



## **POLICIES AND PROCEDURES**

### **ADMISSIONS POLICY**

- Clifton-upon-Teme Early Years Centre is open to every family in the community.
- Should there be evidence of a waiting list being required then a policy for admissions will be developed to identify a fair manner in which that waiting list will be handled
- Families joining the Early Years Centre are made aware of its policies.

.....

### **ACCIDENT MANAGEMENT POLICY**

- All accidents will be recorded in the Accident Book which for confidential purposes will always be kept in the Office.
- Staff will ensure that parents/carers are made aware of any accident recorded in the accident book when the child is collected at the end of the booked session.
- Staff will also ensure that the child's name will be inserted on the ambulance card located at the security door
- A copy of the recorded accident can be handed to the parent and the office copy suitably initialled by the parent as a receipt of advice and stored in the accident folder.

.....

### **BEHAVIOUR MANAGEMENT POLICY**

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Nursery and explained to all newcomers, both children and adults.
- All adults in the nursery will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults in the nursery will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
  - When children behave in unacceptable ways:
  - Physical punishment, such as smacking or shaking, will never be used or threatened
  - Children will never be sent out of the room by themselves.
  - Techniques intended to single out and humiliate individual children such as the "naughty chair" will not be used.

## **BEHAVIOUR MANAGEMENT POLICY**

**(continued)**

- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern.
- Where appropriate this might be achieved by a period of “time out” with an adult.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately but by means of explanations rather than personal blame
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout or raise their voices in a threatening way.
- Adults in the nursery will make themselves aware of, and respect a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity.
- Recurring problems will be tackled by the whole Nursery. in partnership with the child’s parents, using objective observation records to establish an understanding of the cause.
- Some kinds of behaviour may arise from a child’s special needs.

.....

## **SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES**

The detailed policy (of which this is a summary) is available to all parents

Our nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. We intend to create at Clifton-upon-Teme Early Years Centre an environment in which children are safe from any form of abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Children have the right to be treated with respect and to be safe from any abuse in whatever form and to achieve this, the nursery team will:

- create an environment to encourage children to develop a positive self-image.
- encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- provide a safe and secure environment for all children
- always listen to children.

Clifton-upon-Teme Nursery has a clear commitment to safeguarding children and promoting their welfare. Should anyone believe that this policy is not being upheld, it is their responsibility to bring the matter to the attention of the Nursery Manager and/or Chair of Trustees at the earliest opportunity.

### **Designated Safeguarding Staff**

The following named staff are the designated members of staff who have the “status and authority” and the training to deal with Safeguarding issues;

**Sandra Sharratt Manager** and **Sally Parkinson Nursery Nurse**

These staff members are required to undergo training in child protection every three years.

**The designated Trustee responsible for the Safeguarding of Children is Debbie Mitchell.**

Together with the Trustees, Debbie will review the “Policy for the Safeguarding of Children” as well as the relevant procedures and staff training records, on an annual basis.

- We, as practitioners, have a duty to safeguard and promote the welfare of children. Due to the many hours of care we are providing, we will often be the first people to sense that there is a problem. We may well be the first people in whom children confide about abuse.
- We have a responsibility to be aware that abuse does occur in our society and this statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is the subject of welfare issues including physical, sexual, emotional abuse or neglect.
- We have a duty to the children, parents/carers and our staff colleagues to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child and will act swiftly upon any suspicions or concerns they may have about any child or member of staff at the nursery.
- The nursery will follow the procedures set out in the Early Years Foundation Stage and Local Safeguarding Children Board’s Guidance in respect of Child Protection and Safeguarding Children, working together under the Children’s Act 2004 and as such will seek advice on all steps taken.
- The nursery has a duty to report any suspicions relating to abuse of any kind to the local authority who have an obligation to investigate such matters.
- Staff will not comment either publicly or in private about a parent’s supposed or actual behaviour. Staff must raise any concerns initially with the Nursery Manager. The matter will then be discussed with the registered Designated Senior Member of Staff (DSMS) and appropriate initial action will be considered. As and when appropriate the Nursery Manager will ensure that the Chair of Trustees is consulted.

## **SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES** (continued)

### **Staffing and Volunteers**

- We provide adequate and appropriate staffing resources to meet the needs of children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All enhanced CRB checks will be updated on a regular basis to ensure the suitability of the adults caring for the children. We abide by Ofsted and Social Services Inspectorate requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- We ensure that we receive at least two references BEFORE a new member of staff commences employment.
- All students will have enhanced CRB checks conducted before their placement commences.
- Volunteers, including students, do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding children.
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children.
- All visitors/contractors will still be accompanied whilst on the premises, especially when in the areas used by the children.
- The deployment of staff within the nursery allows for constant supervision. Where children need to spend time away from the rest of the group, the door will be left ajar.

### **LIAISE WITH OTHER BODIES**

- We work within the Local Safeguarding Children Board guidelines and the procedures set out in the Early Years Foundation Stage.
- We have a copy of '*What To Do If You Are Worried A Child Is Being Abused*' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements that may affect the wellbeing of children.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.

If a referral is to be made to the local authority social services department, we act within the Local Safeguarding Children Board's "Safeguarding Children and Child Protection guidance" in deciding whether we must inform the child's parents at the same time.

### **SUPPORT FAMILIES**

- The Early Years Centre will take every step in its power to build up trusting and supportive relationships between families and staff / volunteers of the Early Years Centre.
- Where abuse at home is suspected, we will continue to welcome the child and family while investigations proceed.
- Confidential records kept on a child will be shared with the child's parents / carers.
- With the proviso that the care and safety of the child must always be paramount, we will do all in our power to support and work with the child's family.

**The following contacts will be used as and when necessary:**

- Ofsted Early Years NBU,  
Royal Exchange Buildings, St Annes Square, Manchester, M2 7LA, 08456 404040
- Children's Services Access Centre 8.30am-5.00pm 01905 768054  
Out of hours and Weekends 01905 768020
- Worcestershire Safeguarding Children Board (WSCB) [www.worcestershiresafeguarding.org.uk](http://www.worcestershiresafeguarding.org.uk)
- Local Authority Designated Officer(LADO) 01905 752800



## **CRISIS MANAGEMENT POLICY**

The detailed policy (of which this is a summary) is available to all parents

- **Such an event could be closure or part closure due to**
  - **adverse weather conditions, fire, explosion or other threat to persons or building,**
  - **illness infection or pandemic affecting children and/or staff**
  - **loss of power, water or waste management**
  
- **the event may lead to a short period of closure or an extended period ie longer than one day**

### **ADVERSE WEATHER**

#### **Initial Action**

During the winter months, or if we are affected by periods of serious flooding, extreme weather may prevent the EYC from opening and/or staff from attending work.

The Nursery Manager, Chair of Trustees and School Head Teacher will liaise as soon as practically possible to decide whether the EYC should open and in what circumstances

- Based on known weather conditions at the time of the initial decision it may be possible for the EYC to open later (and if relevant close earlier) based on
  - Known staff availability at the relevant times
  - Availability of staff from the proposed opening time to the proposed closing time

The Nursery Manager will attempt to establish whether a skeleton staff can attend the EYC from the normal start time in order to:

- Respond to any queries at the phone and/or respond to any arrivals
- As soon as realistically possible, families will be advised of any changes to the proposed opening and closing times for the actual day and any subsequent days subject to:
- changes in weather condition as the day progresses
- Communication processes will be updated by the person(s) responsible as below

### **PHYSICAL THREAT TO EYC SITE**

**IF THE SETTING IS IN OPERATION DURING ITS NORMAL OPENING TIMES, THE STANDARD EVACUATION POLICY WILL APPLY.**

**If the setting suddenly loses power, water or waste management services:**

The Nursery Manager will contact the relevant supplier to establish the level of seriousness of the event and the time during which the loss of services will impact on the EYC.

Based on the initial information the Nursery Manager, Chair of Trustees and School Head Teacher will liaise as soon as practically possible to decide whether the EYC should remain open and in what circumstances:

- The Nursery Manager will then liaise with the relevant persons responsible for communication as below and
  - As soon as practically possible and, if considered appropriate, families will be advised of the event and the impact on the proposed operating times for the actual day and any subsequent days subject to changes in service supplier conditions as the day progresses

## **CRISIS MANAGEMENT POLICY (continued)**

### **ILLNESS, INFECTION and/or PANDEMIC**

“DCSF expect everyone responsible for operating or managing childcare or any Early Years Setting to work closely with their Local Authority to:

1. have outline plans for a pandemic – planning both to keep services open and for possible closure;
2. Understand how we will get information from the LA and refine and activate these plans when a pandemic is imminent.
  - o Experts advise that a further flu pandemic is inevitable, and when it happens, it is expected to spread rapidly to all areas of the UK and have a significant impact. Depending on the severity of the pandemic, 25-50% of the population may become ill at some stage during one or more waves, each lasting 3 to 4 months
  - o As at June 2009 WHO moved the level to phase six which confirms “Pandemic Status”
  - o As at September 2009, in the event of a pandemic, “DCSF expects schools and early years and childcare settings to endeavour to remain open”

Action Plans detailed below apply equally to any impact on the EYC arising from an illness or infection carried by children or staff that has the potential for causing the closure of the EYC

The Trustees as employer decide who will take the relevant decisions relating to the continued operation of the EYC, its closure, if deemed appropriate, and its re-opening based on local knowledge as well as relevant guidance and advice from the LA. These decisions may be delegated if urgent action is required.

Any decision will also be taken in the context of actions taken by the primary school on the same site. Should an event occur that is considered serious enough to warrant potential closure, then the Nursery Manager, Chair of Trustees and School Head Teacher will liaise as soon as practically possible to decide whether the EYC should remain open and in what circumstances:

#### **REMAINING OPEN**

Based on known infection conditions at the time, whether regionally or locally, it may be possible for the EYC to operate at normal capacity – subject to ongoing diligence in respect of hygiene management by the Nursery Manager and Staff (as per relevant leaflets and posters)

- o In anticipation of such an event, the following must be in place and fully understood by all staff.
  1. Children are to be encouraged to maintain cleanliness and learn to cover noses and mouths with a tissue when sneezing or coughing.
  2. Staff must keep consumables readily available to help the children as well as ensure that they themselves behave equally appropriately
  3. The baby room is identified as suitable for isolation in the event that a child shows symptoms and in readiness for collection by their parent/carer.
  4. The room will use a separate entrance so that any child is collected by their parent/carer away from the main entrance/exit area.
  5. If considered appropriate, the responsible person will contact the nominated medical authority for relevant advice/action.
  6. All families will be advised that should they identify either their children or themselves **or other dependants** as showing signs of the infection, they are to keep their children away from the EYC whilst also advising the EYC of their present situation.
    - a. Where possible, all families whose child might have had contact within the previous 24 hours of a suspected case are advised accordingly
  7. The Nursery Manager will have subsequent discussions with the parent/carer as to when their child can return to the EYC

#### **CLOSURE**

- In the event that the LA advises closure, or if the level of infection of staff is such that closure must be considered independently by the Trustees, then the appropriate communication and responsibility processes will be implemented:
  - o The EYC will use the spare mobile phone to make outgoing calls thus ensuring that the main phone line is kept clear for incoming calls
  - o The website and answering machine will be immediately updated to advise of imminent closure
  - o It is assumed that the media will also be advised either by the EYC or the LA

## ILLNESS, INFECTION and/or PANDEMIC (continued)

### REOPENING

Any decision to re-open will be based on discussions between the Trustees, the School and the Local Authority Children's Services. After such a discussion, it is possible that a partial re-opening is an option dependant upon:

- The Trustees consider various scenarios whereby certain healthy age groups are able to use the EYC
- The Trustees and the Nursery Manager are satisfied that the site is clean enough to operate
- Staff (and volunteer) numbers (qualified and/or unqualified) are sufficient to support the necessary ratios

### COMMUNICATION

- **Staff and families are advised that the following will be updated to advise of current situation:**
  - **Phone answering machine**
  - **Website [www.cliftoneyc.co.uk](http://www.cliftoneyc.co.uk)**
  - **Local radio Hereford and Worcester FM - 104, 104.4, 104.6, 94.7, AM - 738, 1584 ,**

.....

### EQUAL OPPORTUNITIES POLICY

Our Equal Opportunities Policy is part of our staff contract and is part of this pack for reference.

Clifton-upon-Teme Early Years Centre is committed to provide equality of opportunity for all children and families and work in accordance with all relevant legislation, including

Disabled Persons Act 1958 1986,	Race Relations Act 1976
Sex Discrimination Act 1986,	Children's Act 1989

We believe that the activities we provide should be open to all children and families and to all adults committed to their welfare.

### EMPLOYMENT

- Clifton-upon-Teme Early Years Centre will appoint staff on merit and will treat fairly all applicants for jobs. Commitment to implementing the groups Equal Opportunities Policy will form part of the job description.

### FAMILIES

- Clifton-upon-Teme Early Years Centre recognises that many different types of family successfully love and care for their children.
- The Early Years Centre offers a flexible payment system for families with different means.

### FOOD

- Medical, cultural and dietary needs will be met.

### LANGUAGE

- Information, written and spoken will be clearly communicated in as many languages as necessary whenever possible.

### THE CURRICULUM

- All children will be respected and their individuality and potential recognised, valued and nurtured.
- Activities and equipment offer the children opportunities to develop in an environment free from prejudice and discrimination.
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

## **EQUAL OPPORTUNITIES POLICY (continued)**

### **FESTIVALS**

- Our aim is to show respectful awareness of all the major events in the lives of the children and families at The Early Years Centre, and in society as a whole. We welcome the diversity from which they come.
- In order to achieve this we aim to acknowledge all the festivals that are celebrated in our area and/or by the families in the Early Years Centre.
- Without indoctrination in any specific faith, children will be made aware of the festivals that are being celebrated by their own or other families, and where appropriate the stories behind them.
- Before introducing a festival with which the adults in the group are not themselves familiar, research will be done and advice sought from people to whom the festival is familiar. Children and families who celebrate festivals at home with which the Early Years Centre is not familiar will be invited to share their festival with the rest of the group if they so wish.
- Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

### **RESOURCES**

- These will be chosen to give a balanced view of the world and an appreciation of the rich diversity of a multi-cultural society.
- Materials will be selected to help children to develop their self-respect and to respect others by avoiding stereotypes and derogatory pictures or messages about any group of people.

### **DISCRIMINATORY BEHAVIOUR / REMARKS**

- These are unacceptable at Clifton-upon-Teme Early Years Centre.
- The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

### **SPECIAL NEEDS**

- Clifton-upon-Teme Early Years Centre recognises the wide range of special needs of children and families in the community and will consider what role it can play in meeting these needs.
- Planning for meetings and events will take into account the needs of people with disabilities.

.....

## **FIRE SAFETY PROCEDURE POLICY**

It is the policy of Clifton-Upon-Teme Early Years Centre to protect all persons, including staff, children, parents, contractors and members of the public from any harm as a result of fire.

Fire safety procedures at the Early Years Centre will be implemented in conjunction with Clifton-Upon-Teme Primary School's safety procedures, in the following ways:

1. We will carry out fire drills together with school staff and children at least half-termly.
2. In the event of a fire, and when practicing fire drills, we will gather together all children and staff on the school play-ground at the furthest point away from the buildings as identified within our formal fire drill procedures.

In addition the following information is relevant to our policy:

- All fire exits within the Early Years Centre will be kept clear.
- Fire extinguishers will be well maintained and inspected in accordance with Fire Safety Procedures.
- A notice of the procedure for the evacuation of the building and fire warden details is situated by the fire exits.
- A detailed fire drill and evacuation procedure is also part of the induction pack held by every member of staff – a copy of the fire drill and evacuation procedure is attached

# Fire Drill and Evacuation Procedures

The Fire Wardens are Sandra Sharratt and Rachel Woolley

There are two fire doors with adjacent “break glass” boxes located at:

- the main entrance
- the wet play area of the main room

The Fire Alarm control panel is located in the reception area

The Control Panel Code for testing and sounder disablement is known to the

- Nursery Manager, the Fire Warden (if different)  
and the Committee Member responsible for Health & Safety.

The signing on book for all staff and visitors is located in the reception area next to the front door

## Fire Drills

- drills will be carried out periodically and managed by the Fire Warden

Fire appliances are located as follows:

- Water – next to each of the fire exit doors
- Blanket and Powder in the kitchen

## In the event of a fire:

The person discovering the fire should:

- 1 Sound the alarm and notify school
- 2 Call the Fire Brigade advising them of our location described as  
“This is Clifton-upon-Teme Early Years Centre located behind the Clifton-upon-Teme  
Primary School on the south west side of the village green - our telephone number is 01886  
812380”
- 3 Attack the fire if possible using the appliances provided

## On hearing the fire alarm

- 4 Leave the building by the safest route via one of the signed fire exits
- 5 Close all doors behind you
- 6 Report to the assembly point which is located at the far side of the playground next to the  
goal posts

## The following specific responsibilities apply:

**Pre-school Leader. Take register and remove all pre-school children by closest door. Remain with children and call out register**

**Toddler Leader. Take register. Remove toddlers by closest route and join Pre-school.**

**Babies. All other available staff must go immediately to help carry out non-walkers.**

The Fire Wardens' responsibility includes ensuring that the building is clear, taking the signing on book to the assembly point and checking all are present and ensuring that the lower field gate is unlocked and open in case the Fire Service requires access.

**DO NOT TAKE RISKS, DO NOT RETURN TO THE BUILDING FOR ANY REASON  
UNTIL AUTHORISED TO DO SO**

## **FOOD POLICY**

- The Early Years Centre will observe current legislation regarding food hygiene, registration and training. In particular each adult will:
  1. Always wash their hands under running water before handling food and after using the toilet.
  2. Always wear blue gloves when handling any food
  3. Not be involved in the preparation of food if suffering from any infectious illness.
  4. Never cough or sneeze over food.
  5. Use different colours cleaning cloths for kitchen and toilet areas as per colour coding charts.
  6. Prepare raw and cooked food in separate areas.
  7. Always use one flannel per child.

Staff will:

- Keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of reach of the children.
- Keep a lid on the dustbin and wash hands after using it.
- Wash fruit and vegetables thoroughly before use.
- Ensure any food or drink that needs heating is heated immediately prior to serving, and it's temperature tested using a probe thermometer.
- Ensure food is not be left standing.
- Ensure that no food or drink is reheated for a second time except where a letter of consent is held providing the nursery with permission in respect of appropriate food.
- Ensure tea towels are kept scrupulously clean and are taken for laundry at the end of each session.
- Ensure all utensils are kept clean and stored in a dust free place e.g. a closed cupboard or drawer. Cracked or chipped china will not be used.

### **Packed Lunches**

- Because we value our children's health we follow a healthy eating policy in the EYC.
- We ask that parents and carers ensure that
  - all food pots & bottles be clearly marked with permanent marker.
  - send any food items that need refrigerating clearly labelled with the child's name.
  - remember that cooked meals are only available during the school term times

.....

## **HEALTH AND HYGIENE POLICY AND PRACTICE**

The Early Years Centre promotes a healthy lifestyle and a high standard of hygiene in its day-to-day world with children and adults. This is achieved in the following ways-

### **ADMINISTRATION OF MEDICINES**

- If a child has been prescribed medication then the following rules will apply.
  - 1) If possible the child's parents will administer medication. If not then the medication must be clearly labelled with the child's name, dosage and any instructions.
  - 2) A medication book will be available to log in the child's name, time medication to be administered and the signature of the member of staff who then administers the medication.
  - 3) Parents will be given the original copy of the entry in the medicine book (which will always be kept in the kitchen) after signing.
  - 4) Where babies are concerned, a copy of the "daysheet" handed to the parent/carer will also be retained at the Early Years Centre for future reference
- The Early Years Centre will ensure that the first aid box is kept clean replenished and replaced as necessary. Sterile items will remain in sealed packs until needed.
- With regard to life saving medication such as insulin adrenaline injections, delivery of such will only be given by qualified staff or in their absence, a qualified member of the school staff.

## **HEALTH AND HYGIENE POLICY AND PRACTICE**

(continued)

### **ALLERGY MANAGEMENT**

- All records will include reference to a child's allergies and parents/carers are asked to ensure that any changes to this information is communicated to the Nursery Manager as soon as possible.
- In addition, on a regular basis, the Early Years Centre will ensure that our records are updated via appropriate reminders.
- All above actions will also comply with the requirements of our insurance company.

### **ALLERGY AWARENESS**

- Eggs & egg related products are not allowed in the nursery.
- Parents and carers are asked to ensure that when sending their child to Nursery with a packed lunch, they avoid including food, which is known to contain nuts or nut products.
  - This will reduce the possibility of an allergic reaction in any child who could be at risk.

### **FOOD**

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary needs and requirements.
- When cooking as an activity, the adults will provide healthy wholesome food, promoting and extending the children's understanding of a healthy diet.

### **OUTDOORS PLAY**

- Children have the opportunity to play in the fresh air throughout the year.

### **SICK CHILDREN**

- Parents are asked to keep their children at home if they have any infection and to inform the Early Years Centre as to the nature, so that other parents can be alerted to the risk of infection, thus enabling them and Early Years Centre staff to make careful observations should any child become unwell,
- Parents are asked not to bring a child to the Early Years Centre if the child has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- Early Years Centre Staff will not be allowed to bring their children to the Early Years Centre if the child is ill,
- Cuts or open sores will only be covered with sticking plaster or other dressing, with the written consent of the parents/carers.

### **INFORMATION**

- Parents will have the opportunity to discuss health issues with the Early Years Centre staff and will have access to information available to the Early Years Centre.
- The Early Years Centre will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other agencies.

### **HYGIENE**

- To prevent the spread of infection, adults in the Early Years Centre will ensure that the following good practices are observed:

#### **PERSONAL HYGIENE**

- Hands washed after using the toilet.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- A large box of tissues is kept in each room and children are encouraged to blow and wipe their nose when necessary. Soiled tissues disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers are aware of how infections including HIV infection can be transmitted.

## **HEALTH AND HYGIENE POLICY AND PRACTICE**

(continued)

### **CLEANING AND CLEARING**

- Any spillage's of blood, vomit or excrement are wiped up and flushed down the toilet.
- Rubber gloves are always used when cleaning up spills of body fluids.
- Floors and other affected areas are disinfected using chlorine or iodine bleach diluted in accordance with manufacturers directions.
- Fabrics contaminated with body fluids are washed thoroughly in hot soapy water.
- Spare laundered clothing is available in case of accidents. Also polythene bags in which to wrap soiled items.
- All surfaces cleaned daily with appropriate cleaning products.

### **INCIDENT MANAGEMENT POLICY**

- All incidents will be recorded in the Incident Book which is always kept in the Office for confidential purposes
- Staff will ensure that parents/carers are made aware of any incidents recorded in the Incident book when the child is collected at the end of the booked session.
- The book will be in a duplicate form so that a copy of the recorded incident can be handed to the parent and the office copy suitably initialled by the parent as a receipt of advice.

### **POLICY RELATING TO LOST CHILDREN.**

In the event of a child becoming lost in whatever circumstances:

1. the Police will be contacted immediately,
2. the child's parents/carer will be contacted immediately.

- To ensure this situation remains improbable, children will be supervised under the strictest circumstances at all times.
- When outings are arranged the child-staff ratio will be higher than is normally required.
- In the event of a parent/carer not being able to collect their child themselves there is a policy in place for the safe collection of children.
- Unauthorised access to any child at the Early Years Centre is strictly limited due to security controls in the form of constant supervision, fenced-off play areas and a secure entry (combination lock) system.

Only the Nursery Manager or, in her absence, a senior member of staff is permitted to open the security door to anyone

.....

### **POLICY RELATING TO THE SAFE COLLECTION OF CHILDREN**

In order to ensure the safe collection of **all** children from Clifton-Upon-Teme Early Years Centre, any parent needing to make alternative collection arrangements for their child will be asked to complete a document detailing the name, address, and telephone number of the person/s collecting their child. This may also include the use of a password.

The Nursery Manager or her representative, will then ask the person collecting the child to confirm their details, before the child is delivered into that persons care.

.....

## **POLICY RELATING TO NON COLLECTION OF CHILDREN**

2 but preferably 3 adults will be nominated as persons able to collect children from the Nursery. In exceptional circumstances, less than 2 nominated adults will be considered acceptable ONLY where parental agreement is held on file and awareness that in the event of non-collection, Social Services will be 2<sup>nd</sup> point of contact. A separate consent form will be completed in these circumstances.

In the event that a child is not collected at the designated time, the following procedure will apply:

1. 15 minutes will be allowed before action is taken at which time each nominated adult will be contacted in the order held on our files.
2. Unless we have received specific advice from the parent/carer of a delayed collection and a revised collection time, a maximum period of 1 hour will be allowed before contacting a statutory body to consider further action

## **POLICY RELATING TO THE CARE OF CHILDREN ON OUTINGS**

- Consent forms will be held in respect of general outings to places within the village
- Specific Consent Forms will be held in respect of special outings
- On outings, the adult : child ratio will be at least 1: 3.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

.....

## **PARENTAL INVOLVEMENT POLICY**

- Parents are the first educators of their young children. We aim at Clifton-upon-Teme Early Years Centre to support that essential work, not to supplant it.
- To accomplish this we will:
  - Inform all new parents of the Early Years Centre systems and policies.
  - Ensure parents / carers are informed on a regular basis about their child's progress.
  - Ensure that all parents / carers have opportunities to contribute from their own skills, knowledge and interests to the activities of the Early Years Centre.
  - Involve parents in shared record keeping about their child, either formally or informally.
  - Ensure that all parents / carers are fully informed about meetings, open-nights, information evenings etc.
  - Consult with parents / carers about the times of meetings to avoid excluding anyone. To hold our meetings at venues, which are accessible and appropriate for all.
  - Welcome parent / carer contributions.
  - Make parents / carers aware of the systems for registering queries, complaints or suggestions.

.....

## **RISK ASSESMENT POLICY**

- Clifton-upon-Teme Early Years Centre is primarily concerned with child development.
- Via the media of play and fun we aim to provide challenging opportunities for each child in our care to develop towards reaching its full potential and becoming a self sufficient and responsible individual.
- It is recognised that development requires children to take risks, experiment and exercise self-expression.
- We aim to provide a SAFE environment where both the likelihood and severity of an accident (should they occur) are minimised.

We practice risk assessment via: -

- Day to day constant "watch & log"
- Regular inspections of facilities and equipment
- Continual re-assessment in the light of new knowledge
- Keeping a risk assessment log book

Best practice awareness is a regular feature of risk assessment and will include liaison with the Primary School, Early Years Childcare and Development Programme, Ofsted and others if and when appropriate

## **SAFETY POLICY AND PRACTICE**

(currently being reviewed via a Health & Safety Audit)

The safety of young children is of paramount importance.

In order to ensure the safety of both children and adults, Clifton-upon-Teme Early Years Centre will ensure that:

- Adults supervise all children at all times.
  - A book is available at each session for the reporting of any accident / incident.
  - Regular safety monitoring will include checking of the accident / incident record.
  - All staff / volunteers are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
  - Children will only be allowed to leave with an authorised adult.
  - Safety checks on the premises, both indoors and outdoors will be made before morning session.
  - Keys to locked doors will be close by and easily accessible.
  - Low-level glass is covered by safety glass.
  - Outdoor space is securely fenced.
  - Equipment to be checked regularly and any dangerous items to be repaired / discarded.
  - Fire doors are never obstructed.
  - Fires / heaters / electric points / wires and leads are adequately guarded.
  - All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
  - Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
  - Fire drills are held regularly and on different days so as to let everyone know what to do.
  - A register is taken before each session so that a complete record of all present is available in an emergency.
  - A correctly stocked first aid box is available at all times and the staff are trained in First Aid.
  - Fire extinguishers are checked at least annually and staff know how to use them.
  - Activities such as cooking / energetic play receive close and constant supervision.
  - Children who are sleeping are checked at five-minute intervals, and the member of staff who carried out the check will sign a 'sleep sheet'.
  - Any equipment offered to children is developmentally appropriate, recognising that materials suitable for older children may pose a risk to younger / less mature children.
  - Internal safety gates / barriers are used where necessary -
  - The premises are checked before locking up at the end of each day.
  - Storage - internally and externally - will be maintained in a manner so as to ensure items are always stored safely and securely.
- **We operate a no smoking policy within the nursery building and its grounds.**

### **End of Day/Locking-up Security**

- Remove all plugs from sockets in kitchen, (except for fridge plugs)
- Remove all plugs in Office ensuring that the PC and related equipment are turned off
- Make sure all windows are closed.
- Check all taps are properly turned off.
- Ensure automatic timer on electric board in store cupboard has returned to automatic setting.
- Close kitchen fire door.
- Check fire door is locked.
- Lock office and store room doors.
- Turn-off all lights.
- Activate Intruder Alarm system
- Lock front door.

### **Car parking**

- Parents/carers should always be encouraged to park their cars in the CPFA car park when dropping off and/or picking up
- Staff will always park their cars in the CPFA car park

.....

**SELECTING EQUIPMENT / TOYS - POLICY AND PRACTICE.**

- The toys and equipment at the Early Years Centre provide opportunities for the children, with adult help, to develop new skills and concepts in the course of their play and exploration. To help achieve this the equipment needs to:
  - Be appropriate for the ages and stages of the children.
  - Offer challenges to develop physical, social, personal and intellectual skills.
  - Feature positive images of people, both male and female, from a range of ethnic and cultural groups, with or without disabilities.
  - Include a range of raw materials, which can be used in a variety of ways and encourage an open-ended approach to creativity and problem solving.
  - Will enable children, with adult support, to develop individual potential and move toward required learning outcomes.
  - Conform to all relevant safety regulations and is sound and well made.



**SPECIAL NEEDS POLICY**

- Our Early Years Centre aims to have regard to the DfES Code of Practice on the Identification and assessment of Special Educational Needs.
- We aim to provide a welcome and appropriate learning opportunity for all children.
- Children with special needs, like all other children are admitted to the Early Years Centre after consultation between parents, Nursery Manager and the key worker.
- Our system of observation and record keeping operates in conjunction with parents and enables us to monitor children's needs and progress on an individual basis.
- Our key worker system ensures each adult is especially responsible for and close to their allocated children, so each child receives plenty of adult time and attention.
- If it is felt that a child's needs could not be met in the Early Years Centre without the support of a one-to- one worker funding will be sought to employ one.
- We will work in liaison with staff outside the Early Years Centre including therapists, health visitors, psychologists, social workers and paediatricians to meet the children's specific needs.

**Our staff attends, whenever possible, in-service training on special needs arranged by the Early Years Department and other professional bodies.**



**STAFFING AND EMPLOYMENT POLICY**

A high adult : child ratio is essential in providing high quality pre-school care.

At Clifton-upon-Teme Early Years Centre:

- We have a staff / child ratio at least in line with registration requirements.
- Our key worker system ensures each child and family has one particular staff member who takes a special interest in them.
- We operate an equal opportunities employment policy, offering positions equally to both women and men with or without disabilities from all religious, social, ethnic and cultural groups.



## **STAFF TRAINING, DEVELOPMENT AND APPRAISAL POLICY**

Clifton-upon-Teme Early Years Centre is committed to the ongoing training and development needs of each member of staff and members of the Voluntary Management Committee .

Individual training needs will be identified and support given to meet those needs with the desire that the high standards and quality of care always remain in the setting. Training is available to all staff, paid or voluntary in order to assist with their continuous professional development.

The Early Years Centre will continually source appropriate and relevant training providers in consultation with the Worcestershire Early Years and Childcare service. We will ensure that our financial budgets will provide for this ongoing cost.

We hold regular staff team meetings, which enable us to undertake curriculum planning and to discuss the children's progress and identify any difficulties. Planning meetings will involve the following:

- Team Leaders Curriculum planning - every two weeks
- General Staff meetings - two per term
- Joint meetings with Primary School staff - periodic to suit both teams

We support the work of our staff by means of regular monitoring / appraisals. Procedures are developed to facilitate discussions via evidence of performance collated by both the appraiser and appraisee based on an agreed set of performance criteria and competencies.

.....

## **STUDENT PLACEMENT POLICY**

- We recognise that the variety of work which goes on in the nursery makes it an ideal place for students on placement from school / college childcare courses.

Clifton-upon-Teme Early Years Centre welcome students on the following conditions:

- The needs of the children are paramount.
- Students will not be admitted in numbers which hinder the essential work at the Early Years Centre.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course, which provides necessary background understanding of children's development and activities.
- Students conducting child studies will obtain written permission from the parents of the child being studied.
- Any information gained by the students about the children, families or other adults at the Early Years Centre must remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to the children.

.....

## **VISITORS POLICY**

- All visitors will sign in to the Visitors Book located in the Reception Area.
- Entries for purpose of visit, time of arrival and departure will also be recorded
- Visitors to the Nursery Area of the building (beyond the security door) will always be accompanied by the Nursery Manager or Senior Nursery Nurse.

.....

## **VOLUNTEERS WITHIN THE EYC POLICY**

All volunteers will sign in to the Visitors Book located in the Reception Area.

Volunteers are defined as a parent, carer or any other person who has not been subject to the necessary safety checks and obtained police clearance.

In the event of volunteers assisting or sharing their talents within the Early Years Centre they will not be permitted to have unrestricted access to any child and will remain under the constant supervision and direction of the Nursery Manager and staff members. Volunteers will be provided with a copy of the Induction Pack