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# Accident/Incident policy

## Minor Accident

During the course of a day at nursery a child may suffer from a minor accident if this happens the staff will follow this procedure:

- The staff member will take the child to a quiet area away from all the other children where their injury can be assessed and the child calmed.
- A first aider will be informed and will assess the injury and administer the treatment needed.
- The manager/ deputy will be informed
- The child will be settled back into their room and observed to ensure there are no long term effects.
- An accident form will be filled out giving details of how the accident occurred, where it occurred, which staff were present, what injury was sustained and the treatment given. This will then be signed by the member of staff that witnessed the accident, if different, the member of staff that administered the first aid and the manager/deputy. The parents will sign the form when their child is collected from nursery.
- If it is deemed necessary by the manager/deputy a phone call may be made to the parent to inform them of the accident before the end of the day, with the exception of a head bump; parents will be contacted for every head bump immediately.

## Major Accident

Occasionally a child may suffer from a major accident that requires professional medical help, if this occurs staff will follow this procedure:

- The manager/deputy will be informed
- If the child can be moved they will be taken to a quiet place where they can be kept calm and be assessed, if they cannot be moved a space will be cleared around them and children will be kept away. A child will not be moved if there is any doubt about the level of injury to the child.
- The manager/deputy will assess the injury and decide if it requires immediate treatment by an ambulance or if the parent/carer can be contacted and take the child themselves. If there is any doubt an ambulance will be called.
- If an ambulance is required 999 will be called and the parents/carer will be contacted with arrangements to meet the child at the hospital. A senior

member of staff will travel with the child to the hospital taking with them the child's registration forms and a mobile phone.

- If an ambulance is not required a phone call will be made to the child's parent/carer and the child will be kept calm and comfortable, a member of staff will remain with them until the parent/carer arrives.
- An accident form will be filled out recording in detail the circumstances the accident occurred in, who was present, details of the injury sustained, any first aid administered and if an ambulance was required or not.
- The accident will be reported to RIDDOR and ofsted (if necessary) by the manager/deputy and instructions/advice will be followed.
- A risk assessment of the sight where the accident took place and any equipment involved will be carried out.

### Incident

From time to time parents may be asked to sign or fill out an incident form.

Incident forms are used in the following circumstances:

- If a child has displayed inappropriate behaviour that has resulted in the injury of another child, such as biting or scratching.
- A mark that appears on a child whereby an incident has gone unnoticed.

Should the above occur the following will take place;

- A first aider will be informed and will assess the injury and administer the treatment needed.
- The manager/ deputy will be informed
- An incident form will be filled out explaining the circumstances of the behaviour, the behaviour management response, and who was present when the incident occurred. This will be signed and dated by the staff member who dealt with the incident and manager/deputy.
- The parents will be informed of the incident at the end of the day and will be asked to sign the form on pick up with the exception if a child is bitten then a phone call will be made after the incident has been dealt with.

### Existing Injury

From time to time parents may be asked to sign or fill out an existing injury form. Existing injury forms are used in the following circumstances:

- If a child comes in to nursery with an injury that has happened at home, the parent will be asked to fill out an incident form stating how the accident occurred, where the accident occurred, who was present when the accident occurred, details of the injury and sign and date.

# Bright Comets Day Nursery Ltd

## Admissions Policy

All children are welcome here at Bright Comets Day Nursery regardless of their backgrounds or level of ability.

If you would like to speak to someone about the nursery and arrange a visit to the nursery you can do so via telephone, email, website and post.

**A minimum of one full day or two half sessions can be reserved for your child subject to availability.**

A £75.00 non-refundable registration fee is required in order to secure your child's place of which is due upon receipt of your child's application form.

**You will be invoiced for the month that you child starts the nursery; these fees are required in advance before your child's start date. Please be aware that children will not be accepted into the nursery if their fees have not been settled before hand.**

Settling in sessions for your child will be arranged with you a month before your child's start date. These consist of a home visit along with one 1 hour session and one 2 hour session. We ask that the parent/ carer stays with the child on their first settling in session to aid the settle by introducing the child to their new environment and key staff. On your child's second settling in session we ask parents to leave them with us without you, for a certain period of time, this could be for the duration of the 2 hours or for part of it i.e. 30 minutes- 1 hour. All settling in sessions will be booked in order to meet each child's individual needs at a time to suit you. If you feel your child may need some additional settling in sessions these can be discussed with the management team.

Fees are paid on the 1<sup>st</sup> of each month in advance for the following month. Your child will not be admitted into the nursery until the first payment is made by either cash or cheque.

We ask that you fill in a standing order form to start from the first of each month following your first month's payment. Vouchers are also acceptable as full or part payment against fees. Please ask for our registration number when you set

this up as we are already registered with lots of the companies who deal with this.

**Non Payment-** Overdue fees will be challenged, in the first instance by the manager who will ask for payment within 7 working days and in the second instance by the director who will ask for payment immediately. **A surcharge of 20% is levied for payment more than Two weeks late.** If your child's fees can not be paid the child's place will be suspended for a period of one month. If your child's fees can still not be paid then your child's place will be terminated and a debt collector will be contacted.

If you are having trouble paying your fees then we ask that you contact the manager as soon as possible to discuss the options available to you.

**Sickness** - In the event of illness or holiday the full fees are still payable to retain the place.

Apart from one week's closure at Christmas and three days closure for training, fees are payable for 50 weeks a year.

One month's notice is required in writing for reducing a child's attendance or if leaving the nursery.

When maximum attendance numbers are reached, applicants will thereafter be added to the waiting list. Priority will be given to full time places.

If you require a different more flexible attendance pattern to what is offered, you may discuss your needs with the manager.

Term time only places (39 weeks) are offered to children attending a full time place only.

**Free Early Education for 3 year olds** - We offer flexible Free Early Education places, **subject to availability**, to all children starting the term after their third birthday. It is possible to either attend the 15 hours only **OR** incorporate the funding into an attendance pattern according to your requirements. Please note that in order to qualify for the Free Early Education your child must be

attending the nursery on a regular basis, excluding the periods of illness.  
**Children attending the nursery for 15 hours only, will have their place reviewed according to our availability on a termly basis and confirmation of these places will be given two weeks before the start of the new term. Places for children whom request and want to start attending 15 hours only, will have their place confirmed two weeks before the start of the new term.**

# Allergy and Anaphylaxis Policy and Procedure

At Bright Comets Day Nursery we know that allergic reactions can vary in severity and sometimes only involve mild itching or swelling, but in some people they can be severe and life-threatening.

**The time it takes for symptoms of anaphylaxis to develop depends on the cause.** If it was something eaten, such as peanuts, it can take anything from a few minutes to two hours. If it was something that entered your skin, such as a sting or an injection, it will usually take between five and 30 minutes.

Symptoms of anaphylaxis include:

- A red, raised, itchy skin rash (hives)
- Swelling of certain body parts, particularly the face/lips
- Swelling in your throat and narrowing of your airways, which can cause breathing difficulties and wheezing
- Nausea
- Vomiting
- A sudden drop in blood pressure, which can make you feel faint and dizzy
- Feeling like something terrible is going to happen

After a **severe** allergic reaction it can take up to 48 hours for the risk of an anaphylaxis shock to lower. **We therefore require the person/child suffering from an allergic reaction to remain away from the setting for 48 hours after the reaction.**

The steps we take in the event of an anaphylaxis shock, depending on each individual situation are as follows:

- Call for immediate assistance and take the child to a quiet place and keep them calm.
- A trained practitioner will then administer the Epi Pen - refer to instructions clearly labelled on Epi Pen.
- Dial 9 for an outside line followed by 999, and sk for an ambulance.
- If the child loses consciousness, put them in the recovery position.
- If the child stops breathing begin CPR.

**The nursery keeps Piriton on the premises for emergency purposes only.**

If your child appears to be suffering from an allergic reaction during their time at the nursery the following steps will take place:

- A **cold flannel** will be applied to the reacted area.



- A phone call will be made to the child's parent to make them aware of the reaction.
- The affected area will be closely monitored every 15 minutes.
- If after 30 minutes the reaction remains the same or sooner if the reaction worsens, the child's parents will be contacted and **only** if the management team feel it is vital for the child's health and well being **piriton** will be administered with verbal parental permission by the manager/deputy.
- A medication form will then be filled out and you will be asked to sign this upon collection.

**In order to ensure the safety and well being of children whom suffer with allergies we carry out the following;**

- Children with severe allergies have their own menu which is created by the manager and agreed with the child's parents before they join the setting.
- They are bought their own utensils for meals including a bowl, plate, cup, knife, fork and spoon which are kept in a separate cupboard away from food preparation.
- Any specific ingredients such as, free from foods are kept in a closed food storage box in the kitchen separate from general foods.
- A detailed chart is available in all rooms and displayed in the kitchen detailing ALL children's allergies and specific dietary requirements.
- Children whom have any dietary requirements not associated with severe allergies will have their food served on Red bowls/plates.
- Only the nursery chef is to plate up food for children with dietary requirements or allergies and no member of staff will give them any extra food.

## Animal Policy

At Bright Comets Day Nursery we encourage the children to care for “living things” however, we recognise that animals, reptiles, birds and fish carry infections that can be transmitted to humans. Therefore, inline with our Health and Safety Policy we have implemented a strict hygiene procedure to prevent illness when handling and caring for these creatures.

Points to consider in relation to having animals in the nursery:

- Parents will be informed prior to an animal visiting the nursery/ pets being brought, enabling the nursery to establish whether a child has an allergy or phobia to a particular animal.
- A full risk assessment will be carried out before children come into contact with the animal, highlighting potential risks and acknowledging how these have been minimised. This risk assessment is reviewed daily, prior to the animals being held. \*
- Children will only be allowed to handle the animals under direct supervision of an employed member of staff.
- Children must wash their hands thoroughly with liquid soap and warm running water after coming into contact with any animals.
- Staff must ensure that children do not put their hands in their mouths or touch their eyes etc whilst handling any animals.
- Children are not permitted to kiss the animals.
- Staff must talk to children about the safe handling of animals.
- Staff must talk to children about personal hygiene.
- Golden rules can be implemented to help ensure safe handling of animals and personal hygiene.
- Staff must engage children in positive conversations about “living things” and encourage them to see this as a learning experience.
- Staff must ensure that the animals if kept on the premises are looked after adequately. I.e. regularly cleaned, fed, watered and given exercise.
- Staff must ensure that any animal faeces or urine is clean immediately and disposed of correctly, ensuring that children do not come into contact with this.

## **Babysitting**

At Bright Comets Day Nursery we feel it is important to build positive, professional relationships with all Children, Parents and Carers.

We allow Parents who may require a babysitter to ask the staff if they will do this, however this is a separate arrangement and is not arranged by the nursery.

Therefore we ask that parents speak directly to the member of staff in question for their contact details and arrange this with them outside of nursery hours, not during the day or via the nursery telephone.

Parents are asked to sign a disclaimer for every occasion that a member of staff babysits recognising, that the nursery is not to be held responsible for any accidents or incidents that may occur during this time. Signing this disclosure will also reinforce that any nursery issues, concerns or queries etc are not to be discussed during babysitting and are to be taken up with the senior staff during nursery hours only.

The nursery opening hours are 7:45am until 6:00pm therefore, children are not allowed onsite around this time unless it is an organised event by the nursery. If parents require staff to babysit around these opening hours this cannot be done within the building.

Should babysitting affect the duty and responsibilities of a staff member the management will insist that the arrangement stops.

**PLEASE NOTE THAT THE NURSERY WILL NOT BE HELD  
RESPONSIBLE FOR ANYTHING THAT MAY HAPPEN WHILST STAFF  
ARE BABYSITTING**

## **Behaviour Management Procedure**

At Bright Comets Day Nursery our aim is to work in partnership with parents/carers to meet the individual needs of children in our care.

We aim to manage children's behaviour in a positive way, encouraging self discipline, and consideration for each other, our surroundings and property.

We believe that positive behaviour is promoted through positive language, praise and encouragement, promoting a positive ethos throughout the nursery ensuring children's well-being and learning is facilitated effectively.

By praising children and acknowledging their positive attitudes and actions, we aim to show all children that we value and respect them as individuals.

Children are given opportunities on a daily basis to express their feelings through non aggressive strategies such as circle time. Children are also given the opportunity to discuss and understand that bullying, fighting, hurting and racist comments are not acceptable behaviour.

Careful consideration is made when arranging the layout of the children's play area to ensure that the environment and equipment is accessible, child initiated and safe to use.

All children have access to a variety of equal resources to avoid arguments however, It is not always appropriate to expect a young child to share and it is important to acknowledge children's feelings and help them understand how others are feeling and why it is important to share.

Children who demonstrate unacceptable behaviour, whether physically or verbally will be given the opportunity to explain and justify their actions. Guidelines for age and stage appropriate Behaviour Development is outlined in the *attached sheet* and each incident must be dealt with taking each unique child into account. Children will be encouraged to apologise to the child who has been hurt if this is age appropriate. Visual prompts and makaton signing will also be used to support children's understanding of simple instructions. The child who has been hurt will be comforted by the adult and any first aid treatment will be applied if needed.

In extreme cases where children's behaviour is totally unacceptable, a thinking time sanction may be given in order to calm the child down and reflect upon

their actions. One minute for every year of the individual child's life is given for thinking time when necessary. This will be carried out using a sand timer. The adult must acknowledge and explain to the child that it is their action or behaviour that is not accepted not the child that is being rejected. Once the child has rejoined the activity/ play session, the adult must ensure that the child is treated equally and not targeted for the behaviour that has just happened.

**The staff at Bright Comets Day Nursery must never threaten corporal punishment, nor use or threaten any form of punishment which could have an adverse impact on the child's well-being.**

Threatening language consists of bribes i.e. "If you do this or don't stop this, you can't do that" it also consists of counting 1, 2, and 3 to stop a child from doing what they are doing or following an instruction. Children must always be offered choices and told the consequences for their actions. i.e. "You have a choice to do this or you can come and sit down for thinking time, what would you like to do?"

We only use positive reinforcement when speaking to children about their behaviour; we do not use the words 'naughty' or "bad". Language such as, "stop" and "that has made me sad", should be used instead.

At Bright Comets Day Nursery all practitioners are trained in "Hertfordshire Step on behaviour management". Hertfordshire Steps is an approach to behaviour management with strategies that adopt the following principles:

- Shared focus on inclusion of all children within their educational settings
- Shared values and beliefs across communities
- Shared communication, diversion and de escalation
- Shared risk management

- Shared reparation, reflection and restoration.

The Hertfordshire steps tools and strategies will be applied when applicable for a child's behaviour.

All staff are also trained in how to safely use Physical intervention, however this should only be used to prevent personal injury to the child, other children, adults, to prevent serious damage to property; or in what would reasonably be regarded as exceptional circumstances. All occasions where physical intervention is used it will be recorded and parents will be informed about it on the same day.

The safeguarding policy will be invoked immediately if any member of staff is suspected of using corporate behaviour on any child in their care, the procedure will be followed and any parents will be informed.

If a child is consistently using inappropriate behaviour an A B C C D or a roots and fruits chart will be filled out after gaining parents permission so the staff can see what is happening before the behaviour is displayed and at what time of day it is occurring. If a pattern of behaviour is identified a strategy can be put in place to deal with the cause of the problem. If necessary help and advice will be taken from professionals such as the Educational Psychologists, the parents will be kept informed of this throughout the process.

**Parents will be fully involved throughout every step of the above policy and procedure; this can be through end of day meetings, telephone calls, emails and meetings.**

## Complaints Procedure

At Bright Comets Day Nursery we will endeavour to ensure that your child receives the best possible start to life whilst in our care. Your child's safety and welfare is of paramount importance to us and we aim to ensure that both you and your child are satisfied with the provision that we provide.

If you are at all unsatisfied with the level of care your child has received or you have any concerns relating to the safety and welfare of your child, you can:

- In the first instance, discuss your concern, query or complaint with your child's key worker or a senior member of staff appropriate to your child's base room. These being:

**Vanessa Ravenscroft**

**Rosie Gardner**

**Carmel Mcguane**

**Kirsty Pratchett**

- Alternatively, you can discuss this with:

**Janine Wood, Deputy Manager**

- If you feel very strongly about your concern, query or complaint and would like to speak to someone formally, please address this in writing to:

**Kirsty Holmes, Nursery Manager**

If you feel your complaint has not been dealt with to your satisfaction, please address this in writing to:

**Helen East, Director**

Should you still not feel satisfied, you may contact:

**OFSTED**

**03001231231**

**Bright Comets Day Nursery must investigate all formal complaints relating to the Early Years Foundation Stage Welfare Requirements with an aim to notify you of the outcome in writing within 28 days of having received the complaint.**

**A written record of all complaints and their outcome is available to Ofsted upon request.**



## Confidentiality Policy

At Bright Comets Day Nursery it is paramount that we protect the affairs of the children, families, staff and the company's interests and rights.

In order to do this, we require you as employees to keep any information that you have gained or learned during your employment strictly confidential except when a safeguarding issue or concern arises.

This includes any information relating to the following:

- Company
- Employees
- Customers
- Business
- Accounts
- Finance

Employees of Bright Comets Day Nursery are not authorised at any point to make, copy or abstract any document or part of it relating to the business or the company itself.

All information concerning the children and their families is to be kept strictly confidential and shared on a need to know basis.

Information concerning salaries or contracts of employment is not to be discussed or shared with work colleagues or customers within the company.

All staff are required to sign a confidentiality agreement prior to the commencement of their employment.

Bright Comets Day Nursery is permitted to share the following information with the consent of the Manager:

- Safeguarding concerns including disclosures from parents
- Transition information, including school reports to the appropriate setting
- Special Educational Needs information to external agencies working with the family

THE DISCIPLINARY PROCEDURE WILL BE FOLLOWED IF THE  
CONFIDENTIALITY POLICY IS BREACHED.

## E safety Policy

The role of practitioners in safeguarding children requires explicit acknowledgement that young children access the internet at home if not in the setting and any assessment of risk, including appropriate parenting, should involve consideration of the family's engagement with ICT.

At Bright Comets Day Nursery the children in our care are offered the opportunity to learn good, age appropriate, online safety practice that may include structured activities, discussion and role play. Children are encouraged to learn from a young age that responsible use of ICT is recognised and rewarded.

The children in our nursery are taught to:

- Have an age appropriate understanding of healthy relationships
- Have an understanding of how to stay safe online
- Prevent all forms of bullying, including cyber bullying and prejudice-based bullying

At Bright Comets Day Nursery we aim to educate children, staff, parents and visitors on the three areas of risk associated with e-Safety:

### CONTENT

Being exposed to illegal, inappropriate or harmful material. For example sexual, racist, violent, unreliable/bigoted content.

### CONTACT

Being subjected to harmful online interaction with other users. For example, cyberbullying and grooming.

### CONDUCT

Personal online behaviour that increases the likelihood of, or causes harm. For example, digital footprint/digital tattoo.

**Children's use of the internet is physically monitored and supervised as is only to be used as part of an adult guided activity.**

At Bright Comets Day Nursery an e-Safety Lead has been designated to be responsible for the following:

- Systematically reviewing and developing the e-Safety procedure
- Auditing the training needs of staff through questioning and observation
- Developing staff knowledge and providing appropriate training
- Educating parents and visitors on how to keep children safe online
- Providing staff and parents with regular updates and access to useful e-Safety information
- Using the “parent’s voice” and “children’s voice” to develop e-Safety strategies

**Bright Comets Day Nursery e-Safety Leads are:**

**Kirsty Holmes & Janine Wood**

### **Acceptable Use Policy**

Staff working at Bright Comets Day Nursery are permitted to use the internet on the nursery computer providing it is for the educational benefit of the children. This may be for gathering information, resources and images.

Staff are permitted to use the nursery tablets to promote aspects of the children’s learning and development however, these must be planned prior to use and a detailed description on the learning outcomes must be recorded. Apps such as; counting and number games, matching games, colour games, art games and phonic apps are allowed. Stories, nursery rhymes and TV programmes etc are not permitted.

If a staff member wishes to use the nursery computer to access the internet for their personal use it must be supervised by the manager or deputy manager.

Staff may access the internet for personal use via their personal Smart phones in their own time and only during their staff breaks either off site or in the nursery staff room.

Helen East, Kirsty Holmes, Janine Wood and Rosie Gardner are the only staff members with permission to access the nursery email account; [info@brightcometsdaynursery.co.uk](mailto:info@brightcometsdaynursery.co.uk) at all times.

All log in details and passwords are to be kept strictly confidential unless otherwise stated by the nursery manager/ director.

E mailing of personal, sensitive, confidential or classified information is not permitted without the manager's consent and the document must always be password protected or uploaded onto the nursery Herts FX account.

When using social media sites no reference should be given to specific children or parents by name. No pictures taken on site at the nursery or "selfies" in Bright Comets Day Nursery uniform should be published on personal social media pages.

Staff are asked not to have parents as friends on any social networking sites. Staff members are also encouraged to set their profile to private and consider using an alternative profile name.

Staff members are encouraged to refrain from sharing their personal details such as e-mail addresses, home address and date of births with parents in person and online.

Social media sites other than the setting's own Facebook page should not be accessed on the nursery computer. Staff may access their own social media pages from their own phones but only during their agreed breaks.

Staff should not make judgemental remarks about their employer or colleagues at all, including posting these remarks on social media. Doing this in the presence of others may be deemed as bullying and/or harassment.

If staff members have any concerns about information on their social networking site or if they are the victim of cyberbullying, they should contact the Manger immediately.

### **Digital Video and Image Policy**

There are four age groups that form part of Bright Comets Day Nursery, each of these room have a camera and a memory card to use for the following purposes:

- To take photo evidence for children's individual assessment portfolio's
- To display photos around the nursery, demonstrating the activities undertaken by the children
- To display photos in the events book of children taking part in fun activities.
- To take photographic evidence of children participating in various activities and events for advertisement on the nursery's Facebook page.

- To take photographic evidence of children participating in various activities and events for advertisement on the nursery's website.

Staff working at Bright Comets Day Nursery MUST use the nursery cameras and memory cards at all times, staff found to be using their personal cameras or memory cards for the above use, will be asked to justify their actions which may result in disciplinary action.

Only senior management may print the photos taken and upload them on to Facebook and the nursery website.

All photos must be deleted from the memory cards and those downloaded onto the computers immediately.

Staff members or students wishing to take photographs of children for personal academic studies MUST request this in writing to the nursery manager and the parents of all children prior to any studies being carried out. All photographs taken, must be taken on the nursery camera and printed and deleted by senior management.

Videos are not usually taken by nursery staff however, should a member of staff wish to video the children for any reason on the nursery camera, they will be asked to justify the need for the video to the nursery manager and based on this, consent may or may not be given.

We appreciate that many parents will want to record their children at special events, for example graduations, sports day and nativity plays etc. However, in order to do this, ALL parents MUST sign an agreement stating that they give their permission for other parents to take photos and videos that may capture their own child. With respect to other family's privacy we ask that parents agree to not publishing pictures or video footage of their children on social media sites. Any reports of parents not complying with this request will be addressed by the manager.

### **Personal Device Policy**

All mobile phones are to be switched off and kept in lockers provided, away from the nursery environment.

Mobile phones are not to be used or kept in the rooms with the children, ie kept in a pocket or on a shelf/ cupboard etc.

Mobile phones are only to be used during lunch breaks in either the staff room, office, reception or off site.

If a member of staff needs to make a phone call, they should speak directly to the manager who can authorise the call to be made in the nursery reception or to make the call from the nursery landline.

Parents and visitors including professionals are not permitted to use their mobiles within the nursery environment. Should a parent or visitor be seen using their mobile phone past the nursery reception they will be challenged by a member of staff and asked to turn their phone off.

The nursery mobile phone is to be taken on all outings outside of the nursery, this is because it is a camera free phone, meaning pictures and videos cannot be taken. If for any reason this mobile phone is not working, the outing cannot take place. The nursery phone must be charged by the person last to use it to ensure that the children are not restricted from taking part in external activities.

## Extreme Weather

We aim to operate all year round during all weathers however, in extreme circumstances a closure may be necessary for example, heavy snow, a reduced staff team, lack of heating, electricity failure or the nursery flooding, you will be contacted via e-mail. Parents are advised that if in any doubt to contact the nursery in the morning.

On the odd occasion it may also be necessary to aim for an early closure during heavy snowfall and poor driving conditions to ensure all families, children and staff are able to travel safely.

In the event of the temperature in the children's rooms dropping below 10oc for a prolonged period of time, parents will be contacted and requested to collect their child due to several risks.

During the summer months children should not be in the garden between the hours of 11am and 3pm unless adequate shade with adult led activities set up and fresh drinking water can be provided constantly.

Before going outside all children must be wearing sunhats and must have sun cream applied generously, the nursery will provide sun cream for the children to prevent their skin from burning or alternatively parents can provide their own.

The sun cream must be applied following the procedure below:

- Sun cream should be applied 15 minutes prior to the children going into the garden so that it has ample time to soak beneath the top layer of skin.
- The sun cream should then be reapplied 15 minutes after sun exposure and again every 60 minutes. If a child's skin looks to become red they must be brought into a cool environment to cool down and remain indoors until the redness has gone.
- Fresh drinking water must be made available to the children at all times throughout the day and they will be encouraged to stop and take regular intervals from play and drink more often.



- A shaded area will be provided in the garden so the children can access this whenever they choose, and they will be encouraged to remain under the shade during the hottest times of the day.

The Website: [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather) will be accessed each morning to check the U.V levels for the day to ensure the children are always protected even on days that appear to be low risk, they will then be display outside the classroom. The designated person for this update is **Janine Wood**.

## Fire Evacuation Plan

In the event of a fire, staff at Bright Comets Day Nursery will carry out the following procedure;

- The fire Alarm is to be activated immediately by pushing the button on the red fire point.
- All staff and children are to leave calmly through the nearest fire exit, indicated by green exit signs, only taking the children from their room. Before exiting an Initial head count is to be taken.
- A Senior staff member is to undertake a final check of the room, collect the room registers and close all fire doors behind them.
- The Manager/Deputy or in their absence the Third in Charge are to wear a high visibility jacket before placing the fire cot and fire evacuation sacks located in the disabled toilet outside of the front door.
- The Manager/Deputy or in their absence the Third in Charge is to take the nursery mobile phone, children's contact details, visitors book and any outings sheets with them and complete a visual inspection of the nursery to ensure no one is on the premises.
- Staff are not to stop to collect or locate personal belongings
- All staff and children are to proceed to the designated fire evacuation point as indicated next to every fire door.

**FIRE EVACUATION POINT: NEAREST SHELTER OPPOSITE MAIN ENTRANCE ADJACENT TO DOMINOS PIZZA.**

- If there is no immediate danger to themselves senior staff are to locate the fire fighting equipment and fight the fire as far as possible. If there is any danger to themselves, they are to leave the premises immediately.
- The Manager/Deputy or in their absence the Third in Charge are to contact the fire brigade by dialling 9 for an outside line followed by 999 to the address:

4 Parkhouse Court,

Hatfield,

Hertfordshire,

## AL10 9RQ

- Once the children are under the shelter and are safe at the evacuation point they are to be placed in room groups and the registers will be used to take a headcount of all staff and children.
- The Manager/Deputy or in their absence the Third in Charge are to take a final headcount of all staff and children.
- All staff are to stay with the children in their groups, they must take regular headcounts and continue with activities in order to keep the children quiet and calm.
- The Manager/Deputy or in their absence the Third in Charge are to make themselves known to the fire brigade as the Fire Warden/ Person in Charge and undertake any duties as requested.
- If the building is deemed un-safe all children and staff are to proceed to the **David Lloyd centre** one group at a time with group registers. The children are to be head counted and checked against group registers before leaving the evacuation point and after arriving at the centre. The Manager/Deputy or in their absence the Third in Charge are to be contacted once at the centre to confirm all children and staff are present.
- One member of staff from each room is to use a mobile phone to contact the parents of the children who are in their room only.
- No one is to re enter the building until authorised by a Fire officer, the Manager/Deputy or in their absence the Third in Charge.

# Fundamental British Values Policy

## Democracy: Making Decisions Together

At Bright Comets Day Nursery we believe that all children should be able to make decisions about their care, learning and play. We have therefore created an environment in which children can develop their self-confidence and self-awareness; learn that their voice can be heard and their views count; and provide a place where they can talk freely about their feelings.

To achieve this we encourage the following:

- We carry out daily circle times to give the children the opportunity to share their experiences and give them a voice.
- We discuss golden rules and encourage children to express what makes them happy or sad.
- Children are given the opportunity to play with a variety of resources of their choosing.
- Children are given the opportunity to choose a favourite song or book to sing or read twice daily.
- Children are given the choice of role play themes for the term.
- Children are encouraged to work together, share and take turns on a daily basis.
- Children are encouraged to respect each other, listen to each other, not talk over each other and be kind to one another.

## Rule of Law: Understanding rules matter

At Bright Comets Day Nursery we believe that all children should have rules and boundaries in place to reinforce good behaviour. We have therefore created an environment in which children can manage their feelings and behaviour; learn to distinguish right from wrong and learn that their behaviour has consequences.

To achieve this we encourage the following:

- We regularly discuss golden rules as part of a circle time and encourage children to express what they think is good behaviour and how they

should behave while at nursery. Children are also encouraged to share what behaviour makes them sad.

- Children are encouraged to make their own golden rules and codes for behaviour during circle times, in order to give these rules more meaning.
- Children are given choices to encourage good behaviour and are given consequences for unwanted behaviour in the form of “Thinking Time”.
- All children are encouraged to tidy up as an end to the session and are given rewards for doing so.
- Children are encouraged to respect each other, listen to each other, not talk over each other and be kind to one another.
- Practitioners use visual prompts such as “Stop, Happy and Sad” to reinforce good behaviour.
- Unwanted behaviour is ignored where possible and good behaviour is praised and rewarded.
- Older children are encouraged to help with routine jobs at nursery such as setting the tables; being the leader of the line; holding the door for their friends and collecting snack etc.
- Children are given a choice of play materials and resources to explore to keep them engaged and entertained throughout the day.
- Children are encouraged to spend time in the cosy areas when frustrated and angry to have the chance to be in their own space and calm down gently.
- Practitioners give explanations to children followed by an example on why certain behaviour is unwanted and children are encouraged to say sorry for their actions.

### Individual Liberty: Freedom for all

At Bright Comets Day Nursery we believe that all children should develop self confidence and a positive sense of themselves. We have therefore created an environment in which children can develop their self- knowledge, self-esteem and increase their confidence in their abilities through a wide variety of play experience and developmental activities.

To achieve this we encourage the following:

- We carry out daily circle times to give the children the opportunity to share their experiences and give them a voice.

- We discuss golden rules and encourage children to express what makes them happy or sad.
- Children are given the opportunity to play with a variety of resources of their choosing.
- We provide discussions around a variety of topics that give the children the opportunity to discuss their feelings and learn that their feelings, views and opinions may be different to others
- Children are given the opportunity to play with a large variety of resources and participate in a range of stimulating activities.
- Parents are encouraged to get involved with their children's learning, documenting holidays, completing observations and providing family photographs to develop their child's sense of belonging.
- Children are praised and rewarded throughout the day for good behaviour, personal achievements and general day to day contributions.

#### Mutual Respect and Tolerance: Treat others as you want to be treated

At Bright Comets Day Nursery we believe that all children should respect their own and other cultures, families, faiths, and traditions. We have therefore created an inclusive environment in which children can learn about the similarities and differences between themselves and others and share experiences, celebrations and traditions.

To achieve this we encourage the following:

- We carry out daily circle times to give the children the opportunity to share their experiences and give them a voice.
- We discuss golden rules and encourage children to express what makes them happy or sad.
- Children are given the opportunity to play with a variety of resources of their choosing.
- Children are encouraged to work together, share and take turns on a daily basis.
- Children are encouraged to respect each other, listen to each other, not talk over each other and be kind to one another.
- We have created an ethos of inclusivity and value the views, faiths, cultures and races of different people.
- We encourage children to recognise that everyone is different but respected and treated equally.

- Practitioners promote diverse attitudes and challenge stereotypes with both children and parents.
- Our resources reflect the different cultures from around the world and encourage conversation around different families.
- Positive images are displayed around the nursery, including those of people from different countries.
- A wide variety of festivals are celebrated throughout the year to promote children's understanding and engage with the wider community.

A variety of planned activities to support British Values are implemented through the year. For example:

1. Road Safety
2. People Who Help us
3. Stranger Danger
4. Exploring our feelings
5. Healthy Eating
6. Our Bodies- How to keep them safe
7. Our Bodies- How to keep them healthy
8. The right to say NO
9. Sports days
10. Graduations
11. Religious festivals and celebrations

We continuously review and monitor our teaching methods and practices to ensure the children receive the best possible start to their education.

## Health & Safety at Work Policy

Bright Comets Day Nursery has an obligation to abide by the Health and Safety at Work Act 1974. The Act imposes that all employees take reasonable care of the safety of themselves and others who may be affected by their omissions at work.

Bright Comets Day Nursery recognises obligations to keep children, employees and anyone visiting the nursery safe and healthy.

The Directors and senior management staff have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy. This includes formulating, implementing and adhering to the health and safety at work policy and procedure.

All workers have the right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping employees, visitors and children from getting hurt at work or ill through work. Bright Comets Day Nursery is responsible for the health and safety but all employees and visitors to the nursery must help.

The employer's responsibilities include;

- Carrying out risk assessments for every aspect of the nursery that the staff, children and any visitors may come into contact with on a daily basis. Explaining how potential risks will be controlled and what precautions will be put in place to stop it.
- Provide, free of charge, health and safety training which includes manual handling, first aid, fire marshal training and food hygiene.
- Provide free of charge, personal, protective equipment and clothing which includes gloves, aprons, alcohol gel and uniform.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Report injuries, diseases and dangerous incidents at work to the incident contact centre on: **08453009923**.
- Have Public Liability insurance that covers all employees in case they become ill or get hurt through work. A hard copy of this is displayed in the reception area on the wall.
- Work with other employees or contractors to share information regarding the work place so that everyone's health and safety is protected.

The employee's responsibilities include;



- Following the training received by your employer and co operate with them.
- Taking reasonable care of your own and other people's health and safety.
- Report any work related issues that you feel put your or anyone else's health and safety at serious risk.
- Read and understand the health and safety policy and adhere to it.
- Comply with the manual handling training received.

If there is a problem:

- Talk to your employer
- Look at the HSE website on [www.hse.gov.uk](http://www.hse.gov.uk)
- Contact the HSE info line on [08453450055](tel:08453450055)

Risk Assessments:

- Risk assessments cover anything that a child may come into contact with and are reviewed regularly- at least once per year or every six months if the need arises.
- Any potential hazards to children both indoors and outdoors are kept to a minimum through an effective risk management process.
- Equipment is checked regularly and any dangerous items are repaired or discarded
- All risk assessments identifying aspects of the environment that need to be checked on a daily basis are recorded. Copies of these checks are kept in each individual room with an initial of who exactly carried out the check.
- The premises, toys and equipment is cleaned daily and recorded on a monthly/daily basis.
- COSHH is recorded and stored appropriately for all staff and or visitors to see and understand the potential hazard of the chemical.

Environment:

- No food other than that provided by the nursery is to be given to the children. We operate on a strict no nut policy with a food allergy management procedure in place that is closely monitored and adhered to at all times.
- Staff are not permitted to eat with the children with the exception to particular festivals such as, Christmas. Staff must eat their food in the staff room or outside the premises on their lunch break only.
- Any potential hazards whereby a child, employee or visitor could slip, trip or fall are to be removed. All adults are responsible for ensuring their pathway is clear before proceeding.

- All spillages must be cleared and cleaned immediately and a wet floor sign put in place.
- Bodily fluids must not be cleaned without the protective clothing provided being worn.
- Staffs are to encourage children to walk at all times, no running should be permitted throughout the nursery.

#### Staff:

- All staff hold an enhanced DBS certificate.
- There is a strict no smoking policy in place that ensures Bright Comets Day Nursery is a non smoking premises.
- No matches are allowed to be bought onto the premises, if staff do smoke and have to bring in cigarettes/lighters e.t.c then they must ensure they only use safety lighters and these must be placed in their locker provided.
- Mobile phones are not permitted within the nursery at any time other than within the staff room and reception area.
- Hot drinks are not permitted in the rooms with the children.
- No inappropriate jewellery is to be worn by staff members. A wedding ring, a watch and studded earrings are the only jewellery permitted whilst working in the nursery.
- A polo top is provided for staff to wear everyday at work, staff must ensure black trousers are worn as part of the uniform and shoes which must be flat and sensible. Staff may wear open toe shoes and small high heeled shoes but at their own risk.
- Staff are not permitted to be on the premises alone at anytime with the exception to the Director, Manager, Deputy Manager and Nursery Cleaner.

#### Security and supervision:

- Children are signed in and out of the nursery on a daily basis.
- Children will only leave the nursery with an authorised carer.
- The nursery is operated by two levels of security, both of which are only accessible to staff and parents. The first being the external door which is operated by an entry code, parents and staff are asked to keep this security code confidential. The second being the door into the nursery play rooms which is also operated by an entry code.
- All children are supervised by adults at all times and will always be in sight of an adult.
- Required ratios are adhered to at all times with the exception to sleeping and resting periods.

- Staff are deployed appropriately to ensure the correct levels of qualified and unqualified staff.
- Staff work with children in small groups to ensure children's individual needs are met.
- Sleeping children are to be checked and monitored every 10 minutes, this must be recorded and kept in the sleep folder for each base room.

#### Accident reporting:

- All accidents, however minor are recorded and reported to the parent/carer and the manager or deputy manager on the day they occur. A signature from both the parent/carer and the manager or deputy manager is always obtained and the record is stored in the nurseries accident folder.
- If the accident/ incident become a regular occurrence a risk assessment is carried out to ensure a control measure is put in place.
- Any accidents, incidents, hazards and dangerous occurrences are reported to RIDDOR where necessary and the incident number recorded. Ofsted are also notified at this time.

#### First aid treatment:

- First aid boxes are correctly stocked, checked once per month and stored in the children's rooms. An emergency supply is kept in the reception area along with the bum bag which is used for outings.
- All staff are given appropriate training on how to administer first aid treatment and must familiarise themselves with this equipment.
- The nursery will administer medication to children that has been prescribed by a doctor, the only exception made, is for calpol which will only be administered to reduce a high fever.
- Prior written consent must be obtained before administering any medicine to a child; verbal consent must be obtained before administering non prescribed medicine such as, calpol.
- All medicine must be clearly labelled with the name, date and dosage of the medication, along with the child's name. The original packaging must be present.
- The manager or deputy manager and in their absence a senior member of staff must administer medication however; a nursery practitioner may administer medicine if a senior member of staff is present.
- On going prescribed medicine such as Epi-Pens are kept safely contained in a sealed box within the child's base room where it is easily accessed by an adult but out of reach of the children - any trained practitioner can administer the Epi-pen in an emergency.

- Non prescribed medicine such as, calpol is kept in a locked cabinet within the managers office.

#### Fire:

- A clearly defined fire evacuation plan is in place to ensure that all reasonable steps are in place ensuring the safety of children, staff, and others on the premises in case of a fire.
- Fire evacuation drills are carried out approximately every quarter along with when recruiting new employees. This is to ensure that all employees understand their roles and responsibilities in the event of a fire.
- Emergency break glass points are tested once every week on the same day and time to ensure consistency, however, if the alarms sound for longer than one minute the nursery staff are to follow the fire evacuation procedure.
- Smoke detectors are checked once per year or every six months if the need arises.
- Details of the above are recorded in a fire log book along with any problems encountered and how they were resolved.
- All fire extinguishers are clearly labelled with instructions for use and checked once per year or every six months where the need arises. Staff are given basic induction training showing them how to work a fire extinguisher, the different types and what they are used for.
- Fire blankets are also made accessible and displayed nearby with instructions on how to use them.
- All fire exits within the nursery are clearly labelled and identifiable; fire doors are kept free from obstruction at all times and are easily opened from the inside.
- All electrical plug sockets are protected by safety plugs, any heaters used are safely guarded and all trailing cables are protected by cable trunking.

## **Maintaining a Healthy Lifestyle Policy and Procedure**

At Bright Comets Day Nursery we work inline with the Children's Food Trust to encourage all children and families to eat well, learn about food and exercise and keep themselves healthy.

By doing this we have developed a whole setting approach that aims to set the foundations for all children's future health and wellbeing.

### **Healthy eating**

- We regularly discuss healthy eating and menu planning, food activities and physical exercise as part of team meetings.
- We regularly consult our parents about menu planning in person, through interactive displays and group email chats, and take on board suggestions for improvement.
- We display useful information about healthy eating, weaning and dental care around the nursery and support and encourage breast feeding.
- We display our menus in a focal point of the nursery where all parents, carers and visitors can access copies of the menus as well as allergen information. Parents can also access the menus via the nursery website.
- Any changes to the menus are based on health and nutrition, parent feedback and working around the children's likes, dislikes and particular food phases.
- We encourage working parents to attend stay and play sessions that involve them taking part in cooking activities with their children and organise food events with parents such as Pizza Party days.
- Meals and snacks are provided every 3 hours, are planned rotationally for 4 weeks in advance, changed seasonally twice a year and include a variety of tastes, colours and textures.
- Our menus are planned to include, wholegrain and white starchy foods, a wide variety of proteins, (meat, fish, eggs and pulses) fresh and frozen vegetables, fresh and dried fruit and dairy products including full fat and semi skimmed milk.
- Each meal includes a main along with a dessert which provides an additional source of calcium or fruit.

- Canned products i.e. baked beans are limited and are reduced in salt and sugar.
- Canned pulses i.e. chick peas and kidney beans etc are reduced in salt and sugar.
- Vegetarians are provided with meat alternatives daily, including quorn, lentils, beans and pulses.
- Children with life threatening allergies are provided with a personal menu that suits their individual nutritional needs; this is formulated with the child's parents prior to their start date.
- Milk and water are the only drinks encouraged within the nursery however, juice can be provided by the parent if requested.
- Children have access to fresh drinking water throughout the day
- Salt is not added to any meals
- Cakes are homemade, reduced in sugar and provided as part of a dessert once per week.
- If a child refuses their dinner an alternative is offered, equally, if a child falls asleep before or during their dinner, their meal is saved, cooled correctly and given to them when they wake up.
- If it is a child's birthday, parents are very welcome to bring a cake in to sing happy birthday, but the cake will be cut up and sent home with the children rather than consumed at nursery.
- Parents are welcome to supply sweets for a birthday or other occasion however these will be sent home at the end of the day and not consumed at nursery.
- We use stickers and positive reinforcement as a way to encourage and reward children, never sweets.
- We ask parents not to allow their child to bring sweets, crisps or biscuits into nursery as they will be stored away from reach until it is time to go home.
- 

### **Learning about Food**

- We regularly plan activities involving food such as; making smoothies, fruit kebabs, bread, cakes, savoury scones, cheese straws, pizzas, biscuits and apple pastries etc.
- Children are encouraged to cut and peel their own fruit for snack
- Children are encouraged to serve themselves at meals times

- Children are encouraged to make their own sandwiches, wraps and rolls as part of tea time
- Children learn about cooking methods such as weighing ingredients; kneading dough and watching it rise; exploring hot and cold and freezing and melting etc
- Children are given many opportunities to plant, care for, grow, dig up, cook and eat many fruit and vegetables in the nursery garden such as; berries, peppers, potatoes, spring onions, carrots, chili's, green beans, tomatoes and herbs etc.
- Children are given the opportunity to visit the local supermarket to look for, collect and buy food ingredients as part of cooking activities.

### **Exercise**

- We have a “free flow” system in place meaning all children can access the garden throughout the day to gain physical exercise during all months and seasonal weather.
- We have a wide variety of outdoor resources for children to access and have a large space for running games, bikes and cars.
- We have outside agencies such as “Tiny Mites” and “Super Sport” visit the nursery once per week to further promote physical activity.
- Children participate in music and movement on a daily basis.
- All children participate in an annual summer sports days with several months of preparation.
- Children regularly go for outings outside of the nursery to the local park where they can access large apparatus as well as, learn about nature and transport.
- Children participate in indoor physical activity during very poor weather such as parachute games, soft play and sticky kids etc.

### **Keeping Healthy**

In addition to the above we also:

- Encourage children to wash their hands frequently while at nursery through practitioner support and visual aids.
- Carry out discussions around toileting and hygiene throughout the day as well as part of a twice daily circle time for children age appropriate.

- Encourage children to brush their teeth once during their nursery day through practitioner support and visual aids. Older children are encouraged to learn about dental hygiene including having visits from a local dentist.
- Learn about parts of our body both inside and out and what each part does.
- Take part in activities that enable the children to learn about the effects that exercise has on their bodies.
- Provide children with role play opportunities where they can act out what they have been learning such as; doctors surgery, vets, hospital, fire station and police station etc.
- Promote topics such as “People who help us” and “Superheroes” whereby doctors, nurses, fire fighters and polices officers are invited into the nursery to give talks on how to keep safe.
- Encourage children to participate in “Relax Kids” on a daily basis as a means of winding down.
- Have cosy areas in every rooms and designated rest and sleep times to enable the children to revitalise.

We encourage all staff, children, parents and visitors to become part of our approach to healthy eating and exercise and continuously review and monitor our policies and practices to ensure a better start for all children in our care.



## Inclusion Policy

Inclusion is a process of identifying, understanding and breaking down barriers to participation and belonging. This policy describes what we do within our setting to ensure that all children can participate, belong and develop whatever their background or level of ability.

The nursery has a robust Admissions policy in place in order to ensure that no child or adult is discriminated against based on race, gender, age, disability, culture and class.

The nursery is situated on one level, with wide door ways, suitable toileting facilities, door handles, light switches and plug sockets all at low level enabling us to accommodate wheelchair users.

The nursery is committed to ensuring effective information sharing between parents and other relevant agencies in order to support the development of the child involved. This information is shared on a need to know basis, adhering to data protection regulations at all times.

We will aim to ensure that each child feels valued and accepted, happy to grow in confidence whatever their needs as well as being able to develop friendly and helpful behaviour towards each other, with positive support and encouragement from all adults looking after them.

We will continuously review, monitor and evaluate our policies and practices through attending regular training, staff meetings and auditing our resources to ensure they are achievable, effective, up to date and sustainable.

We believe that each and every child has the right to be included and are keen to provide an inclusive service for children who have:

- Special Educational Needs

- English as an additional language
- Children with behavioural issues
- Children from travelling families or similar
- Vulnerable or looked after children
- Children who are gifted and talented

We will therefore ensure that every child within the nursery is supported in order to meet their potential. We aim to achieve this through:

- Differentiation of the daily planning and activities to meet each child's individual needs.
- Providing a range of resources and equipment to ensure that children's race, gender, age, disability, culture and class is promoted and not discriminated against.
- Providing additional resources and equipment, suitable to children's specific needs.
- Providing positive images such as books and posters to promote differentiation .
- Ensuring that all staff will model positive behaviour and encourage the children to respect and value the differences in every child through activities such as, circle time.
- Catering for each child's individual dietary needs and parental wishes.
- Providing an environment in which the children feel able to express themselves with confidence, without being afraid to notice differences in others and asking questions to broaden their knowledge.
- Encouraging children to work in mixed groups and not be separated by gender, race, culture, disability or class.
- Celebrating and exploring the different cultural festivals and where possible inviting visitors into the nursery to take part in the celebration.

- Displaying words from other languages around the nursery to encourage the children to respect and value different languages but also to help children with English as an additional language to settle into the nursery.

Any staff member suspected of displaying any discriminatory practice towards a child, staff member or adult will be challenged and dealt with in line with our disciplinary procedure.

Parents or outside professionals will also be challenged by the nursery manager when displaying any form of discrimination towards any child or adult whilst on the nursery premises.

We recognise that discrimination can be embedded within cultural beliefs and will do our best to challenge prejudice.

We will listen to the wide range of views represented in our families and do our best to explain our practice clearly.

Our nursery holds a variety of books and resources reflecting a wide mix of ethnic origin, race, level of ability and interest.

We will promote positive images of disability and all cultural backgrounds when planning activities and selecting resources and stories.

We will involve the children fully whenever appropriate in the decisions that affect their daily lives in our nursery. We will do this by tuning into their feelings, listening to their behaviours as well as their voices, offering choices and obtaining their views.

We will collect and analyse information on ethnicity, gender, disability, special needs and bullying annually so that we can be aware of any issues that might affect the children's participation or the involvement of the families.

Lastly each month at our staff meeting, all staff members meet to discuss their inclusive practice, examine their own attitudes and beliefs and we make sure that our practice is anti discriminatory to all children, families and visitors that we work with.

Being fully accepted means that whatever our strengths and weaknesses, interests and inclinations, we feel we belong.

Inline with the Special educational needs and disability (SEND) code of practice: 0 to 25 years the nursery has key people who are responsible for:

- Ensuring that this policy is put into place and practiced on a daily basis.
- Ensuring that all children's Special Educational Needs or disabilities (SEND) are met.
- Ensuring that children with disabilities have the best access possible to ensure equality of opportunity.
- Making sure that no one is discriminated against.
- Ensuring that the behaviour and anti bullying policies are implemented throughout.
- Ensuring that the four principles of the SEND Code of Practice are fully supported, these being: Social, emotional and Mental Health; Communicating and Interaction; Cognition and Learning and Sensory and or Physical needs

These people are:

**KIRSTY HOLMES - NURSERY MANAGER**

**JANINE WOOD- SPECIAL EDUCATIONAL NEEDS COORDINATOR (SENCo), DEPUTY MANAGER**

The role of the SENCo within the nursery is to get to know all children that have needs that are different or additional, and acts as the first contact for parents, carers and outside professionals.

The SENCO advises staff on their approaches and interventions, although it is the responsibility of each staff member to actually meet the child's individual needs on a day to day basis.

The SENCO identifies and supports children with Special Educational Needs in line with the SEN Code of Practice 2014 and the Disability Discrimination Act.

We believe that all children have the right to access the Early Years Foundation Stage, regardless of their ability or educational need.

We also recognise that we could not do this task without working alongside parents and carers and without the support of outside professionals available to us.

The INCLUSION DEVELOPMENT OFFICER (IDO) is:

**REBECCA CLEMENTS**

Where a child is diagnosed with SEN or appears to be behind the expected developmental levels giving cause for concern the nursery SENCO will gather all information about the child's learning and development both within the setting and from any professionals who are involved outside the setting. They will consider all information and discussions with parents will take place before seeking specialist advice as to whether or not the child may have SEN.

The setting will then begin the SEN support/Graduate approach as outlined by the SEN code of practice to help identify a child who may have SEN and what can be put in place immediately to ensure early intervention. The graduated approach consists of four stages: **assess, plan, do and review.**

This process begins with the setting assessing the needs of the child. The initial assessment will be done with the child's key worker, the settings SENCO and the child's parents. They will together analyse the child's needs using a tool called an "Individual Assessment of Early Learning and Development" (IAELD). The IAELD will be carried out with the parent's permission and will be reviewed regularly to ensure the correct support is in place.

The second stage is to plan the support that will be provided by the setting. Together the SENCO and parents will decide the desired outcomes for the child and what interventions and support will be put in place to achieve progress. This will be implemented using a support plan, detailing some SMART targets which are desired for the child to achieve over a period of time (dependant on the child's attendance at the setting); it will also state what strategies and activities will be put in place and carried out in order to achieve these targets. This document will be copied and given to the parents to encourage them to work on these at home.

The third stage is to carry out what is put in place on the support plan. The child's key person will be responsible for working with the child on a daily basis to ensure the support plan is adhered to and the activities are carried out. The SENCO will support them to do this and where needed will role model any strategies required, the SENCO will oversee the implementation of this.

The final stage is for the SENCO, key worker and parent to meet and review the support plan and look at how effective it is. They will look at how it has impacted on the child's progress and what did or didn't work for the child. These support plans are usually reviewed at the end of each term and any changes to outcomes or strategies will be agreed and amended.

Dependant on the needs of the child and the progress that is made throughout this process, the nursery may contact other professionals for further advice or support such as, health visitors, speech and language therapist or an educational psychologist. The decision to involve specialist professionals will be decided with the child's parents. The aim of this outside referral is to help us all understand the child's need more fully and remove any barriers to progress.

On some occasions, despite the setting identifying additional needs and providing additional support following the graduated approach we will consider requesting an "Education, Health and Care needs Assessment" (EHC) If a child goes through the process of EHC and it is decided more support is needed then an "Education, Health and Care Plan (EHCP) will be put in place.

In order to ensure the four principles of the SEND Code of Practice are fully supported, we carry out the following:

- Social, emotional and Mental Health;

Thorough settling in and transition procedures including; home visits, settles, inductions; positive links with parents, previous settings, new settings, outside professionals; transition booklets, team around the family meetings, Early Support documentation, Completion of the "My world" booklets, nurture groups.

- Communicating and Interaction;

All staff are fully Makaton trained and sign to children everyday, visual prompts, children's personal visual routines and time lines, daily visual routines, golden rules, PECS boards, now and next boards. Close links with SALT to implement any suggestions

- Cognition and Learning;

Differentiated adult led activities, IAELD's, IEP's, Single service requests, quiet space for one to one time, applications for ENF funding and Nurture funding.

- Sensory and or Physical needs;

Special equipment brought, environment adapted depending on children's individual needs and parent request; close links with physiotherapist and occupational therapists.

Throughout all the above we seek input from both parents and outside professionals.

In addition to this, if families require extra support they can receive this by following the CAF Process or Early Support Process which both of the nursery SENCO's hold up to date and relevant training for. The CAF and Early Support processes are different approaches but both support the child and family with additional needs.

If the setting feels a child or family is in need of extra support or the parents request it the SENCO will decide what process to follow. Early Support is used for children with Special Education Need or disability where as the CAF process is used for children or families who require extra support for any other reason; this could be single parent families, parents who have financial problems or children whom come from a deprived background. CAF and Early Support are in place to gather professionals together and support the development and additional needs of the child and their family.

Please refer to Our “Early Years Offer” for more information on what the setting can offer to children with special educational needs or disabilities.



## **Late Collection Procedure**

It is the individual parent's responsibility to ensure that their child is collected from the nursery on time.

If on the odd occasion you are unable to collect your child before the set time of either 1pm or 6.00 pm we ask that you find alternative arrangements.

If you are able to make alternative arrangements, the nursery operates on a password system. This password is not kept on file and is used spontaneously as and when needed. For additional security measures we ask that you do not use the same password every time one is needed.

We also ask that you call the nursery giving a full name of the person collecting and the password chosen. When the alternative carer comes to collect your child we will ask them for both of these details and if they do not match the child will not be allowed to leave the premises. In this instance we will call the child's parents for conformation i.e. a brief description of the carer, along with their full name and the password given, before the child is allowed to leave the nursery premises.

Please note, the nursery will not allow children to be collected by anyone under the age of 16 years old.

If you are unable to find alternative childcare arrangements we ask that you kindly call us prior to 1:00 pm or 6.00 pm letting us know your circumstances and an approximate time that you will be collecting your child.

If you are unable to collect your child by the set session times of 1.00 pm or 6.00 pm you will be charged a late fee of £20 for up to every 15 minutes.

The same late fee will be charged for collections later than 5.00 pm for children attending holiday club

## Medicine Policy

Children who have infectious illnesses should remain at home for the correct exclusion period set out by the Department of Health. Please see overleaf for exact details.

It is advisable that children who are feeling ill should be kept at home where possible to minimise the spread of infection.

There are extreme circumstances in which the nursery will contact you and request the child is collected from the nursery, these are:

- A child vomiting
- Three consecutive cases of diarrhoea
- A temperature of 38.3 (101.0) or above

If the child is collected from the nursery we request that they are kept off for 24hrs after the last occurrence for a temperature and 48hrs for sickness and diarrhoea to ensure all symptoms are cleared and there is no risk of cross infection.

Our medication policy allows the nursery to share with parents the responsibility for administering prescribed medication to a child and for all the adults involved to be absolutely clear about what medication the child has.

### **Our policy is as follows:-**

- All medication **must** be prescribed by a doctor and **must** be in its original packaging.
- The dosage and timing requested must match the instructions on the bottle/package.
- Parents/carers must sign and put clear instructions on a medicine form (ask staff for this).
- The Management Team ONLY will administer the medication and the form will be signed immediately stating, the time of dosage it was administered. The administration of the medication will also be witnessed by another member of staff and the form will be checked beforehand.

- Parents/carers will be asked to sign the form on collection next to each dosage to ensure there is no risk of an overdose.
- All medication must be handed to a staff member and this will be stored in the office or fridge away from the children.
- All medication must be collected at the end of each day by the parent. (With the exception of long term medication)
- The parents/carers of children on ongoing medication i.e. inhalers or EpiPens must see the Manager to discuss their child's needs regarding ongoing medication.
- Parents/carers **must** fill out a long term medication form with full details of their child's needs, times, dosage for ongoing medication and give their permission in writing for nursery staff to administer this long term.
- It is the parents/carers responsibility to keep the nursery staff up-to-date on any changes in medication.

**The nursery keeps calpol on the premises for emergency purposes only.**

If your child becomes unwell and presents with a temperature of **38.3 or above**, a phone call will be made and you will be asked to collect your child. The following will then take place:

- **A drink** of cold water or milk will be given to keep your child hydrated.
- **Top layers of clothing** will be removed leaving the child in light clothing for example, a t shirt and trousers.
- Staff will then **Ventilate the room**, maintaining the temperature at 18°C (65°F) by opening windows, doors or making use of a fan. If the room is below 18°C (65°F) windows and fans should be kept to a minimum to avoid shock.
- The child's temperature will be checked regularly and recorded on a temperature check chart every 15 minutes.
- If after 30 minutes the temperature remains the same, the child's parents will be contacted and **only** if the management team feel it is vital for the child's health and well being will **calpol** be administered with verbal parental permission by a senior member of staff.
- A medication form will then be filled out as above and you will be asked to sign this upon collection.
- Should a child's temperature reach 40.0 (104) or 39.0 (102.2) for children under 6 months or any other symptoms present such as, breathing difficulties, convulsions or being lethargic and limp, staff will use the

phone and dial 9 for an outside line followed by 999 to request and ambulance, followed by the parent.

**In the event that the nursery is unable to contact the parents after having followed all initial steps above, the additional steps will take place:**

- Both sets of emergency contacts will be called
- 111 will be called to gain further advice
- If no further communication has been made between the parents, emergency contacts and the nursery, calpol will be administered **only** if the child has been on sight for more than 4 hours, checking written permission has been given as part of the child's entry pack and following the advice of 111.

**The nursery keeps Piriton on the premises for emergency purposes only.**

If your child appears to be suffering from an allergic reaction during their time at the nursery the following steps will take place:

- A **cold flannel** will be applied to the reacted area.
- A phone call will be made to the child's parent to make them aware of the reaction.
- The affected area will be closely monitored every 15 minutes.
- If after 30 minutes the reaction remains the same or sooner if the reaction worsens, the child's parents will be contacted and **only** if the management team feel it is vital for the child's health and well being **piriton** will be administered with verbal parental permission by the manager/deputy.
- A medication form will then be filled out and you will be asked to sign this upon collection.

**In the event of the reaction becoming worse i.e. swelling to the mouth, tongue, throat and or neck; difficulty breathing and or wheezing; becoming limp, dizzy, lethargic and or losing consciousness the following steps will take place:**

- Call for immediate assistance and take child to a quiet place and keep them calm
- Administer child's prescribed Epi Pen if applicable
- Dial 9 for an outside line followed by 999, ask for an ambulance
- If child loses consciousness, put in recovery position
- If child stops breathing begin CPR.

## Missing Child Procedure

At Bright Comets Day Nursery we take necessary steps to safeguard and promote the welfare of all children. We have an intensive security system\* in place to ensure that children do not leave the premises unsupervised however, in the event that a child is unaccounted for the following steps will be taken:

### **On nursery premises;**

- The senior management team are alerted.
- Children and staff are deployed effectively to release staff members to look for the child within the nursery.
- The senior management team search the premises to identify any obvious breach of security or intrusion.
- The senior team are deployed to leave the nursery premises to search the surrounding area; mobile contact is maintained at all times.
- If the child is not accounted for after 10 minutes the manager will contact both the parents of the child and the police.
- The manager reports the incident to Ofsted.
- The manager implements an action plan to urgently review the safety and security within the nursery.
- The manager will inform the parents of the outcome along with a written action plan giving details of the control measures \* \* put in place to ensure the safety and security within the nursery.
- The manager will call an emergency staff meeting to discuss the action plan in place along with further control measures to ensure the children's safety and the nurseries security system.

### **Outside of nursery premises\*\*\*;**

- The senior management team are alerted.
- Children and staff within the nursery are deployed effectively to release staff members to the location of the outing in order to look for the missing child and escort the children on the outing back to the nursery premises.
- If the child is not accounted for after 10 minutes the manager will contact both the parents of the child and the police.
- The manager reports the incident to Ofsted
- The manager implements an action plan to urgently review the safety and security with the nursery.
- The manager will inform the parents of the outcome along with a written action plan giving details of the control measures put in place to ensure the safety and security within the nursery.

- The manager will call an emergency staff meeting to discuss the action plan in place along with further control measures to ensure the children's safety and the nurseries security system.

\* Please see our suitable premises and security policy for further details.

\*\* Please see our health and safety policy for further details on risk assessments.

\*\*\* Please see our outings policy for further details.

## **Mission Statement**

We at Bright Comets Day Nursery feel that we have created a warm, welcoming and friendly atmosphere, with a genuine caring attitude towards the children and their families.

We feel that we demonstrate good practice and have sound knowledge of child development through being well trained and regularly kept up to date via training courses and team meetings as well as, pro actively seeking further information through independent study and research.

We feel very passionately about children's individual learning and development and provide a wealth of stimulating activities that aim to extend and embed all children's learning on a daily basis. Child initiated and adult guided activities are well balanced, enabling all children to make outstanding progress towards the early learning goals ensuring that opportunities to introduce learning into an activity are not missed.

We have high expectations for children's learning, encouraging children to think critically, play and explore and become active and creative learners. We ensure that children are kept motivated through having their interests listened to and extended both at nursery and at home.

We also enjoy collaborating with parents and carers and recognise them as children's first educators, often seeking their input into daily activities, events and celebrations in order to enhance the children's learning and development.

Our ethos is sustained through having a passionate staff team who feel that their role of work is not just a job but rather a love for what they do.

## Nappy Changing Procedure

At Bright Comets Day Nursery we like to make the nappy changing procedure a happy and pleasant experience for all involved. Therefore, during this time the child will be reassured and spoken to, the key worker will sing and draw attention to the mobiles and pictures around the bathroom as a distraction. The child's privacy and dignity will be upheld throughout this procedure.

Nappies must be changed a minimum of four times a day depending on the need of the child and anytime in between if required.

The correct size nappy, baby wipes, nappy sack, any creams needed and spare clothes if required will be selected and placed within reach of the nappy changing unit. The mat and unit will be checked for cleanliness and safety and any action needed will be taken.

The following procedure will then take place;

- The staff member will put on white gloves and a white apron.
- The child will be collected and carefully placed onto the changing mat.
- The staff member will keep one hand on the child at all times where reasonably possible, but must always ensure the child is safe.
- Clothing will be removed and if dirty placed in a nappy sack and returned to the child's bag at a later time.
- The nappy will be removed and the child will be cleaned using baby wipes or cotton wool depending on their needs. Dirty nappies will be placed in a nappy sack and into a sealed nappy bin.
- Cream will be applied if needed.
- The correct size clean nappy will be put on and secured ensuring the nappy fits comfortably.
- The child will be dressed (in clean clothes if necessary).
- The staff member will remove white gloves and place them in the sealed nappy bin.
- The child will then be taken from the changing mat back in to the room.
- The staff member will then put back any equipment that has been used and place any dirty clothes in the child's bag if necessary.
- The changing mat will be cleaned using antibac cleaner and stood upright.
- The changing unit will then be cleaned using antibac cleaner and a damp red cloth.



## **Nut Free Policy**

Bright Comets Day Nursery is a nut free nursery.

None of the food or drink we give to the children contains any nuts and is cooked on the premises in our kitchen which is kept completely clear of nuts.

We ask the parents and staff to respect this policy as it can lead to a life threatening reaction for some children.

We ask that you do not allow your children to bring food in from home, all food is supplied by the nursery, if you have any issues with the menus or are running late for a meal please do not hesitate to speak to the staff.

If it is your child's birthday you are very welcome to bring in a cake for the children to sing happy birthday, however the cake will be cut up and given to the parents at the end of the day to ensure there is no risk to the children.

Staff are only allowed to eat food brought into the nursery in the staff room and are not permitted to bring it into the children's rooms. Staff must wash their hands after eating, and apply the antibacterial rub that has been provided.

Staff must be vigilant and aware at all times when there is food around.

All adults must ensure that they are familiar with the allergy list that is displayed in every room and in the kitchen.

## Outing Policy

At Bright Comets Day Nursery we think it is an important part of the curriculum to allow the children to experience the world around them and to enjoy the surrounding environment.

While on an outing it is paramount to ensure that the children are equally as safe as they are when on the nursery premises therefore, to ensure every child's safety the following must be adhered to.

- The venue, route and method of travel (eg 6 seat buggy) for the outing will be risk assessed before hand and the area will be checked for suitability.
- Staff will check that individual parental permission has been granted for all trips and outings.
- The children will be dressed in appropriate clothing (sun hat in summer, gloves scarf and hat in winter).
- The correct adult: child ratio will be adhered to at all times and if deemed necessary exceeded.
- At least one of the staff members on the outing must hold a first aid certificate.
- An outings sheet will be filled out before leaving the premises including information on; where you are going, an expected time back to the nursery, names of the children going, a diagram of the route to be taken, names of the staff members going and a contact telephone number. This sheet will be photocopied, one copy is to be left behind at nursery and the other is to be taken on the outing.
- Staff members must take with them; a first aid kit, nursery mobile phone and drinks for the children. If the outing is for a longer period of time all food and drink needs must be catered for; appropriately toileting and nappy changing facilities must be found and all necessary resources must be taken on the outing.
- The manager/deputy must be told when the party is leaving the premises and immediately when they return.
- A headcount must be taken before leaving the premises, on route to the venue, once at the venue, during their time at the venue, before leaving the venue and upon return to the nursery premises. This must be checked off against the list of children the staff members bring with them.

- A staff member must complete the Outings Risk Assessment tick sheet, ensuring that there is no visible risk to children. This includes checking for harmful objects, animal faeces, dirt and debris, unfamiliar or suspicious strangers, road crossings and transport.

**This policy has been implemented inline with the Safeguarding Children Policy, Safe recruitment Policy and Technology Policy to ensure that the safety of the children is paramount. Staff must therefore ensure that the nursery mobile phone only is taken on an outing for emergency use, and personal mobile phones are left behind and stored in lockers.**

## **Partnership with Parents Policy**

At Bright Comets Day Nursery we feel it is vitally important to work closely with the Parents/Carers of the children in our care as we firmly believe that parents are children's first and most important educators.

We also believe that children benefit most from nursery education and care when parents and nursery practitioners work together in partnership. Therefore we aim to involve all parents in the life of our nursery and their children's care in order to continue their own education and personal development.

We have ensured that our nursery is accessible to all users regardless of their background, needs or individual circumstances.

In order to build up this partnership we have put a number of practices in to place to ensure an open and ongoing dialogue of information, including;

- A welcome pack for every new parent that includes information about the nursery, staff, policies, procedures and a parent's guide to the EYFS.
- Home visits to ensure key information is gained on all children attending the setting in a place whereby both parent and child feel confident and secure enabling an initial bond to be made with the key person and individual needs to be established.
- Settling in sessions for the parent to introduce the child to the setting and greet all members of staff.
- Parent communication diaries to provide written evidence of a child's day in detail with added space for the parents to write any information they think would be useful for the key person to know.
- Parent boards, containing information about the room the child is in such as planning, up coming events, pieces of work, menu's and daily checks.
- Parent boards in the reception area displaying information such as our Ofsted registration certificate, liability insurance, account numbers for childcare vouchers and complaint procedure. Along with a wide variety of information from safeguarding procedures and copies of risk assessments to speech and language information and ideas for out of nursery activities.
- Children's learning journals that parents have access to, encouraging parents to add and incorporate any information they think will benefit the journal.

- A nursery emailing system that keeps parents well informed of events, reminders for training days and gathers parents views and opinions or changes within the nursery.
- Monthly newsletters giving parents the latest update on the nursery and plans for the month.
- A nursery website containing up to date photos of activities, displays, improvements and a full list of updated policies and procedures.
- Parents are able to access our Ofsted report whenever they would like to.

In addition to the above, we also offer;

- Parent's evenings every 6 months, giving parents the opportunity to discuss their child in more detail and reflecting upon their learning journals. These times are adapted where necessary to accommodate all parents.
- Parent forums are used for any changes made within the nursery, giving parents the opportunity to add their thoughts and ideas into any plans and projects we have coming up.
- Nursery events which the parents are able to take part in such as summer fetes, BBQs, pamper nights, messy mornings, bake offs and Christmas Bazaars.
- Parent workshops and training programmes such as, first aid and sleeping consultations.

This policy will be monitored regularly listening to any suggestions and comments parents have in order to continuously improve our service.

# **Physical Contact and Touch Policy**

At Bright Comets Day Nursery we understand that in order for children to develop confidently and to the best of their ability, it is vital that they have secure attachments with the staff team. We believe that friendly, physical contact is unavoidable when working with young children and is central to building positive relationships and good quality care.

It is a natural instinct for children to want to be cuddled, held and physically reassured to have their basic social and emotional needs met. Throughout the day at nursery there will be many occasions where it is essential for staff to carry out intimate care routines that require physical contact with the children such as, nappy changing and re clothing.

In line with our Safeguarding Children Policy and Personal Care Policy we want to ensure that all children are safe and secure and ask that all staff are aware of the types of physical contact that Bright Comets Day Nursery deem acceptable;

## **Acceptable Touch and Physical Contact**

- If a child requires comforting for any reason such as; following an accident, waking up from sleep, on the departure of their parent or if they ask for a cuddle, it should be given.
- When a child asks “to sit on someone’s lap” for comfort then staff can place a child on their knees.
- If a child finds it emotionally difficult to separate from their parent/carer or key worker and it is necessary to physically take them from their parent then this can be done with the parents’ consent.
- We feel it is acceptable for younger children to be nurtured through cuddles, rocking holding and carrying. Should a child need or wish to be physically picked up for reassurance, comfort or for health and safety reasons including nappy changing then staff may do so.
- Staff must ensure they pick children up following the manual handling policy and only pick them up using their upper body and not by their arms.
- Physical contact in play such as; tickling games, holding hands or assisting the children on nursery play equipment is acceptable on the children’s terms.

Staff must always be aware and sensitive to children's feelings and body language particularly children who are non-verbal.

At Bright Comets Day Nursery all staff are trained to ensure that they are aware of and follow the requirements of the EYFS, First Aid and Manual Handling at all times when interacting with and lifting the children.

At Bright Comets Day nursery we feel that the statements below are unacceptable touch and therefore staff are NOT permitted to carry out the following;

- Kiss the child for any reason
- Swing the children around by their arms
- Throw the children up and down in the air
- Change nappies or be involved in toileting routines without wearing the correct personal protective equipment (PPE)
- Nappy and toileting routines must be carried out in the presence of another member of staff or with the stable door open.
- Smother the children with cuddles that are unwanted i.e for any other reason than listed above.
- Older children should be asked their consent by the member of staff who wishes to change their nappy/clothes.

At Bright Comets Day Nursery we understand that as children grow and learn they can be very curious and like to explore. We are aware that sometimes children may touch adults and other children in inappropriate places and it is our role to teach them what is acceptable and unacceptable physical contact. We also understand that as children become older it is their natural curiosity to explore their own bodies and ask each other or staff member's questions.

**Inappropriate touch from children to adults may include;**

- Touching staffs body parts such as, bottoms or breast area
- Trying to put their hands under staffs clothing such as, up their tops
- Kissing the staff for any reason when their parents are not present

## **Inappropriate touch from child to child may include;**

- Sharing bathroom cubicles
- Touching inappropriate body parts such as; bottoms, breast area, under their underwear.
- Showing each other their private body parts and what is under their underwear.
- Asking each other to show them their body parts or touch their body parts.

In the event that unacceptable and inappropriate touch or physical contact is initiated by a child to either an adult or another child the following will be carried out;

- The contact will be stopped by the members of staff
- The member of staff will ensure they discuss what isn't acceptable touch with the child and why.
- Discussions about acceptable touch or physical contact will be discussed regularly.
- Rules and boundaries with the children will also be discussed daily, during circle times.
- Staff will regularly talk PANTS with the children.

In the event that a child makes a disclosure about inappropriate touch or physical contact from an adult whether it be a member of staff or someone outside the nursery, or a member of staff witnesses any of the above, then it **MUST** be reported to Kirsty Holmes or Janine Wood, The designated Safeguarding Officers immediately. These concerns would then be addressed and the procedure outlined within the "Safeguarding Children Policy" will be followed.



# Privacy notice for children in Early Years settings

## **Privacy Notice-Data protection act 1998**

We **Bright Comets Day Nursery** are the data controller for the purposes of the data protection act. We collect information from you, and may receive information about your child from their previous setting. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care

This information may include; you're contact details, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the setting without your consent unless the law permits it such as, a safeguarding concern.

We are required by law to pass your child's information to the local authority (LA), the Department for Children Schools and Families (DCSF) and Primary Care Trusts (PCTs).

- The LA uses information about children for whom it provides services to enable it to carry out specific functions for which it's responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform some decisions for example, the funding of early years settings. The statistics are used in such a way that individual children cannot be identified from them. The LA is also required to maintain the accuracy of the information held on Contract Point about children and young people in their area.
- DCSF use information about children for the purposes of child protection
- PCTs use information about pupils for research and statistical purposes, to monitor the performance of the local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names

for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCT s may also provide individual Early Years settings and Las with aggregate information on pupils' height and weight.

If you wish to contact the LA for more information, please contact:

Isatou Jaye  
Senior Data Protection Practitioner  
Information Governance Unit  
Hertfordshire County Council  
County Hall  
Hertford  
SG13 8DE  
Website: [www.hertsdirect.org](http://www.hertsdirect.org)  
Email: [isatou.jaye@hertscc.gov.uk](mailto:isatou.jaye@hertscc.gov.uk)  
Tel: 01992 555990  
Fax: 01992 588117

If you require further information about how DCSF store and use the data please go to the following website:

<http://www.teachernet.gov.uk/doc/13856/DSCF%20what%20we%20do%20with%20children's%20data%20v4%20final.doc>

If you are unable to access this website please contact DSCF as follows

Public Communications Unit  
Department of Schools and Families  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.dscf.gov.uk](http://www.dscf.gov.uk)  
Email: [info@dscf.gsi.gov.uk](mailto:info@dscf.gsi.gov.uk)  
Tel: 0870 000 2288

If you wish to see a copy of the information we hold and share about you then please contact **Kirsty Holmes**, Nursery Manager

## Safeguarding Children policy and Procedure

Bright Comets Day Nursery has a duty to be aware that abuse of many forms happens in our society. Because of this, it is our aim to ensure that all children are treated with dignity and respect whilst ensuring their safety and welfare at all times, giving them the very best start in life.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. All agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

### **Bright Comets Day Nursery aims to:**

- Ensure the safety and welfare of children at all times.
- Ensure that strict confidentiality is adhered to at all times.
- Ensure that all staff receive appropriate and effective training on safeguarding children.
- Ensure that all staff are familiar with and kept up to date with

safeguarding issues and procedures including grooming.

- Ensure that children are protected from substance misuse.
- Ensure the safe and effective use of cameras and mobile phones
- Prevent children being drawn into terrorism.
- Ensure that the safeguarding children policy is regularly reviewed and updated.
- Make staff aware of eSafety.

This policy lays out the procedures that will be taken if there is any reason to believe that a child in our care is subject to any form of physical, emotional, sexual abuse or neglect.

In the instance of any concern regarding the safety and welfare of any child in our care the nursery follows the guidance set out in the publication **“What to do if your worried a child is being abused”** and the **Recognise, Respond Refer** procedure published by the Department of Children Schools and Families. All safeguarding children issues are referred to Hertfordshire’s Safeguarding Children Board (HSCB).

All members of staff must be aware of the procedures for recording and reporting any concerns regarding the safety and welfare of all children in their care. The nursery expects all members of staff to co-operate in any way necessary to ensure the safety of the children.

Children will be listened to and supported by offering reassurance, comfort and sensitive interactions.

All staff have a duty to the children, parents, carers and themselves to act as quickly and responsibly in any of the following instances that may come to their attention:

- Significant changes in children’s behaviour
- Deterioration in their general well-being

- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern
- Scripted speech
- Frequent absences
- Constant lateness
- Unusual parent behaviour

The Designated Senior Managers for Safeguarding Children undertake specific training and accesses regular updates to developments within this field

**The Designated Senior Managers for Safeguarding Children are:**

**KIRSTY HOLMES, JANINE WOOD**

### **Reporting and recording accidental injuries**

- If an unexplained injury is noticed, the Designated Senior Manager is to be informed. If it is an injury that could be accidental then the staff member will complete an “**Existing injuries form**” and an “**Identifying Injury**” form. This is then discussed with the parent upon collection of the child and if the explanation is suitable it will be filed in the “Existing Injuries File” This file is stored in the office and monitored on a monthly basis.
- After three documented concerns the Designated Senior Manager will arrange a confidential team meeting with the next most senior person in charge and the child’s key person. At this meeting the concerns about the child will be discussed and anything said will be documented, if it is agreed that there is a safeguarding concern the MASH (Multi Agency

Safeguarding Hub) or HSCB (Hertfordshire Safeguarding Children's Board) will be notified, whichever is most appropriate

### **Reporting and recording suspicions of abuse and or disclosures**

- Staff members involved are to notify the Designated Senior Managers for Safeguarding Children and in their absence the most senior person in charge.
- Staff will be asked to write an objective record of any observation or disclosure. This will be recorded on a “**Safeguarding Incident**” form and an “**Identifying Injury**” form within the child protection file which is stored in a locked and confidential cabinet. The report will include the following:

\*Child's name

\*Child's address

\*Age of the child and date of birth

\*Date and time of the observation or the disclosure

\*Exact words spoken by the child

\*Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

- The designated person will notify HSCB for a consultation
- If the concern is ongoing the child's parents will be informed that a referral is being made; unless this will put the child at more risk. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents. All discussions and records will be recorded and the parents/carers will have access to such records.

- A referral will be made.

## **Grooming**

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of [sexual abuse](#) or [exploitation](#). Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female and of any age.

Groomers will hide their true intentions and may spend a long time gaining a child's trust. They may also try to gain the trust of the whole family so they can be alone with the child.

Groomers do this by:

- Pretending to be someone they are not, for example saying they are the same age online
- Offering advice or understanding
- Buying gifts
- Giving the child attention
- Using their professional position or reputation
- Taking them on trips, outings or holidays.

Once they have established trust, groomers will exploit the relationship by isolating the child from friends or family and making the child feel dependent on them. They will use any means of power or control to make a child believe they have no choice but to do what they want.

Groomers may introduce 'secrets' as a way to control or frighten the child. Sometimes they will blackmail the child, or make them feel ashamed or guilty, to stop them telling anyone about the abuse.

Staff are informed upon induction that all children are to be treated fairly and equally. Staff should not be seen to have “**favourites**” and should ensure every child is treated the same.

Staff are **not permitted** to purchase any gifts or treats for children, the nursery manager will decide if gifts or treats are bought for children and this is usually done for special celebrations such as, Graduation and Christmas where a gift is given to ALL children.

Children can be hugged by staff however, this should be on the children’s terms only. Staff should avoid kissing children at all times.

To help protect young children from sexual abuse parents and practitioners can “Talk Pants”

- **P**rivates are private
- **A**lways remember your body belongs to you
- **N**o means no
- **T**alk about secrets that upset you
- **S**peak up, someone can help

### **Prevent Duty**

Bright Comets Day Nursery has a duty to prevent children from being drawn into terrorism. Radicalisation is defined as exploitation and it is important that staff recognise grooming as a common practice when drawing a child into terrorism.



It is essential that staff implement British Values into the nursery to build up children's resilience to radicalisation, and are alert to the changes in children's behaviour be able to identify children who may be at risk and knowing what to do to support them.

All staff have a duty to the children, parents, carers and themselves to act as quickly and responsibly in any of the following instances that may come to their attention:

- Emotional Changes- crying, withdrawn, angry, feeling isolated
- Verbal Changes- new language/words, asking inappropriate questions, scripted speech
- Physical Changes- Change of routine, absences, appearance, frequent lateness, reluctant to come to nursery, refusing to play with specific children

Should staff feel worried about a child they must report their concerns without delay to the **Prevent Lead: Kirsty Holmes** and in her absence Janine Wood.

The following procedure must then be followed:

- Staff will be asked to write an objective record of any observation or disclosure. This will be recorded on a “**Safeguarding Incident**” form within the child protection file which is stored in a locked and confidential cabinet. The report will include the following:

\*Child's name

\*Child's address

\*Age of the child and date of birth

\*Date and time of the observation or the disclosure

\*Exact words spoken by the child

\*Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

- The Prevent Lead will speak with the parents the same day to discuss what has been seen or said
- The Prevent Lead will contact MASH for further advise
- If advised the Prevent Lead will complete a “Channel Referral Form” and forward it to the prevent team within the Hertfordshire Police.

### **Substance Misuse**

Parental substance misuse can harm children’s development both directly, through exposure to substances through them umbilical cord, and indirectly, through its impact on parenting capacity.

Not all parents who drink or take drugs harm their children, but children living with parents with alcohol or drug problems can be at more risk of harm and neglect.

The biggest risk posed to children is that parents, when under the influence of drugs or alcohol, are unable to keep their child safe through:

- Sudden infant death syndrome associated with co-sleeping
- accidental ingestion of drugs
- accidents (fire, drowning) due to inadequate adult supervision
- parents deliberately giving children drugs.

Getting parents the right help and support as early as possible is crucial in helping them to develop secure and healthy relationships with their children.

Staff who are worried that a parent is under the influence of drugs or alcohol must inform the Designated Senior manager without delay who will:

- Speak to both parents
- Establish an additional contact to take the child/ren home from nursery
- Remain respectful and non judgemental
- Contact MASH for advice
- Report to HSCB if advised

### **Partnership with Parents and Carers**

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

Parents and families will always be treated with respect in a non-judgemental manner whilst investigations are carried out in the best interests of the child.

The nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

The care and safety of the child is paramount and we will do all in our power to support and work with the child's family.

### **Mobiles Phone and use of cameras**

The nursery strictly operates a no mobile phone policy meaning all staff members must store all personal mobile phones and cameras in their lockers and are not permitted to use these within the nursery.

Bright Comets Day Nursery Staff will also ensure that all staff parents and visitors do not use personal mobile phones and cameras in the nursery environment and will challenge those who are seen on their phones.

All photographs taken of the children must be taken by the cameras provided by the nursery only and will be printed off for displays and portfolios using the nursery computer and photocopier only.

Any Member of staff found to be using a personal phone or camera within the nursery premises will be subject to the company's disciplinary procedure.

Staff are asked to sign an e-Safety agreement prior to commencing their employment and any breach of the agreement will result in the company following their disciplinary procedure.

### **Allegations made against employees of the nursery**

When an allegation is made against a member of staff the Local Authorities Designated Officer (LADO) is informed immediately or within 1 working day at the latest, and will advise the nursery of the appropriate action to take. If it is advised that the allegation be investigated internally through our normal procedure then the following will be carried out by the Manager/ Deputy Manager/ Designated Senior Managers in their absence:

- The member of staff concerned will be moved to a different room and supervised or when necessary suspended from all duties while further investigations are carried out.
- The allegation will be discussed with all members of staff involved and all information will be recorded.
- Detailed written statements will be gathered and submitted by all staff members involved, providing details of the exact allegation, the time, the date and place of the incident and names of all witnesses and any other persons present.
- The child's parents will be called into the nursery to discuss the

allegations made and the next procedures to follow. Copies of all statements and written documents will be given to the child's parents.

- A disciplinary meeting with the member of staff concerned will be held to determine the outcome of the allegation.
- Unfounded allegations will result in all rights being re-instated and counselling will be made available for any member of the nursery who is affected by the allegation.
- Founded allegations will be passed on to the LADO, Ofsted, DBS, and Children's Services.
- All allegations that result in the termination of employment will be passed onto the LADO, Ofsted, Children's Services and ISA (Independent Safeguarding Authority).
- Any staff member who resigns in the circumstances that would otherwise have led to dismissal for reasons of a safeguarding concern will be reported to the LADO, Ofsted, Children's Services and the ISA.
- The child's parents will be informed of the outcome.

**All investigations/interviews will be kept confidential and shared with only those who need to know. All records documented will be kept in a locked and secure confidential file. Staff members reporting any safeguarding issues or making any allegations themselves will not necessarily be kept informed of the progression/case throughout the safeguarding procedure. Only those who NEED TO KNOW will be kept informed to ensure the protection of children and their families.**

**If any member of staff feels that the management/ Designated Senior Manager has not carried out their duties to protect the children from harm, or if they believe that it is the Manager/ Deputy Manager/ Designated**

**Senior Mangers that are carrying out the abuse then they are advised to “Whistle Blow” to Ofsted on the below number:**

**OFSTED**

**08456 404040/ 03001233155/ [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)**

### **Recruitment, Students and Volunteering**

The Nursery complies with the EYFS Statutory Welfare Requirements along with the requirements in line with the Independent Safeguarding Authority (ISA), and Ofsted in respect of DBS checks for staff, volunteers and students, in order to ensure that no disqualified person or unfit person works at the nursery or has access to the children. Please refer to the Safe Recruitment Policy in place for further details.

The nursery aims to provide adequate and appropriate staffing resources to meet the needs of children at all times by using the Statutory Welfare Requirement Audit and meeting the staff to child ratios. The nursery also aims to ensure effective deployment of qualified and unqualified staff within the nursery allowing for appropriate and constant supervision.

Volunteers working within the nursery are subject to the same recruitment procedure as all staff working within the nursery. Volunteers are risk assessed and given an induction on their first day with a copy of the nursery's policies and procedures. Volunteers are never left unsupervised and are not permitted to change nappies.

Students attending placements within the nursery are initially accompanied to the nursery by their tutor for a preliminary visit and can verify who they are. On

occasions where a tutor is unable to accompany the student, they are asked to bring the following paperwork with them:

- Module handbook
- College ID card

All students are risk assessed and given an induction on their first day with a copy of the nursery's policies and procedures. Students are never left unsupervised and are not permitted to change nappies.

### **Visitors**

All members of staff working at Bright Comets Day Nursery are clearly identified through wearing a Bright Comets Day Nursery T shirt with a logo and a badge with their name, photograph and position.

All visitors to the nursery are asked to sign in at reception; read our visitors notice and provide suitable identification; this includes perspective parents coming to have a look around the nursery and additional professionals.

All staff are informed of visitors who are scheduled to come to the nursery, spontaneous visitors such as plumbers etc are accompanied by a senior member of staff.

Steps to ensure the security of the nursery are in place to ensure that no unauthorised person has unsupervised access to the children and are outlined within our Premises and Security Policy.

Should parents be unable to collect their children we ask that they call the nursery giving a full name of the person collecting and a verbal password. When the alternative carer comes to collect the child they will be asked for both of these details, if they do not match the details given, the child will not be allowed

to leave the premises. In this instance we will call the child's parents for conformation i.e. a brief description of the carer, along with their full name and the password before the child is allowed to leave the nursery premises.

In the instance that an unfamiliar face comes to the nursery unannounced, they will be asked who they are, who they have come to collect and what relationship they have with the child. This includes a new parent that we have not yet met. The child's known parent will be contacted and informed that an unannounced person has arrived to collect their child, details will be verified and if verbal consent is given the child will be allowed home with this person. If the known parent does not give consent, the child will remain at nursery until the known parent collects them. If the known parent does not know who the person is, the police will be contacted immediately.

Children are not to be collected by anyone under the age of 16 years old.

Parents are not permitted to give the nursery access codes to anyone other than themselves.



## Safe Recruitment Policy

At Bright Comets Day Nursery we take the safety of the children as a paramount concern. As a direct result of this we have implemented our safe recruitment policy in order to protect the children in our care. We recruit the person who best suits the vacancy regardless of, origin, gender, culture, beliefs and disability. Bright Comets Day Nursery ensures that all adults looking after children, or having unsupervised access to them, are suitable to do so.

### Recruitment

- The Director and Manager will identify any gaps in the staff team and begin the recruitment process. Both the Director and Manager have joint responsibility throughout the process.
- Vacancies are advertised both internally and through public media. The advertisement will include both a closing date and an interview date.
- Any existing staff applying for the role will be subject to the same process as other applicants.
- Applicants will receive an application form and will be requested to submit a CV online to verify their full employment history. A copy of the job description, which will make reference to the responsibility for safeguarding and promoting the welfare of children, will be given. It will also state that any job will be offered subject to a DBS check and suitable references.
- It is a legal requirement for all applicants to declare all convictions, cautions, court orders, reprimands, and warnings which may affect their suitability to work with children; this will be checked prior to arranging an interview and on the day of the interview.
- Applicants will be short listed against the job criteria and not by status or title.
- An applicant will be invited to a face to face interview, during which any unexplained gaps or discrepancies will be scrutinised, the applicant will also be asked to provide proof of their right to work in the U.K ( for example a valid N.I number).
- The interview will be conducted by two people and notes will be taken in case they are needed for future reference, a three hour play session will also form part of the interview to assess the candidates ability to work with the children.

- All applicants will be informed of the outcome of their interview as soon as reasonably possibly.
- Before employment can commence the applicant must provide proof of identity, proof of their name and current home address, a DBS check must be applied for. A new member of staff will not be left un-supervised until the enhanced DBS has been received by the setting. All original certificates of any relevant qualifications must be seen and verified; one verbal reference is required to verify the candidate's most recent employment, along with two written references. One reference must be a previous employer who can confirm in writing the applicant's suitability to work with children and recent employment history.
- A successful applicant will be required to fill a medical declaration form out to ensure their suitability for the role.
- The successful candidate, as stated within the EYFS revised Statutory Framework 2012 must be able to write, speak and read English competently.
- Attempts will be always made to accommodate the needs of any person with a disability within the meaning of the Disability Discrimination Act 1995 at all stages of the recruitment process.
- It is the manager's responsibility to ensure that the recruitment process is followed and references are obtained within one month of employment.

### Recruitment of the Manager

- The nominated person Helen East and director of the company, will ensure when recruiting a manager that the same procedure as above is strictly adhered to.
- In addition to this, a minimum of 2 years post qualified experience and a level 3 qualification is required to shortlist candidates.
- It is the nominated person/ director's responsibility to ensure that all suitability checks are carried out as required by Ofsted along with relevant DBS checks and references with out delay.
- Once employment has commenced, regular reviews and yearly appraisals will be carried out by the nominated person/ director, to monitor the delivery of practice and ensure the smooth and suitable running of the provision.

### Employment

- The successful applicant is subject to a 6 month probationary period in which time the applicant is monitored and assessed.
- An induction process will take place with the successful applicant so they are aware of the company's policies and procedures and roles and expectations, this will include evacuation procedures, child protection and health and safety issues.
- There will be an ongoing process of appraisals carried out yearly, one to ones carried out quarterly and peer observations carried out monthly to monitor practice, suitability and identify any training needs.

### Disqualification

- In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision.
- Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children inline with the safeguarding children policy.
- In the event of disqualification of a person employed in early year's provision, the provider must not continue to employ that person and must notify both Ofsted and ISA without delay.

The provider must give Ofsted the following information when relevant:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- A certified copy of the relevant order (in relation to an order or conviction).

The information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

## Sickness Policy

If a child is unwell or has a temperature the nursery will contact the parent/carer with a view to sending the child home. In order to prevent the spread of a contagious illness, please keep your child at home if they have any of the following:

<b>Illness</b>	<b>Period out of Day Care</b>
Temperature of 38.3 or above	24 hours
Chickenpox	5 to 6 days from onset of rash.
Conjunctivitis	Until improvement begins with medication.
Sickness/Diarrhoea	48 hours after the sickness/ diarrhoea has <u>STOPPED</u>
Erythema Infection or Slapped Cheek	No need for exclusion. Presence of rash does not indicate infectivity.
Glandular Fever	Until acute symptoms has subsided.
Hand, Foot and Mouth Disease	No need for exclusion unless child feels unwell.
Head Lice	Until treated.
Impetigo	Until dry and healing or 48 hours after antibiotic treatment.
Mumps	4 days from onset of swelling.
Ringworm	Until treatment initiated.
Ringworm of Feet (Athlete's Foot)	Exclusion from bare foot activities.

Rubella (German Measles)	4 days from onset of rash.
Scabies	Until treated.
Streptococcal Infection  (e.g. Scarlet Fever/Scarlatina)	Until recovered or after at least 48 hours from starting antibiotics.
Threadworms	Until treated.
Whooping Cough	21 days from onset of spasmodic cough.  If antibiotics are given, this period may be shortened.

**Please note that all of the above is subject to the managers discretion.**

## Social Networking Policy

At Bright Comets Day Nursery it is paramount that we protect the affairs of the children, families, staff and the company's interests and rights.

In order to do this, we require you as employees to keep any information that you have gained or learned during your employment strictly confidential.

**Bright Comets Day Nursery has implemented this policy inline with the confidentiality policy** and requires all employees to use their professional judgement and take the most prudent action possible. Employees are expected to consult with the manager if uncertain.

Due care and attention should be given as to how you portray yourself via all websites which operate at a social level. These include the following and/ or similar:

- Facebook
- Twitter
- MySpace
- Bebo
- Friendster

Personal blogs should be clear that they are the views of the author and do not represent the views of the company.

Whilst in our employment you must be respectful to the company, other employees and customers.

You must not reference or site the company, clients or customers without prior consent; this includes blogging "the company, the manager, the director and or staff members"

Pictures posted, must be inline with the company's confidentiality policy and technology policy. i.e. pictures of children and the nursery itself are not permitted.

Before participating in any social networking, understand that anything posted online is available for the whole world to see.

**Employees must be aware that they could face disciplinary action for violating company policies and procedures.**

## Student Policy

At Bright Comets Day Nursery we welcome students from local schools, colleges and universities to further their training and experience through work experience. Work experience is a valuable part of a student's learning and we therefore ask the following from you:

- Be polite and courteous to all students in the nursery at all times.
- Remember that you are a role model to the students and they will be observing your practice at all times.
- Answer any questions that they may have and if you don't know the answer refer them to the Manager/Deputy.
- All students have a current DBS check but they are not counted in our ratios and must never be left un-supervised at any time.
- Students are to take part in the daily routines, planning and observing and generally helping with all areas of the child's care.
- Students are not permitted to change nappies.
- Students are not permitted to feed children/ babies or prepare any food or milk feeds.
- Students are not permitted to pick up children and walk around holding them in their arms.
- The students will be over seen by the senior member of staff in each room and work will be signed off by the Manager/Deputy after a discussion about the student's performance.
- If you have any worries or concerns about a student please discuss this with the Manager/Deputy, as soon as possible.

## **Suitable Premises and security Policy**

At Bright Comets Day Nursery we must take necessary steps to safeguard and promote the welfare of children in our care.

In order to ensure that the nursery premises are safe and secure both indoors and outdoors we have the following security systems in place:

The first level of security is operated from the main entrance door into reception area only. The door is kept locked at all times and is operated by a door bell for visitors along with a key code that can be accessed by parents and staff only. All visitors are unable to access the premises unless the door is opened by a member of staff. All visitors are asked to provide suitable ID preferably with a photo and are asked to sign in upon arrival and sign out when departing.

The second level of security is operated within the reception area through a key pad entry system, allowing access into the nursery. No persons can access the nursery without having the code for the key pad. Both codes will be given to both parents and staff only.

These key codes are changed at least every six months and more often if the management feel it is needed.

Reminders for parents and visitors are displayed all around the reception regarding the importance of security (ie please do not hold the door open for someone that you do not recognise, please ensure the door is shut firmly behind you etc.)

Employees working at Bright Comets Day Nursery must wear the provided uniform with our logo, along with their ID badge displaying their name and job title.

Photographs and a job titles of each employee is displayed on the staff board within the reception, along with an individual photo and job title displayed on each individual door to the children's base rooms.

Telephones are installed in each room of the nursery, enabling staff to communicate to each other, the reception and the manager's office in case of an emergency or intrusion.

Staff are informed upon arrival and throughout the day of all visitors coming to the nursery and they can also obtain this information via the diary which is displayed at the front desk of the reception.



Staff are required to sign themselves in upon arrival and sign out when departing in the main reception and in their base room. Staff must also sign the children in and out of the nursery on their daily room registers.

The entire garden is secured by high fencing to ensure that all children are safe within the premises and intruders cannot gain access to the children.

All doors leading to the garden are accessible from the inside only along with all emergency external doors.

All windows to the building are opened to the first setting restricting full use of the window but allowing adequate ventilation into the nursery.

## **Technology Policy and Procedure**

Bright Comets Day Nursery has a duty to safeguard and promote the welfare of children at all times, giving them the very best start in life.

As a direct result of this, Bright Comets Day Nursery aims to:

- Ensure the safety and welfare of children at all times.
- Ensure that strict confidentiality is adhered to at all times.
- Ensure that all staff receive appropriate and effective training on safeguarding children.
- Ensure that all staff are familiar with, and kept up to date with safeguarding issues and procedures.
- Ensure that the safeguarding children policy is regularly reviewed and updated.
- Ensure that all adults looking after children, or having unsupervised access to them, are suitable to do so.

**This policy has been implemented inline with the Safeguarding Children Policy, Safe recruitment Policy and Confidentiality Policy to ensure that the safety of the children is paramount.**

Due to this, the following procedure will be carried out when using a camera for photo evidence within children's assessment portfolio, along with displaying photos around the nursery, demonstrating the activities undertaken by the children.

- Cameras and memory cards will be provided by the nursery only
- Photographs will be printed out at the nursery only

In addition to this, the following procedure will be carried out when using a mobile phone within the nursery.

- All mobile phones are to be switched off and kept in lockers provided, away from the nursery environment.
- Mobile phones are only to be used during lunch breaks.
- Mobile phones are not to be used and/ in the rooms with the children, ie kept in a pocket or on a shelf/ cupboard etc.

**This policy also applies to parents, carers and visitors who will be politely asked to not use their mobile phone whilst in the nursery.**

**If a parent wishes to use their mobile phone we kindly ask that you do so in the reception area.**

## Transition Procedure

At Bright Comets Day Nursery, our aim is to ensure that both you and your child feel welcome, safe and secure.

In doing this, we have a robust transition procedure aiming to ensure that you and your child's individual needs are met and your child's development flourishes throughout their time at Bright Comets ensuring you are kept well involved and up to date.

Because of this, we feel that it is very important to carry out an initial home visit where by your child's key worker and a senior member of staff will visit you and your child at home in order to gain an insight in to your child's likes, dislikes, feeding habits and care routines. Discussions surrounding your child's current strengths and areas for improvement will also take place, giving you an insight into how we intend to develop these together with, completing various confidential paperwork. We feel that home visits are an essential part of your child's transition into our nursery as they enable us to form an initial bond with you and your child in a place in which you both feel comfortable.

Once a home visit has been carried out we will make arrangements with you for your child to attend our setting during a 1 hour session in which we ask that you stay with them to introduce them to their new environment and meet all staff within their room. This is followed by a 2 hour session where we ask that you leave them with us unattended for a certain period of time. This could be for the duration of the 2 hours or for part of it i.e. 30 minutes- 1 hour.

All home visits and settling in sessions will be booked in order to meet each child's individual needs at a time that is convenient for you and the setting. If you feel your child may need some additional settling in sessions these can be discussed with the management team.

Once your child is well established within the nursery and is due to transition to the next room a similar procedure will be followed over a period of 4 weeks. This will include:

- An initial meeting will be held to inform you of our plans to begin your child's transition, the move up date and introduce you to their future key worker.
- A meeting will then be held between your child's current key worker and future key worker to hand over all information on your child and their individual needs.
- A meeting between you and the future key worker will then follow to introduce you to the new staff, discuss the new routine, talk through the

types of activities carried out and ensure that we are updated with your child's home routines.

- Followed by arranging a variety of transition settles which will take place on a weekly basis

## **Early Years Foundation Stage - Progress Check at Age Two.**

Bright Comets Day Nursery will endeavour to ensure that all parents and carers are supplied with a short written summary of their child's development, from the EYFS three prime areas of learning and development by the time the child is aged between 20-24 months. These areas being: Personal, Social and Emotional Development, Physical Development and Communication and Language

### **The aims of the progress check are to:**

- Review a child's development in the three prime areas of the EYFS.
- Share this information with parents at an agreed time to ensure they have a clear picture of their child's development.
- Enable the setting to understand the child's needs and plan activities and experiences to meet their individual needs in the setting.
- Enable parents to understand the child's needs and enhance their development at home, with support from the setting.
- Note areas where the child is progressing well and identify any areas where progress is less than expected.
- Describe actions the setting intends to take to address any developmental concerns (including working with other professionals where appropriate).

### **The progress check will:**

- Be completed by a practitioner who knows the child well and works directly with them in the setting - this will normally be the child's key person.
- Arise from the ongoing observational assessments carried out as part of everyday practice in the setting.
- Be based on skills, knowledge, understanding and behaviour that the child demonstrates consistently and independently.
- Take account of the views and contributions of parents, and the child if appropriate.
- Take into account the views of other practitioners and, where relevant, other professionals working with the child.

**The setting intends that the progress check will:**

- Be clear and easy to read, avoiding unfamiliar jargon, acronyms or terminology (with interpretation and translation available where appropriate).
- Present a truthful yet sensitive reflection of what the child can do and their achievements to date.
- Identify areas where the child is progressing at a slower pace than expected.
- Recognise parents' in-depth knowledge of their child by incorporating their observations and comments, and explain how their child's learning and development will be supported in the setting.

**The EYFS requires that the progress check is carried out when a child is age two; this includes any child that starts at the setting between the ages of 20-24months.**

**Practitioners will agree with parents when the best time to provide the check is, taking the following factors into consideration before commencing the check:**

- The setting will allow a settling in period for the child to enable their key person and other practitioners to build up good knowledge of the child's development, abilities and interests before completing the progress check. (Normally six to eight weeks).
- If a child has a period of ill health or a significant event in their family (e.g. family breakdown, bereavement or the arrival of a sibling) it may be appropriate to delay the check.
- If a child has a period of absence or irregular attendance it may also be appropriate to delay the check.

**Where possible, we will carry out the progress check in time for parents to share it with the health visitor at the two year old health and development review and encourage parents to show the date of this when they are aware of it.**

If the child has already had the health visitor 2 year old check the setting is still required to carry out the EYFS 2 year old check.

### **Children attending more than one setting or changing settings**

In the case of children who are attending more than one setting, the progress check will normally be carried out by the child's key person at the setting where the child spends the greatest amount of time each week.

However, the setting carrying out the progress check will consider whether it would be helpful to get the views of other practitioners working with the child at the other setting or settings.

If a child moves between settings between the age of 20 and 24 months, leaders and managers of the respective settings will agree which provider will complete the check. It will usually be the setting where the child has spent the most time to date.

### **Preparing the progress check for a child with identified disabilities or special educational need**

If the progress check is for a child with an identified disability, medical need or special educational need the setting will take into account if the child is already being supported by other professionals. Then the setting will agree with parents how the views and contributions of those professionals can be sought.

The focus will be on what the child can do, their unique and individual characteristics and their development to date, rather than describing their development in terms of their need or disability.

### **Information sharing**

The setting will include in the child induction process the sharing of both the child's health visitor contact details and the child's red book.

**The progress check is a statutory requirement of the EYFS. The setting will seek the consent of parents to share information from the check directly with relevant professionals.**



## Uncollected Child Procedure

It is the individual parent's responsibility to ensure that their child is collected from the nursery on time.

If on the rare occasion you have not collected your child by 1:00/6.00pm and have not contacted the nursery to inform us of this, the following steps will be taken:

- At 1:10/6.10 pm the person in charge will contact both parents on all telephone numbers given, i.e. mobile and work. A message will be left if there is no answer.
- At 1:20/6.20 pm a further phone call to both parents will be made and again a message left if there is no response.
- At 1:45/6.45 pm both emergency contacts will be contacted and a message will be left if there is no answer.
- At 2:00/7.00 pm a further phone call to both emergency contacts will be made and again a message left if there is no response.
- At 2:15/7.15 pm a final attempt will be made to contact both parents and both emergency contacts. A final message will be left if there is no answer.
- At 2:30/7.30 pm Children, Schools and Families will be contacted for advice and we will follow their instructions.

Every effort will be made to contact both you and the emergency carers. For this reason it is vital that you supply us with correct and up to date contact numbers.

It is your responsibility to ensure that your child is collected on time and by people that you trust and are familiar with. Therefore, please ensure that your emergency contact details are current as we will not take responsibility for your child being sent home with someone you no longer wish to have as an emergency contact.