriate information is gained and shared.
- The nursery recognises the role of the local authority social care department as the child's 'corporate parent' and the key agency in determining what takes place with the child. Nothing changes, especially with regard to the birth parent's or foster carer's role in relation to the nursery without prior discussion and agreement with the child's social worker.
- At the start of a placement there is a professionals meeting that will determine the objectives of the placement and draw up a care plan that incorporates the child's learning needs. This plan is reviewed after two weeks, six weeks and three months. Thereafter at three to six monthly intervals.
- The care plan needs to consider such issues for the child as:
 - the child's emotional needs and how they are to be met;
 - how any emotional issues and problems that affect behaviour are to be managed;
 - the child's sense of self, culture, language(s) and identity – and how this is to be supported;
 - the child's need for sociability and friendship;
 - the child's interests and abilities and possible learning journey pathway; and
 - how any special needs will be supported.
- In addition, the care plan will also consider:
 - how information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with whom and how it will be recorded and stored;
 - what contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be the nursery, when, where and what form the contact will take will be discussed and agreed;
 - what written reporting is required;
 - wherever possible, and where the plan is for the child's return home, the birth parent(s) should be involved in planning; and
 - with the social worker's agreement, and as part of the plan, the birth parent(s) should be involved in the nursery's activities that include parents, such as outings and fun-days, alongside the foster carer.
- The settling-in process for the child is agreed. It should be the same as for any other child, with the foster carer taking the place of the parent, unless otherwise agreed. It is even more important that the 'proximity' stage is followed until it is visible that the child has formed a relationship with his or her key person sufficient to act as a 'secure base' to allow the gradual separation from the foster carer. This process may take longer in some cases, so time needs to be allowed for it to take place without causing further distress or anxiety to the child.
- In the first two weeks after settling-in, the child's well-being is the focus of observation, their sociability and their ability to manage their feelings with or without support.
- Further observations about communication, interests and abilities will be noted to firm a picture of the whole child in relation to the Early Years Foundation Stage prime and specific areas of learning and development.
- Concerns about the child will be noted in the child's file and discussed with the foster carer.
- If the concerns are about the foster carer's treatment of the child, or if abuse is suspected, these are recorded in the child's file and reported to the child's social care worker according to our safeguarding children procedure.
- Regular contact should be maintained with the social worker through planned meetings that will include the foster carer.

- Transition to school will be handled sensitively and the designated staff members and or the child's key person will liaise with the school, passing on relevant information and documentation with the agreement of the looked after child's birth parents.



BRANSTON COMMUNITY DAY NURSERY

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



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.

BRANSTON COMMUNITY DAY NURSERY



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

INFORMATION AND RECORDS

Information sharing

'Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death.'

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015).

Policy statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice that is given to parents at the point of registration. The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purpose for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates if it is in the public interest. That is when:

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

The responsibility for decision-making should not rely solely on an individual, but should have the back-up of the Management Team. The Management Team provide clear guidance, policy and procedures to ensure all staff members, as well as volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to any safeguarding concerns.

Procedures

Our procedure is based on the GDPR principles as listed above and the seven golden rules for information sharing as set out in *Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers*. We also follow the guidance on information sharing from the Local Safeguarding Children Board.

1. *Remember that the General Data Protection Regulations 2018 and human rights law are not a barriers to justified information sharing as per the Children Act 1989, but provide a framework to ensure that personal information about living individuals is shared appropriately.*
 - Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information both within the nursery, as well as with external agencies.
2. *Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their consent, unless it is unsafe or if I have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain further.*

In our nursery we ensure parents:

- Receive a copy of our Privacy Notice and information about our Information Sharing Policy when starting their child in the nursery and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
 - have information about our Safeguarding Children and Child Protection Policy; and
 - have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
3. *Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
 - Our staff members discuss concerns about a child routinely in supervision and any actions are recorded in the child's file.
 - Our Management Team routinely seeks advice and support from the Nursery Manager about possible significant harm.
 - Our Safeguarding Children and Child Protection Policy sets out the duty of all members of our staffing team to refer concerns to the Management Team, as designated persons, who will contact children's social care for advice where they have doubts or are unsure.
 - Our Management Team seek advice if they need to share information without consent to disclose.
 4. *Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.*
 - We base decisions to share information without consent on judgements about the facts of the case and whether there is a legal obligation.
 - Our guidelines for consent are part of this procedure.
 - Our Management Team are conversant with this and are able to advise staff members accordingly.
 5. *Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*

In our nursery we:

- record concerns and discuss these with the designated persons Mrs Nicola Pratt and Mrs Andrew Wrifght for child protection matters;
- record decisions made and the reasons why information will be shared and to whom; and
- follow the procedures for reporting concerns and record keeping as set out in our Safeguarding Children and Child Protection Policy.

6. *Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.*
- Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.
7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*
- Where information is shared, the reasons for doing so are recorded in the child's file; where it is decided that information is not to be shared that is recorded too.

Consent

When parents choose our nursery for their child, they will share information about themselves and their families. This information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most cases, as well as the kinds of circumstances when we may not seek their consent, or may override their refusal to give consent. We inform our parents as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We cover this verbally when the child starts nursery and parent sign in our nursery registration form to say they understand our Nursery policies.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- Copies are given to parents of the forms they sign.
- We consider the following questions when we access the need to share:
 - Is there a legitimate purpose to us sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons for us not to seek consent, is there sufficient public interest for us to share information?
 - If the decision is to share, are we sharing the right information in the right way?
 - Have we properly recorded our decision?
- Consent must be freely given and informed- that is the person giving consent needs to understand why information will be shared, what will be shared, who will see information, the purpose of sharing it and the implications for them of sharing that information as detailed in the Privacy Notice.
- Consent may be *explicit*, verbally but preferably in writing, or *implicit*, implied if the context is such that sharing information is an intrinsic part of our service or it has been explained and agreed at the outset.
- Consent can be withdrawn at any time.
- We explain our Information Sharing Policy to parents.

Separated parents

- Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we would consider this carefully.
- Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

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

Legal Framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

BRANSTON COMMUNITY DAY NURSERY

CONFIDENTIALITY AND CLIENT ACCESS TO RECORDS

Policy Statement

'Share with informed consent where appropriate and where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case'.

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2015)

At Branston Community Day Nursery all staff and managers can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access outstanding early years care and education in our nursery. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

Confidentiality procedures

- Most things that happen between the family, the child and our Nursery are confidential to our setting. In exceptional circumstances information is shared, for example with other professionals or possibly social care or the police.
- Information shared with other agencies is done in line with our Information Sharing Policy.
- We always check whether parents regard the information they share with us to be confidential or not.
- Some parents may share information about themselves with other parents as well as staff, the nursery cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it. We are not responsible should that confidentiality be breached by participants.
- We inform parents when we need to record confidential information beyond the general personal information we keep (see our Children's Record Policy and Privacy Notice) – for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely (see our Children's Records Policy and Privacy Notice).
- Most information is kept in a manual file, however some files are kept electronically. Our staff members and all laptops are stored in a locked cupboard when not in use.
- Our staff members discuss children's general progress and wellbeing together in meetings, but more sensitive information is restricted to the management team and the child's key person, and is shared with other staff members on a need to know basis.
- We do not discuss children with staff members who are not involved in the child's care, nor with other parents or anyone else outside of the nursery.
- Our discussions with other professionals take place within a professional framework and not on an informal or ad-hoc basis.
- Where third parties share information about an individual, our practitioners and managers check if it is confidential, both in terms of the party sharing the information and of the person whom the information concerns.

Client access to records procedures

Parents may request access to any confidential records we hold on their child and family following the procedure below:

- The parent is the 'subject' of the file in the case where a child is too young to give 'informed consent' and has a right to see information that our Nursery has compiled on them.
- Any request to see the child's personal file by a parent of person with parental responsibility must be made in writing to a member of the Nursery Management Team.
- We acknowledge the request in writing, informing the parent that an arrangement will be made for him/her to see the file contents, subject to third party consent.
- Our written acknowledgement allows one month for the file to be made ready and available. We will be able to extend this by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of the receipt and explain why the extension is necessary.
- A fee may be charged for repeated requests, or where a request requires excessive administration to fulfil.
- The Management Team informs the nursery trustees and legal advice may be sought before sharing a file.
- The Management goes through the file with the Nursery trustees and ensures that all documents have been filed correctly, that entries are in date order and that there are no missing pages. They note any information, entry or correspondence or other document which mentions a third party.
- We write to each of those individuals explaining that the subject has requested sight of the file, which contains a reference to them, stating what this is.
- They are asked to reply in writing to our Management Team giving or refusing consent for disclosure of that material.
- We keep copies of these letters and their replies on the child's file.
- 'Third parties' include each family, grandparent etc. We write to each of them to request third party consent.
- Third parties also include workers from any other agency, including children's social care and the health authority for example. Agencies will normally refuse consent to share information, preferring instead for the parent to be redirected to those agencies for a request to see their file held by that agency.
- Members of our staff should also be written to, but we reserve the right under the legislation to override a refusal for consent or to just delete the name of the staff member and not the information. We may grant refusal if the member of staff has provided information that could be considered 'sensitive' and the staff member may be in danger if that information is disclosed; or if that information is the basis of a police investigation. However, if the information is not sensitive, then it is not in our interest to withhold that information from a parent. In each case this should be discussed with members of staff and decisions recorded.
- When we have received all the consents/refusals the Management Team takes a photocopy of the complete file. On the copy of the file, the management Team remove any information that a third party has refused consent for us to disclose and blank out any references to the third party, and any information they have added to the file, using a thick marker pen.
- The copy file is then checked by the management Team and legal advisors to verify that the file has been prepared appropriately.
- What remains is the information recorded by the nursery, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- We photocopy the 'clean copy' again and collate it for the parent to see.
- The Management Team informs the parent that the file is not ready and invites him/her to make an appointment to view it.
- The Management Team and the nursery nominated person meet with the parent to go through the file, explaining the process as well as what the content of the file records about the child and the work that has been done. Only the person(s) with parental responsibility can attend that meeting, or the parent's legal representative or interpreter.

- The parent may take a copy of the prepared file away; but, to ensure it is properly explained to and understood by the parent, we never hand it over without discussion.
- It is an offence to remove material that is controversial or to rewrite records to make them more acceptable. Our recording procedures and guidelines ensure that the material reflects an accurate and non-judgemental account of the work we have done with the family.
- If a parent feels aggrieved about any entry in the file, or the resulting outcome, then we refer the parent to our complaint procedure.
- The law requires that the information we hold must be held for a legitimate reason and must be accurate (see our Privacy Notice). If a parent says that the information we hold is inaccurate, then the parent has a right to request for it to be changed. However, this only pertains to factual inaccuracies. Where the disputed entry is a matter of opinion, professional judgement, or represents a different view of the matter than that held by the parent, we retain the right not to change that entry, but we can record the parent's view of the matter. In most cases, we would have given a parent the opportunity at the time to state their side of the matter, and it would have been recorded there and then.
- If there are any controversial aspects of the content of a child's file. We must seek legal advice. This might be where there is a court case between parents, where social care or the police may be considering legal action, or where a case has already completed an appeal process is underway.
- We never 'under record' for fear of the parent seeing, nor do we make 'personal notes' elsewhere.

Telephone advice regarding general queries may be made to The Information Commissioner's Office Helpline 0303 123 1113.

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

Legal Framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)



BRANSTON COMMUNITY DAY NURSERY **INFORMATION AND RECORDS**

Provider Records

Policy statement

We keep records and documentation for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (GDPR) (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Procedures

- All records are the responsibility of the Management team who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed in the Reception Area.
- Our Public Liability insurance certificate is displayed in the Office Area.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- in the address of the premises;
- to the premises which may affect the space available to us or the quality of childcare we provide;
- to the name and address of the provider, or the provider's contact information;
- to the person managing the provision;
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017).

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act 1998

Transfer of Records to School

Policy statement

At our nursery we recognise that children sometimes move to another early years setting before they go on to school, although many will leave our nursery to enter a reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in order to enable smooth transitions, we share the appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting. Prior to transferring information, we will establish the lawful basis for doing so (see our Privacy Notice).

Procedures

Transfer of development records for a child moving to another early years setting or school

- Using the Early Years Outcomes (DFE 2013) guidance and our assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.
- The record refers to:
 - any additional language spoken by the child and his or her progress in both languages;
 - any additional needs that have been identified or addressed by our nursery;
 - any special needs or disability, whether a CAF was raised in respect of special needs or disability, whether there is an Education, Health and Care Plan, and the name of the lead professional.
- The record contains a summary by the key person and a summary of the parent's view of the child.
- The document may be accompanied by other evidence, such as photos or drawings that the child has made.
- When a child transfers to a school, most local authorities provide an assessment summary format or a transition record, which we will follow as applicable.
- If there have been any welfare or protection concerns, a star is placed on the front of the assessment record.

Transfer of confidential information

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the nursery and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
- Where a CAF has been raised in respect of any welfare concerns the name and contact details of the lead professional will be passed on to the receiving setting or school.
- Where there has been a s47 investigation regarding a child protection concern the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Children Act (1989)



BRANSTON COMMUNITY DAY NURSERY **SUITABLE PEOPLE**

Employment

Policy statement

Branston Community Day Nursery meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that all of our staff members are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff members have job descriptions, which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance when checking the suitability of all staff members and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to employment of our staff members and volunteers, in particular those demonstrating that suitability checks have been done, including the date of issue, name and unique reference number from the enhanced DBS certificate, along with details of our suitability decision.
- Any employees or volunteers employed after the 1st July 2018 will be required to keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us. All employees or volunteers employed before this date will have their DBS reviewed every three years from their last DBS check from the nursery.
- Staff members are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
- We obtain consent from our staff members and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.
- All staff members complete a Staff Disqualification Declaration form, this document also includes all adults living in the staff members household.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person, Trustees and the Nursery Managers.

Training and staff development

- The nursery manager has the N.N.E.B The Deputy Manager has a Level 3 BTEC National Diploma in Children's Care, Learning and Development. The two deputies have level 5 & 4 certificates in Early years practise. One key staff has a BA Honours Degree Early Years Education two members of staff who have a Level 2 Qualification in Childcare and all other staff members have a Level 3 Qualification in Childcare or equivalent.
- We provide regular in-service training to all staff - whether paid staff members or volunteers - through the Early years training directory and other external agencies.
- Our Nursery budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within our induction plan and are available in the nursery handbooks
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff members will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Branston Community Day Nursery, the Management team organises staff members annual leave so that ratios are not compromised.
- Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our Management Team with sufficient notice and a Leave of absence placed on our available calendar.
- Where staff members are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:

We have bank staff members that are contacted in the absence of full time employees.
In the unlikely event bank staff are unavailable then agencies will be contacted.



BRANSTON COMMUNITY DAY NURSERY
STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS

Induction of employees and volunteers

Policy statement

We provide an induction for all employees and volunteers to fully brief them about our nursery, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff members, which includes the following:
 - Introductions to all employees and volunteers.
 - Familiarising with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and adhered to.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to key children where applicable.
 - Details of the tasks and daily routines to be completed.
- The management team inducts new employees and volunteers.
- A Senior manager team inducts all new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, we continue to support staff members to deliver high quality performance through regular supervision and appraisal of their work.



BRANSTON COMMUNITY DAY NURSERY
WORKING IN PARTNERSHIP WITH OTHER AGENCIES

Policy statement

At Branston Community Day Nursery we work in partnership with local and national agencies to promote the well-being of all children. We will never share your data with any organisation to use for their own purposes.

Procedures

- We work in partnership or in tandem with, local and national agencies to promote the well-being of children.
- Procedures are in place for the sharing of information about children and families with other agencies. These are set out in our Privacy Notice, Information Sharing Policy, Safeguarding Children and Child Protection Policy and the Supporting Children with Special Educational Needs and Disabilities Policy.
- Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, we make those individuals welcome in the nursery and their professional roles are respected.
- We follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child they are visiting in the nursery and do not have access to any other child(ren) during their visit.
- Our staff do not casually share information or seek informal advice about any named child/family.
- When necessary, we consult with local and national agencies who offer a wealth of advice and information that help us to develop our understanding of the issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.



BRANSTON COMMUNITY DAY NURSERY

SUITABLE PEOPLE

Student placements

Policy statement

Branston Community Day Nursery recognises that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

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

Procedures

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list(s) checks.
- We require students in our nursery to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with the nursery to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our nursery on a short term basis are not counted in our staffing ratios.
- Students and apprentices, over the age of 17, who are undertaking a level 3 qualification may be counted in ratios if the Management Team deems them to be suitably competent, experienced and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how the Nursery is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the nursery.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

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 Manager'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.

Risk assessment

Policy statement

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

This basis of this policy is risk assessment. We follow the Pre-School Learning Alliance risk assessment processes below:

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

Procedures

- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
 - checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out. As the Nursery building is leased from the Branston Community Academy the school is responsible for Health and Safety checks and implement what is required including PAT Testing, Water Testing and Fire Safety including extinguishers.

Legal framework

- Management of Health and Safety at Work Regulations (1999)



BRANSTON COMMUNITY DAY NURSERY
SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

Fire safety and emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Management Team and staff members are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred as well as our fire drills.

Procedures

Fire Safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The management team have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff. This will follow the Government guidance Fire Safety Risk Assessment - Educational Premises Document (HMG 2006).
- Our fire safety risk assessment focuses on the following for each area of the Nursery:
 - Electrical plugs, wires and sockets
 - Electrical items
 - Gas boilers
 - Cookers
 - Flammable materials- including furniture, furnishings, paper etc.
 - Matches
 - Flammable chemicals
 - Means of escape
 - Anything else identified.
- The nursery will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting equipment conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- All electrical equipment is checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- All electrical sockets are covered.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed around the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, usually termly.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

Our nursery fire procedure for practice drills includes the following:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Fire Drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate the building.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005



BRANSTON COMMUNITY DAY NURSERY

VISITORS 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
SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

Animals in the setting

Policy statement

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the nursery or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

Animals in the nursery as pets

- We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure the correct food is offered, at the right times.
- We make arrangements for weekend and holiday care for the animal or creature.
- We register with the local vet and make sure all vaccinations and other regular health measures, such as de-worming, are up-to-date and recorded.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Practitioners wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Visits to farms

- Before a visit to a farm, a risk assessment is carried out - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- The outings procedure is followed.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

Legal framework

The Management of Health and Safety at Work Regulations (1999)



BRANSTON COMMUNITY DAY NURSERY

OUTINGS POLICY AND PROCEDURES

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/carer or emergency contact.
- Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.
- Make arrangements for the remainder of the group, depending on the circumstances of the emergency.
- A record of the accident/incident will be completed.
- In the case of any serious accident/injury, Ofsted and RIDDOR will be informed.

In the event of a child being lost

- 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

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 **INFORMATION AND RECORDS**

Parental involvement

Policy statement

We believe that children benefit most from early years education and care when we work together in partnership with parents.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and through their journey at Branston Community Day Nursery. We also aim to support parents in their own continuing education and personal development.

At Branston Community Day Nursery we ensure that all parents feel part of the Nursery, including fathers, parents who live apart from their children but who still have an active part in their child's life, as well as working parents. In carrying out the following procedures, we will ensure that all parents are included.

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

The Children Act (1989) defines *parental responsibility* as '*all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property*'.

Procedures

- All parents are made to feel welcome in the Nursery, they are greeted appropriately, there is an area where parents can speak to staff members confidentially and provision for refreshment.
- We have a means to ensure all parents are included - that may mean we have different strategies for involving fathers or parents who work or live apart from their children.
- We make every effort to accommodate parents who may have a disability or impairment.
- We consult with all parents to find out what works best for them.
- We ensure on-going dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how the nursery is run and its policies, through access to written information, including our *Safeguarding Children and Child Protection* policy and our responsibilities under the Prevent Duty and through regular informal communication. We check to ensure parents understand the information that is given to them.
- Information about a child and his/her family is kept confidential within our Nursery. We provide you with a privacy notice that details how and why we process your personal information. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding child's development that need to be shared with another agency. We seek parental permission unless there are reasons not in order to protect the safety of the child. Reference is made to our Information Sharing Policy on seeking consent for disclosure.
- We seek specific parental consent to administer medication, take a child for emergency treatment, take a child on a short walk or outing and take photos for the purpose of record keeping.
- All expectations that we make on parents are made clear and discussed during the initial Nursery visit as well as during their child's initial settling in sessions with the Key Staff.
- We have a clear Settling into Nursery Procedure which parents are actively involved in.
- We seek parents' views regarding changes within the Nursery and the delivery of our service.
- Parents are actively encouraged to participate in decision making processes through the Nursery Management Committee.

- We encourage parents to become involved and actively contribute to the social and cultural life of the Nursery.
- Where possible we provide parents with the flexibility on sessions to meet the needs of the parent without compromising the needs of the children.
- We provide all parents with sufficient opportunity to share necessary information with staff members and this information is recorded and stored in a child's learning journey or personal file to protect confidentiality.
- Each child's keyworker meets with parents to their children's progress and share concerns should they arise.
- Where applicable our keyworkers work closely with the Nursery SENCO and parents to carry out an agreed plan to support special educational needs.
- Where applicable our keyworkers work closely with the Nursery Designated Safeguarding Officers and parents to carry out any agreed tasks where a Protection Plan is in place for a child.
- We involve parents in the shared record keeping about their children - either formally or informally – and ensure parents have access to their children's written developmental records.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the nursery.
- We support families to be involved in activities that promote and contribute to their own learning and well-being, informing parents about relevant conferences, workshops and training.
- We consult with parents about the times of meetings to avoid excluding anyone. We take into account the venues and ensure that it is accessible and appropriate for all.
- We provide information about opportunities to be involved in the nursery in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We welcome the contributions of parents; in whatever form these may take.
- We inform all parents of the systems for registering queries, complaints or suggestions and we check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the curriculum offered in the nursery and about young children's learning, at the nursery and in the home. There are opportunities for parents to take active roles in supporting their child's learning and development within the Nursery, through taking part in activities and structured projects.

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

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

Babysitting Policy

Policy statement

At The Branston Community Day Nursery, we aim to develop excellent relationships with our families. From time to time, parents may request individual staff members to babysit outside of working hours. This policy clarifies key points and procedures regarding private arrangements made between staff members and parents.

Procedures

- Individual staff members are able to babysit for children outside of the Nursery day should they wish.
- Any arrangements made are between individual members of staff and our families, they are privately agreed and are not the responsibility of the Nursery.
- The Nursery is not responsible for any private arrangements or agreements made between individual staff members and families. All discussions surrounding these arrangements should be outside of working hours.
- Confidentiality of employment must be adhered to and respected at all times. Should it be found that a member of staff discusses confidential matters, this will result in gross misconduct and the staff member will face disciplinary procedures.
- Parents should be aware that other adults accompanying the babysitter may not have a relevant Disclosure and Barring checks (DBS).
- The Nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside of the Nursery hours.
- The Nursery will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.
- Babysitting arrangements must not interfere with a staff members working hours or ability to complete their job role.



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 of 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		



BRANSON COMMUNITY DAY NURSERY **PRIVACY NOTICE**

Policy statement

We recognise that parents have a right to know the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when and the reason why, we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR 2018) which are further explained in our Privacy Notice that is given to parents at the point of registration. The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purpose for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates if it is in the public interest. That is when:

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

The responsibility for decision-making should rely solely on an individual, but should have the back-up of the Management Team. The Management Team provide clear guidance, policy and procedures to ensure all staff members, as well as volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to safeguarding concerns.

Procedures

Our procedure is based on the GDPR principles as listed above and the seven golden rules for information sharing as set out in information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers. We also follow the guidance on information sharing from the Local Safeguarding Children Board.

1. Remember that the General Data Protection Regulations 2018 and the human rights law are not a barriers to justified information sharing as per the Children Act 1989, but a framework to ensure that personal information about living individuals is shared appropriately.

Our policy and procedures on information sharing provide guidance to appropriate sharing of information both within the nursery, as well as external agencies.

2. Be open and honest with the individual (and/or family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared and seek their consent, unless it is unsafe or if I have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain further.

In our nursery we ensure parents:

- Receive a copy of our Privacy Notice and information about our sharing policy when starting their child in the nursery and that they sign our registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;

- Have information about Safeguarding Children and Child protection Policy; and
 - Have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have on transition to school.
3. Seek advice from other practitioner if you are in doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Our staff members discuss concerns about a child routinely in a supervision and any actions are recorded in the child's file.
 - Our Management Team routinely seek advice and support from the Governing trust designated Senior staff member about significant harm.
 - Our safe guarding Children and Child Protection Policy sets out the duty the duty of all members of our staff team to refer concerns to the Management Team ,

as designated persons, who will contact children's social care for advice where they have doubts or are unsure.

- Our Management team seek advice if they need to share information without consent to disclose.
4. Share with informed consent where appropriate and where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement there is good reason to do so, such as where safety maybe at risk. You will need to base your judgements on the facts of the case When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
- We base decision to share information without consent on judgements about the facts of the case and whether there is a legal obligation.
 - Our guidelines for consent are part of this procedure.
 - Our Management Team are conversant with this and are able to advise staff members accordingly.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

In our nursery:

- record concerns and discuss these with the designated persons Nicola Pratt, Andrew Wright for child protection matters;
- Record decisions made and reasons why information will be shared and to whom; and
- Follow the procedures for reporting concerns and record keeping set out in our Safeguarding Children and Child Protection Policy.

6. Necessary, ,proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion and is shared securely.

* Our Safeguarding Children and Child Protection Policy and children's Records set out how and where information should be recorded and what information should be shared with another agency when making a referral.



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

These policies are reviewed annually and when required.

Updated: July 2019

Review Date: July 2020

These policies have been adopted by Branston Community Day Nursery

Signed on behalf of the setting by:

Nursery Manager

Date: July 2019