

roundabout  
NURSERY



1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019

## **Privacy Notice Roundabout Nursery, Plymouth**

Here at Roundabout Nursery we take your privacy seriously and we will only use your personal information (and that of your child/ren) to:

- support your child's teaching and learning
- monitor and report on your child's progress
- provide appropriate pastoral care
- assess how well we are doing
- comply with the law regarding data sharing
- manage your account with regards to invoices and funded provision

The information that we collect, share & hold about you and your child/ren includes;

- Contact Details
- Record of achievements
- Attendance Information
- Personal Characteristics (Such as your ethnic group)
- Any Special Educational Needs Information
- Relevant medical information

Whilst the majority of children's information you provide to us falls under the lawful basis of 'Legal obligation' some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us, or if you have a choice when information is requested from you.

We store your data in the following ways:

- Paper records in a locked cabinet on site
- Saved locally on password protected computers accessed by authorised personnel only
- Learning Book – online Learning Journeys
- Kindsersoft – our database / invoicing software
- Relevant information is held in your child's room

All information is stored with regard to our retention guidelines a copy of which can be found in our Data Protection Policy

We do not share yours, or your children's information with commercial parties, outside of our organisation without your consent. However, we are required to and do routinely share children's information with

- Schools & settings that the children attend after leaving us
- The local authority
- Local social care and safeguarding agencies
- HMRC
- The Department for Education (DfE)

Consent, where required, for information sharing purposes is gathered as part of the induction process to our setting.

From time to time we will need to contact you via phone, email or letter, to provide you with updates, share relevant news and send you your childcare bill. We will obtain your consent for this during the induction process.

### **Requesting access to your personal data and the right to erasure**

Under GDPR, parents and children have the right to request access to the information that we hold about them. To make a request for your personal information, or to be given access to your

child's educational record, please contact Lisa Traynor, nursery administrator on 229563 or [lisa@plymouthchristiancentre.org](mailto:lisa@plymouthchristiancentre.org)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- have inaccurate personal data rectified
- in certain circumstances, have personal information, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

### **Breach Notification**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance, or contact our data controller directly. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact Lisa Traynor

### **Legal basis of data collection, storage and processing**

We collect, store & use your children's information under the following lawful basis:

- 1) *Consent of the individual so that we can keep you informed about news, events and activities*
- 2) *Where storing and processing is necessary for carrying out legal obligations such as safeguarding and financial regulations*
- 3) *Where you have a legitimate interest and expect us to gather, store and process information as part of our service to you. For example information on your child's progress and development.*

**Elim Foursquare Gospel Alliance** (REGISTERED CHARITY 251549 (ENGLAND & WALES) SC037754 (SCOTLAND)) as the registered provider (RP520159) of **Roundabout Nursery** are the data controllers for the purposes of the General Data Protection Regulations (GDPR), which replaces the Data Protection Act 1998. **Roundabout Nursery** act as data processors on behalf of Elim Foursquare Gospel Alliance. EFGA ICO registration number: Z5192422.

## Data Breach Management

### Introduction

Roundabout Nursery holds personal and sensitive data on approximately 130 individuals. As a setting, we take every care to ensure the data we hold is managed securely and make every effort to avoid data breaches. In the unlikely event of a data breach, we will take immediate action to minimise any associated risk. In line with best practice and legislative requirements, we will report significant breaches to the Information Commissioners Office (ICO), Ofsted and/or Plymouth City Council, where appropriate.

### Purpose

This data breach management policy sets out the course of action we will follow in the event of any data breach or near miss.

### Legislation

This policy is written in accordance with the Data Protection Act 2017, incorporating the General Data Protection Regulations (GDPR).

### Personal and sensitive data

We use the definitions of personal and sensitive data as defined in the Data Protection Act 2017:

- personal data means any information relating to a person who can be directly or indirectly identified through the information available. This includes an individual's name, and online identifiers (such as email addresses, IP addresses and cookies).
- sensitive personal data means any information relating to 'special categories' including racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric (computer) data, health data and data concerning a natural<sup>1</sup> person's sex life or sexual orientation. We understand that such data cannot be processed unless specific conditions exist, for example, we have consent; or there is a legitimate interest (where there are genuine reasons for us to hold information which may override the right of the individual e.g. to prevent fraud); or a legal purpose for processing such.

### Breach definition

For the purposes of this policy, we define a data breach as:

- any event where a person gains access to information or data that they are not authorised to access. This includes information in any format (for example, paper or electronic), and breaches where an individual's job role does not permit them to access specific information.
  - any event where information (or access to information) is lost and can no longer be used for its intended purpose. This includes information that has been lost, accidentally deleted (where it cannot be recovered), and information which has become corrupt.
  - any situation where information has been changed by unauthorised people or actions, resulting in the information becoming invalid or not fit for purpose (an integrity breach).
  - any other event which breaches the Data Protection Act 2017. This includes re-identifying people (combining anonymous data with other available data to identify an individual).
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Data protection breaches can be caused by a number of factors including loss or theft of data and/or equipment on which data is stored; unauthorised access to data; equipment failure; human failure; hacking or unforeseen circumstances such as fire or flood.

### **Breach classification**

We classify data breaches as follows:

- sensitive electronic/paper data disclosure
- electronic/paper data disclosure
- data disclosure near miss
- other data disclosure - this includes breaches involving conversations and voicemail
- third party breach
- lost sensitive electronic/paper file
- lost non-sensitive electronic/paper file
- integrity threat (threat to the validity/reliability of data e.g. through human error, bugs, viruses etc).

We also record 'near miss' events, for example, where data is sent to an unauthorised person, but is retrieved before it has been accessed. This enables any lessons learnt to be applied, and reduces the number of actual breaches and the impact of such breaches as a whole for our organisation.

### **Breach management**

We will follow the steps below in the event of a data breach. NB. Some steps may take place alongside or at different stages dependent on the individual breach.

#### Identification:

We will use this policy to ensure all breaches or near misses are identified. Breaches may be identified from staff reporting (including self-reporting); reports from parents and carers; and reports from third parties or through other monitoring procedures.

#### Containment:

We will ensure as a priority that any incident is contained to prevent any further disclosure. This may include taking immediate actions, such as recalling an email or preventing further access to a system. The setting manager, and where appropriate, the registered person will be notified of the breach at the earliest opportunity. (Should the breach relate to the setting manager, the registered person will be notified in the first instance).

The manager/registered person will further assess the situation to determine if additional actions are required to minimise the effect of any breach. This may include alerting other staff, parents or third parties.

Where we believe an illegal activity has occurred, or is likely to occur, the police will be notified. If bank details have been lost/stolen, advice will be sought (directly from banks where necessary) to prevent fraudulent use of such information. Where security passwords or entry codes have been compromised, such details will be changed immediately and relevant agencies and staff informed.

#### Impact analysis

The manager/registered person will analyse the breach to determine what the potential impact will be. This will include the personal impact on any individual where appropriate.

#### Investigation

Once the breach has been contained, the manager/registered person will fully investigate the breach.

The investigation will determine whose data was involved, the potential impact on the data subject and what further steps need to be taken to remedy the situation and prevent recurrence.

Although each investigation may differ dependent on the type of breach involved, the following general points will always be considered:

- the type of data involved
- the sensitivity of data
- what protections are/were in place (for example, encryption)
- what happened to the data
- whether the data could be put to any illegal or inappropriate use
- how many people are affected
- what type of people have been affected (for example, children, practitioners, parents, or suppliers); and whether there are any wider consequences to the breach.

We will keep a clear record of the breach and the actions taken to mitigate it. Any investigation will be completed as a matter of urgency and, wherever possible, within five days of the breach being discovered or reported. We will undertake a further review of the causes of the breach on conclusion of the investigation and will consider actions for future improvements at such time.

Notification

In the first instance, the setting manager will be informed of all breaches. Any significant breaches will be notified to the registered person.

We will notify the subject of the breach as soon as possible as part of the initial containment process. The need for further notifications may be identified through the investigation process.

Escalation

We will risk assess each breach on an individual basis. A decision to escalate the breach will be based on the potential impact of the breach on the individuals concerned and the organisation as a whole. In the case of a significant breach, the ICO will be notified. Other agencies, such as Ofsted and Plymouth City Council, will be notified where appropriate. Our insurance company will also be notified where required.

In the case of a cyber-compromise, the National Cyber Security Centre and the police will be notified.

Remediation and implementation

We will ensure any identified remedies, such as changes to procedures, are implemented in a timely manner to prevent recurrence.

Closure

We will only close an incident once we are satisfied that all appropriate management action has been taken. The incident can only be closed on the authority of the setting manager or registered person.

**Policy review**

This policy may need to be reviewed after a breach or after legislative changes, including new case law or new local or national guidance. As a minimum this policy

This policy was written on: **8<sup>th</sup> May 2018**

It will be reviewed: **December 2019**

Signed.....

## Administering Medicine

**We will only administer prescribed medication from a doctor, dentist, nurse or pharmacist . The only exception to this is when a child is teething when we will administer a natural teething powder and sachets of Calpol.**

In extreme cases when a child's temperature exceeds 39 °C and the parent/carer has been contacted for collection, the Nursery Manager or designated person in charge will obtain verbal consent to administer a dose of Calpol to lower the risk of a Febrile convulsion.

### Emergency Calpol Administration Procedure

If a child has a high temperature that is not going down and after we had endeavoured to cool their temperature by removing clothing layers, giving a cool drink & opening windows as appropriate the child's parents will be informed and asked to collect their child. They will also be asked for verbal permission to administer Calpol (sachet) which the nursery has on site.

A 5ml sachet of Calpol will be administered on the understanding that the parents are on their way to collect their child. When Calpol is administered a Medication Consent form will be completed and signed by the parent when they arrive at the Nursery.

We will make every effort to contact parents/carers before administration – however if a child is at significant risk and they have been with us for at least 4 hours, management may agree administration in exceptional circumstances where parents have given general consent or where a previous Calpol consent form is present. As a general rule this would only happen if a child's temperature exceeded 38 degrees. In the event of significant concern, the nursery would phone for an ambulance.

Where children are known to be susceptible to high temperatures, including at risk of febrile convulsions, we would request that the child has a care plan so this can be managed appropriately at the setting.

The parent/carer of any child requiring prescribed medicine during the time that they attend nursery must sign a medicine form. There are three forms – daily, weekly and monthly. Should medicine be required regularly we will implement a care plan.

The medicine form asks what, when and how the medication must be administered, **all medicines must be clearly labelled and in their original container.** All prescribed medicines should have the pharmacist's details attached to show the dosage needed and the date the prescription was issued. This will be checked along with expiry dates, before staff agree to administer medication.

**Room leaders** and **deputies** are responsible for administering medication. They must check that the correct medication is given to the child and witnessed by another staff member.

The **room leader** or **deputy** must sign the medicine form each time the medicine is administered and have the witness sign the medicine form to acknowledge that procedures were followed correctly. All parents/carers must update the medicine form when they register their child at **the start of a new form – daily, weekly or monthly. Without a signature medication cannot be administered.** When dropping off a child they must write on the form when the previous dose was given. When collecting the child, **parents/carers must sign the medicine** form to acknowledge

the details of the medicine administration. The medicine form is only acceptable for the medicine stated and no other similar types of medication i.e. if the course of antibiotics changes, a new form will need to be completed.

If the child refuses to take the appropriate medication then a note should be made on the form.

The nursery will administer sachets of Calpol for teething for a period of 3 days. After this time medical attention should be sought.

All medicines, unless they are required to stay refrigerated, are kept in a high level cupboard in the downstairs kitchen, this cupboard is clearly labelled. All medicines must be clearly labelled with the child's name.

If the administration of medicine requires technical/medical knowledge then staff will receive training from a qualified health professional for that particular child.

Please note:

- We will **never** administer medication containing ASPIRIN unless it has been prescribed by a doctor.
- If a child has not had a medication before, we ask that the parent's keep's their child at home for the first 24 hours after taking the initial dose to ensure there are no adverse effects and to give the medicine time to take effect.

Signed ..... Date 29th December2018 Review date: December2019



## **Admissions and Transitions Policy**

**Roundabout Nursery is open to all children and their families from the local community and further afield. We ensure that;**

- Our equal opportunities policy is available to staff and parents. Prior to a child's attendance at the nursery the parents or carers must complete and sign a registration form. This provides the nursery with the following vital information:
  - Name, address and date of birth.
  - Starting date and number of sessions required.
  - Name, address and contact numbers for the parents/carers
  - Who has parental responsibility
  - Who lives at the child's home
  - Emergency contact details
  - Any allergies or special dietary requirements.
  - Details of the child's doctor
  - Illness and inoculation details
  - Any previous social care involvement
  - Any other settings attended previously or currently
  - Parental consent for emergency procedures.
  - Parents/carers will also be asked to provide the nursery with any further information which they feel will enable us to take the best care of their children. This could include particular likes and dislikes in food, comfort objects etc.
  - Parents are also required to complete an 'All about me' form which gives us a basic overview of the child's ability and home language.
  
- We accept Early Learning funding for three and four year olds and Me2 funding we work with parents to find the best hours for them working within our availability.
  
- Parents are given plenty of opportunity to visit us prior to registering with us and then time to settle their child before they start.
  
- We operate a waiting list with places allocated on a first come first served basis.

**The number of children that attend our setting is strictly regulated by OFSTED and will not exceed 79 at any one time.**

We try to make settling and transition as smooth and natural as possible by following these guidelines;

### Settling

- Offer two settling sessions before the child starts
- One hour with a parent
- One hour without a parent
- Assigning a key worker and in tinies and toddlers operating a home contact book

### Transition

- Change rooms the month after the child reaches their birthday, or earlier if appropriate
- Transition with peers and key worker

### Leaving to attend school

- Discuss with the children what to expect and feelings
- Liaise with parents and school where possible
- Complete a full transition document
- Prepare the children with stories and play based around going to school.

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## Armed Forces Policy

At Roundabout we understand that Armed Forces Families can need extra support. Primarily in two areas;

1. The frequency of postings and the implications of that;
  - (i) finding new housing, dentists, schools, nurseries etc and
  - (ii) having to make new friends and routines each time they do.
2. When partners are away from home for long periods of time meaning that, usually the mother, is left to care for the children 24 hours a day, 7 days a week. This can be both emotionally draining and physically exhausting.

We would like to support service families with this through;

1. Providing clear routines and a strong Key Person system allowing parents and children to settle as quickly as possible.
2. Doing additional crafts / cards / letters with the child for them to send to their absent parent – alleviating some of the pressure from the parent at home.
3. Allowing children who have a parent out on deployment half price places when booking additional one-off sessions on top of your normal contracted sessions. This discount applies only whilst the **parent is on duty** and is for **additional sessions only**. (This is subject to a minimum 15 hour contract being in place. If a parent doesn't have a 15 hour contract and wishes to book additional sessions at the half price rate, they must pay the first 15 hours at the full rate.)
4. Allowing staff who have a partner away on duty to put their child in free of charge, at the manager's discretion, whenever we have space available **and** there are no additional staffing cost implications. Where additional staff are required then the place will be half price as per the parent's policy.

The management reserve the right to change or cancel this policy at any time.

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## Arrivals and Departures Policy

All children, parents and carers will be given a warm welcome on their arrival.

The staff will encourage parents/carers to sign their child in on the attendance record and the staff member will record the child's attendance on the fire register. Any messages passed on by the parents are to be recorded and shared with the staff in the child's room.

If the parent/carer requests the child to be given medicine during the nursery session, the nursery staff must ensure that a medicine form has been completed.

If the child is not to be collected by the parent/carer at the end of the session, the parent must give the staff a description of the nominated adult along with a password.

No child should be handed over to anyone rather than the known parent/carer unless an agreement has been made at the time of arrival. On departure, the staff will encourage the parent/carer or nominated adult to sign the child out on the attendance record to show that the child has left the building.

### Adults arriving under the influence of alcohol and drugs.

If an adult arrives to collect a child and they are deemed to be under the influence of alcohol or drugs the **senior member of staff** on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social worker (through advice and assessment) if this is not possible.

### Late Collection

The nursery closes at 6pm and no exceptions or special collection arrangements can be made past this time.

If a parent/carer is going to be late collecting their child, they must:

- Call the nursery as soon as possible to inform them of their situation.
- Confirm with the nursery that another authorised adult will be collecting the child. If the adult is not known to the nursery staff, the parent must give a detailed description of the authorised adult and the child's password, in order for the nursery to allow the child leave with the authorised adult.

Parents/carers of late children will incur a fee of £50.00 for the first 15 minutes and an additional charge of £5.00 added to the fee for every 5 minutes after 6.15pm.

Staff will try all of the child's contact numbers. Two staff members will remain on site until suitable arrangements have been made for the collection of the child.

If, after attempting to reach all contacts on the child's file for 45 minutes they fail to contact anyone, social services/Ofsted/police will be informed and it will become a child protection issue.

We will contact:

**OFSTED** (Early Years Dept.)  
Tel: 0300 123 1231

**The Multi – Agency Hub/ Out of Hours Service:** 01752 668000/ 01752 346984

**Devon and Cornwall police:** 08452 777444

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## Behaviour Policy

At Roundabout Nursery we believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them. Children have the right to develop their play and learning without fear of being hurt or hindered by anyone else.

The room leaders and manager are responsible for behaviour management issues.

Through our friendliness, care, courtesy and respect, we provide a positive model for the children. Great care is taken to praise desirable behaviour such as kindness and a willingness to share. We aim to provide an environment in which the children can develop self-discipline and self-esteem in an atmosphere of mutual respect.

If a child does behave in an unacceptable way, physical punishment is never used, nor is it ever threatened. Adults will not shout. Children are never isolated, but given one-to-one adult support in trying to understand what was wrong, and in working towards a better pattern of behaviour. In any case of misbehaviour, it is made clear to the child that it is the behaviour and not the child that is unwelcome.

If we feel, as a staff, that the child is exhibiting repeated patterns of poor behaviour, the **room leader or manager** will request a brief meeting with the child's parent or carer to voice our initial concerns. This, on most occasions, will lead to an agreed plan of action. If the unwanted behaviour continues, then our SEN policies and provision will be followed.

Bullying is not acceptable in any circumstance and will not be tolerated. Parents/carers of a child who has taken part in an act of bullying, and those of the victim, will be informed on the day, and the incident will be recorded on an incident form.

If physical intervention is deemed appropriate, for example to prevent injury or damage to persons or property, minimum force will be used for the least possible amount of time. All incidents will be recorded on an incident form, and parents/carers will be informed on the day.

### THE 1, 2, 3 BEHAVIOUR PLAN.

1. Calmly remind the child what the positive behaviour is and explain that what they did was not acceptable. Ask the child to verbally repeat the positive behaviour to you (only if age appropriate).
2. If the child repeats the behaviour remind the child that what they have done is not acceptable and the positive behaviour expected. Inform the child that if it happens again then they will have time away.
3. Time away (1 minute for every year of the child's life):
  - Sit the child somewhere where quiet and away from the situation (always use the same place).
  - State why you have placed the child in time away.
  - Set the sand timer in a place that is clearly visible to the child

- Once the time is up explain to the child what the positive behaviour is again.
- The child should be encouraged to say sorry.

This plan will be adapted to meet the individual needs of the child and their level of understanding.

### Positive handling policy and procedures

We believe that children flourish and learn in an environment where they are expected to behave well. All children should have the opportunity to learn and develop without fear of being hurt or unfairly restricted by anyone else.

All staff recognise that very young children need guidance from adults and will make mistakes which may involve hurting others/damaging property. We aim to manage such incidents through our behaviour policy and to reserve physical intervention for only the most extreme cases where we need to protect children from harm.

We believe that a strong partnership between parents and nursery staff is essential if we are to help children learn to develop good personal and social skills. This policy is supported by strong links with parents that enable us to quickly address any issues concerning a child's negative behaviour.

Physical intervention can only be used:

1. to prevent personal injury to the child, other children or an adult,
2. to prevent serious damage to property,
3. in what would reasonably be regarded as exceptional circumstances.

### Aim of the policy & procedure

- To ensure that all children at Roundabout Nursery are cared for in a safe and caring environment.
- To ensure that the behaviour of children is managed effectively in a manner appropriate for their stage of development/individual needs without inappropriate physical intervention.
- To ensure that children are protected and aided in a situation where they may harm other children or adults, or seriously damage property.
- To provide clear guidance for members of staff regarding physical intervention as a means of managing behaviour.
- To ensure that no member of staff or volunteer uses any form of punishment as a means of managing behaviour.

### What is physical restraint?

Restraint occurs whenever a member of staff uses intentional force to restrict a child's movements against his/her will. This may involve moving the child by physical means.

Partial restraint (restricting and preventing particular movements) may involve:

Physically moving a child where there is a risk of a violent incident or accident and where the child has not responded to a reasonable verbal request. (Leading by the hand, ushering by placing a hand on the child's back to guide them.)

Passive physical contact resulting from standing between children or blocking a child's path.  
Holding children to restrict their movements.

**Total restraint** is where children are held in such a way which prevents them from moving. This is an extreme form of restraint and would be used only when an action was thought to be a serious risk to the child or to the other children.

#### Avoiding the need for physical intervention

Physical intervention must only be used when every other approach has been tried. Staff must not overreact to situations.

At Roundabout Nursery we try to avoid the need for physical intervention by:

- Creating a calm caring environment where children can feel safe and not threatened.
- By developing strong staff/child relationships so that adults know children well and will recognise and diffuse problem situations before they escalate.
- By helping children who have temporarily lost their self-control to resume nursery activities as quickly and as positively as possible.

#### How is the physical restraint policy put into practice?

How the policy is put into practice depends on the individual child and the circumstances. In the event of a child displaying negative/unacceptable behaviour then, depending on the age/understanding of the child the behaviour may be discussed and an alternative solution suggested for next time (e.g. seek adult help if someone upsets you) the member of staff will find a positive way for the child to return back to nursery activities. Where appropriate, children will be encouraged to rebuild relationships with other children.

#### Recording the incident

Staff should report any incident to the Room Leader/Manager. Details of the incident will be recorded if:

- The incident caused injury of distress to any child or member of staff.
- The incident is serious or involves the use of a restrictive hold (even though there may be no apparent injury/distress).
- If a written record is necessary to justify the physical intervention – if the judgement is finely balanced.
- If a record is needed to help analyse patterns of behaviour or staff training needs.
- A parent will be informed of the incident on the same day.

The record of the incident will include:



- How the incident began and progressed, including a description of the child's behaviour and what was said.
- The steps taken to calm the situation.
- The type of restraint used and for how long.
- The child's response and outcome of the incident.
- Injuries sustained by the child, another child, member of staff and any damage to property.

### **Reporting to Parents/Carers**

We ask parents/Carers to sign the incident form to indicate that they have been informed. We would also discuss the incident verbally with parents, to give them an opportunity to ask questions, and to discuss the best way for nursery/home to avoid further incidents. Details of other children involved (names etc) are not discussed with parents. The copies are kept in the incident file located in the office.

### **Complaints**

In the event of a complaint arising out of an incident requiring physical interventions, the complaint would be managed using our Complaints Policy/Procedures and, if necessary, our Procedures for dealing with allegations against a member of staff.

### **Support from outside agencies**

In some cases, help from outside services may be sought if there is a concern that a child's behaviour may be a significant problem. The staff member responsible for behaviour management, Rebecca Reckless and Senco, Maria Costello.

### **Special Educational Needs**

Some children may have SEN and/or a disability that is associated with extreme behaviour. These children may be at a greater risk of needing physical intervention, and a 'positive handling plan' should be discussed and agreed with parents on admission to the nursery. This will set out techniques that should and shouldn't be used. Adequate training from health professionals should be given to staff where necessary.

### **Fragile Children**

Children may have conditions which make them 'fragile' and they should not be restrained e.g. haemophilia, brittle bone syndrome or epilepsy, or if they have a dependence on equipment such as wheel chairs, breathing/feeding tubes.

### **Incident review**

The Manager, SENCO and behaviour officer will review any incidents. Any need for physical intervention is investigated and way to avoid further incidents considered. Training needs for staff are considered in this review

Signed ..... Date 29th December2018 Review date: December2019

## Biting policy

Biting is a common behaviour that some young children go through. This is part of some children's development and can be triggered when they do not yet have the words to communicate their anger, frustration or need. At Roundabout we follow our positive behaviour policy to promote positive behaviour at all times.

### **Why do some children bite?**

- Teething – swelling gums can be painful and cause discomfort; this can be relieved by biting or chewing on something
- Exploration – babies and young children explore the world around them using their senses, young children do not always know the difference between gnawing on a toy and biting someone
- Attention – when children are in situations where they feel they are not receiving enough attention biting is a quick way of becoming the centre of attention
- Frustration – children can be frustrated by a number of things, such as; wanting to be independent and do things for themselves and not having the vocabulary to express themselves clearly. This can lead to biting as a way of dealing with this frustration

Strategies to prevent biting include; sensory activities, biting rings, adequate resources and a stimulating exciting environment. We may increase the supervision of a child that is biting so that we can support them to find different ways to express themselves. We may encourage the child to take part in activities which help release frustration such as play dough or other physical activities.

### **In the event of a child being bitten the following procedure will be followed:**

- The child will be comforted and reassured
- The bite wound will then be washed with warm soapy water and cleaned with an antiseptic wipe
- If the wound is bleeding, it will be allowed bleed and not covered to reduce the risk of further infection
- If the bite has broken or bruised the skin, the parents/carers will then be contacted by telephone so they are aware that their child has been bitten
- In the event of a bite breaking the skin and to reduce the risk of infection from bacteria, prompt treatment may be needed for both the **'biter' and the 'bitten'**. Under the Health Protection Agency guidelines Parents/carers & Practitioners will need to seek **medical attention**. This could be through the Childs GP or an Accident and Emergency department
- When the child is collected there will be an incident form completed with all the information about the biting and any treatment given

For confidentiality purposes and possible conflict the name of the child who has bitten **will not** be disclosed to the parents.

The child who has caused the bite will be told in terms that they understand that biting (the behaviour and not the child) is unkind, and be shown that it makes staff and the child who has been bitten sad. The child will be asked to say sorry if developmentally appropriate or show they are sorry, e.g. through hugging. An incident form will be completed and shared with the parents

at the end of the child's session. We may increase the supervision of a child that is biting so that we can support them to find different ways to express themselves. We may encourage your child to take part in activities which help release frustration such as play dough or other physical activities

If a child continues to bite, observations will be carried out to try to distinguish a cause, e.g. tiredness or frustration. Meetings will be held with the child's parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault.

Where a child may repeatedly bite and/or if they have a particular special educational need or disability that lends itself to increased biting the setting will carry out a risk assessment.

We appreciate that if a child has been bitten or has bitten someone, this can be distressing. We ask that parents/carers speak to staff about any concerns they may have in a calm manner. Please remember that staff cannot give information about any other children in the nursery, and will not disclose who has bitten a child or who a child has bitten.

The key to putting a stop to any challenging behaviour is a partnership approach. We ask that parents/Carers work with the nursery team and support any behaviour management techniques and use them at home as well as at nursery.

If a child's reoccurring behaviour is having a negative impact on a child/ren's experience at nursery, we will work closely with all involved to reduce and eliminate these issues.

Signed ..... Date 29th December2018 Review date: December2019

# Break time policy

**Government regulation** states that all employees are entitled to 20 minutes in total when they work **more than 6 hours**. It also says that they are not entitled to be paid for it.

It also states that employers can tell employees when they take their unpaid breaks.

**Roundabout Policy** is this:

Working these hours or more:	Tea Break (paid)		Lunch Break (unpaid)
4 Hours	10 minutes		None
6 Hours	10 minutes	And	30 minutes
8 Hours	10 minutes	And	45 minutes

**This will be the norm.** On occasion you may request a longer break (if you have an appointment or something to do for example). You must take this request to your room leader at the beginning of your shift. There is no guarantee that it will be granted.

## **British Values at Roundabout Nursery**

Through promoting British Values at Roundabout , we are an inclusive setting and our ethos and curriculum enables children to be independent learners, to make choices and to build strong relationships with their peers and all adults. Our setting believes that children flourish best when their personal, social and emotional needs are met, and where there are clear and developmentally appropriate expectations for their behaviour. We would challenge children, staff or parents who expressed opinions contrary to fundamental British values.

Through the following four areas, British values are underpinned through the Early Years Foundation Stage:

**Democracy:** We respect, listen to and act on children's and parent's voices. Children are involved in making class rules and they are expected to contribute and cooperate with them, taking into account the views of others.

**The Rule of Law:** We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken. Our 'Behaviour Management Policy' aims to teach children to behave in socially acceptable ways and to understand the rights and needs of others. We use positive strategies to handle any conflict and praise and acknowledge desirable behaviours.

**Individual Liberty:** At Roundabout, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a setting we educate and provide boundaries for young children to make choices, to manage risks, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms and are given opportunities to resolve conflicts effectively.

**Mutual Respect and Tolerance:** We value all of our children and families. We celebrate our rich cultural and religious diversity and promote mutual respect. Children are modelled respect through caring, sharing and listening to others. Adults help children to understand how actions and words affect others. All children, including those with special educational needs and disabilities are valued for their individuality and supported to achieve their best. Children are taught that life is not the same for everyone and we support charities such as 'Red Nose Day', 'Children in Need', and sponsor two children from Uganda through the compassion project.

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.

We ensure that, messages of welcome reflect the wide range of languages and cultures that we are fortunate to have in our settings family. We actively promote courtesy and good manners towards all, this ethos embedded in everything we do; it is our determination to develop skills of empathy and tolerance to make everyone at our setting feel valued and respected.

Signed ..... Date 29th December2018 Review date: December2019

## Child Protection Policy

The purpose of Roundabout Nursery's Child Protection Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children who attend our setting. The policy aims to ensure that:

All our children are safe and protected from harm.

***Safeguarding at Roundabout Nursery is considered everyone's responsibility we provide a caring supportive & safe environment where each child is valued and can learn & develop to their full potential. All staff students and Volunteers should be alert to the signs of possible abuse and know the procedures to be followed.***

All members of staff have a duty to safeguard children and must therefore familiarise themselves and comply at all times with this policy.

This Policy should be referred to

by all staff & volunteers in raising their awareness of and helping them to identify the signs of child abuse.

### **Legislative Background**

This policy is based on "Working Together to Safeguard Children and young people 2018 the Early Help Assessment Tool (EHAT) & Inspecting Safeguarding in early years, education and skills settings (revised version August 2016) What to do if you are worried a child is being abused- Advice for practitioners.

### **Working Together to Safeguard Children and young people 2018**

This sets out how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with the Children's Act 1989 and the Children Act 2004.

### **Early Help Assessment Tool (EHAT)**

This is a generic assessment for children with additional needs, which is used by practitioners across all children's services in most local areas in England. It aims to help early identification of need, promote coordinated service provision and reduce the number of assessments that some children and young people go through.

Roundabout is also part of a project called **Child at Risk Alert (CARA)**, which is run between all Plymouth schools, Early Years Settings, and the Devon and Cornwall Police. The project has been designed to provide early reporting of any domestic violence incidents that occur outside of nursery, which might have an impact on a child in the setting. This is done through a phone call to us following an incident. The project ensures that at least one member of the nursery staff, known as the Key Adult is trained to liaise with the police and to use the information that has been shared in confidence. The named Key Adult at Roundabout Nursery is **Amy Relf**.

There are two senior **designated Child Protection Officers (Amy Relf and Maria Costello) and one deputy Jacy Calvert** one of the above-named officers will be available at all times that the setting

is open to discuss concerns. If Amy, Maria or Jacy are not on the premises, then Amy will ensure there is an appointed Child protection lead available. Amy and Maria have undertaken many relevant courses and continue to further their CPD in this area. Amy & Maria use their training to cascade new information to staff and to advise and guide staff who may have concerns about a child or children. The **named member of the Nursery Committee for Child protection** is **Liz Crudgington (Nursery Director)**

At specific staff meetings all staff are made aware of the signs and symptoms of different types of abuse and neglect. All staff undertake Child Protection training and update training at least every three years.

Child Protection Officers regularly liaise with relevant agencies such as Health Visitors, Family Support Workers, Social care, the EHAT coordinator, and anyone who may be involved with the wellbeing of a child (and/or their family).

Within each area of the nurseries (Tiny tots, Toddlers & Preschool) there is a 'Child Protection Diary' in which staff note anything about the child which they feel is significant. There are various types of abuse, and many ways in which abuse can occur. The following list is not exhaustive and signs and symptoms of one type of abuse may also be found in the other types of abuse.

Significant changes in a child's behaviour

Cuts and bruises (explained and unexplained)

Comments made by the child

Deterioration in child's wellbeing (i.e. when a child who previously has mastered the toilet starts to soil themselves)

Inappropriate behaviour or language

Unusual eating patterns (i.e. continually hungry)

Change in appearance

Signs of extreme tiredness

Unusual or extreme emotional reactions

Signs of negative attachment

The main forms and some of the possible indicators of abuse are as follows:

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may be caused when a parent/carer feigns the symptoms of or deliberately causes ill health to a child they are looking after.

Most injuries occur accidentally and can be simply explained, but injuries that are not explained adequately by the child or carers may indicate abuse. In young children especially babies, internal injuries causing crying may be mistaken for other signs of distress especially when there are no external signs.

Signs which may suggest physical abuse include:

- Any bruising to a baby – pre-walking stage
- Multiple bruising to different parts of the body
- Bruising of different colours indicating repeated injuries
- Bruises in 'difficult to explain' or unexpected places
- Fingertip marks or bite marks
- Burns of any shape or size
- An injury for which there is no adequate explanation

- Any injuries appearing regularly after absence (eg weekends)
- Flinching when approached/touched
- wariness when children cry
- regressive behaviour

### **Sexual Abuse**

Sexual Abuse involves forcing or enticing a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. It may include non-contact activities such as involving children looking at or participating in the production of pornographic material or watching sexual activity, or encouraging children to behave in sexually inappropriate ways.

Signs which may suggest sexual abuse include:

- Something a child has told you or someone else
- A child who shows worrying sexualised behaviour in their play with other children
- A child who seems to have inappropriate sexual knowledge for their age
- Physical pain/discomfort/irritation in genital area

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent/carer failing to provide adequate food, shelter, clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may include neglect of a child's basic emotional needs.

Signs which may suggest neglect include:

- Children who appear persistently undersized or underweight
- Children who continually appear tired or lacking in energy
- Children who suffer frequent injuries due to lack of supervision
- Children who appear dirty or unkempt
- Language delay

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person.

Signs which may suggest emotional abuse include:

- Children who display behaviours such as sucking, biting, rocking
- Children who show high levels of anxiety, unhappiness, or withdrawal, inability to play
- Indiscriminate affection
- Children who display aggressive behaviour
- Language delay



## **Female Genital Mutilation**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

All professionals are made aware of the possibility of a girl being at risk of FGM as a result of religious beliefs, nationality and other unusual events that could lead to FGM e.g. a child being taken out of the setting for a six weeks or more by parents or relatives.

If a member of staff had concerns over a child, they would report it to the safeguarding officer in the setting who would then decide whether a referral was needed to the **hub**

FGM is associated with cultural ideals of femininity and modesty, which include the notion that girls are clean and beautiful after removal of body parts that are considered unclean or unfeminine or male.

Though no religious scripts prescribe the practice, practitioners often believe the practice has religious support.

Religious leaders take varying positions with regard to FGM: some promote it, some consider it irrelevant to religion, and others contribute to its elimination.

Local structures of power and authority, such as community leaders, religious leaders, circumcisers, and even some medical personnel can contribute to upholding the practice.

- In most societies, where FGM is practised it is considered a cultural tradition, which is often used as an argument for its continuation.

- In some societies, recent adoption of the practice is linked to copying the traditions of neighbouring groups. Sometimes it has started as part of a wider religious or traditional revival movement.

Any incidents will be treated in the strictest confidence. Safeguarding the children in our care is a priority at all times and we will not tolerate any form of child abuse.

### **Disclosure**

Disclosure occurs when a child tells you or lets you know in some other way that she or he has been or is being abused. Disclosure can be direct, indirect or a third party disclosure. When young children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour or play.

#### **Do**

Stay calm

Go slowly

Reassure – they are safe with you and not in trouble

Be supportive – you are glad they have told you

Gather facts

Make notes, use actual words used

Save all drawings/artwork and the original information you note down

Report immediately to the Safeguarding Officer or Manager

#### **Do Not**

Ask leading questions

Make assumptions

Ask a child 'why?'

Make promises

Show concern or fear

Make value judgements

When a concern is raised, staff bring it to the attention of the Child Protection Officer and Nursery Manager who will then decide on a course of action., following the guidelines "What To Do If You're Worried A Child Is Being Abused." (Department of Health). They may decide to:

Contact the Multi – Agency Hub on **01752 668000** to make a referral or contact the Gateway on 01752 668000 to ask for further advice. Other action that may be considered would be to make a referral to the police, call an Early Help Assessment Tool (EHAT) meeting, speak to the parents/carers, Health Visitor, or other relevant agencies, Monitor the situation.

What action the Nursery Manager and Child Protection Officer decide to take depends on the nature and severity of the concern.

If staff decide to monitor a situation they will observe the child and record any further incidents of concern, factually and with dates, times and signatures. If it becomes apparent that a child is vulnerable (vulnerable meaning that there is a known lack of nutrition, shelter, love, warmth or education) and that the situation may become a child protection issue at a later date, an EHAT meeting may be called to prevent this from occurring.

In the case of an EHAT meeting being necessary, the initial paperwork will be filled out by **Amy Relf** or **Maria Costello** the parent/s/carers and a member of staff with whom parent/s/carers are most comfortable. **Amy Relf** will do her utmost to ensure that any relevant agency is invited to the EHAT and also understands that the EHAT may later be led by a more relevant agency if necessary.

### **Who to call if you have concerns about a child and how to make a referral**

If the Nursery Manager and Safeguarding Officer believe a child/ren is at significant risk of risk of, or is, being hurt, abused or suffering neglect contact the Multi-Agency Hub on 01752 668000 out of hours 01752 346984 and police if necessary. The Multi-Agency Hub will make decisions based on effective information sharing to determine whether or not a referral should be taken to carry out a child in need assessment or child protection enquiry. The Multi-Agency Hub is staffed by social workers alongside colleagues from health, education and the police.

The Hub and Children's Gateway is a service made up of multi-agency professionals who offer early help advice and support, and information about services available. They are able to discuss concerns with practitioners to help plan next steps.

The service aims to assist practitioners to deliver the right help to the right children and young people at the right time and support practitioners to work in an integrated way with children, young people and their families.

01752 668000

gateway@plymouth.gov.uk

Making a referral to the HUB

Following a telephone call made to the Plymouth Multiagency HUB & in line with the requirements of Working Together to Safeguard Children 2018 and local procedures for sharing information when you have concerns about the welfare or development of a child professionals should complete a referral form. This form is located in the front of the safeguarding file in the office alternatively you can find it on the Plymouth.gov.uk keeping children safe, this form should be sent as soon as possible but no later than within 48 hours to gateway@plymouth.gov.uk

If you are not sure about what action to take or have any difficulties or queries, please do not hesitate to contact Maria Hollett Early Years Safeguarding & Welfare Officer on 01752 398037 or the Hub 01752 668000

### **Peer on Peer Abuse**

At Roundabout we continue to ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the young person, with full consideration to impact on that individual child's emotional and mental health and well-being.

Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse.

### **Framework and Legislation**

This policy is supported by the key principles of the Children's Act, 1989/2004 that the child's welfare is paramount. Another key document that focuses adult thinking towards the views of the child is Working Together, 2018, highlighting that every assessment of a child, '*must be informed by the views of the child*'. (Working Together, 2018:23) This is clearly echoed by Keeping Children Safe in Education, 2016 through ensuring procedures are in place in schools and settings to hear the voice of the child. Plymouth Assessment Framework is another useful tool that is used and has been produced following a series of workshops with staff to develop a manual that is succinct and relevant for managers and practitioners in their day to day work.

### **Introduction to abuse and harmful behaviour**

Abusive behaviour can happen to children in settings and it is necessary to consider what abuse is and looks like, how it can be managed and what appropriate support and intervention can be put in place to meet the needs of the individual and what preventative strategies may be put in place to reduce further risk of harm.

### **Types of abuse**

There are many forms of abuse that may occur between peers and this list is not exhaustive. Each form of abuse or prejudiced behaviour is described in detail followed by advice and support on actions to be taken.

#### **Physical abuse e.g. (biting, hitting, kicking, hair pulling etc.)**

Physical abuse may include, hitting, kicking, nipping, shaking, biting, hair pulling, or otherwise causing physical harm to another person. There may be many reasons why a child harms another and it is important to understand why a young person has engaged in such behaviour, including accidentally.

**Sexually harmful behaviour/sexual abuse e.g. (inappropriate sexual language, touching, sexual assault etc.)**

Sexually harmful behaviour from young people is not always contrived or with the intent to harm others. There may be many reasons why a young person engages in sexually harmful behaviour and it may be just as distressing to the young person who instigates it as well as the young person it is intended towards. Sexually harmful behaviour may range from inappropriate sexual language, inappropriate role play, to sexually touching another.

**Bullying (physical, name calling, homophobic etc.)**

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both young people who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behaviour must be aggressive and include:

- An Imbalance of Power: Young people who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviours happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally or for a particular reason e.g. size, hair colour, gender, sexual orientation, and excluding someone from a group on purpose.

**Prejudiced Behaviour**

The term prejudice-related bullying refers to a range of hurtful behaviour, physical or emotional or both, which causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society – in particular, prejudices to do with disabilities and special educational needs, ethnic, cultural and religious backgrounds, gender, home life.

**Expected action taken from all staff**

Although the type of abuse may have a varying effect on the victim and initiator of the harm, these simple steps can help clarify the situation and establish the facts before deciding the consequences for those involved in perpetrating harm.

It is important to deal with a situation of peer abuse immediately and sensitively. It is necessary to gather the information as soon as possible to get the true facts around what has occurred as soon after the child(ren) may have forgotten. It is equally important to deal with it sensitively and think about the language used and the impact of that language on both the children and the parents when they become involved.

In all cases of peer on peer abuse it is necessary that all staff are trained in dealing with such incidents in a calm and consistent manner. Staff should not be prejudiced, judgemental, dismissive or irresponsible in dealing with such sensitive matters.

## Modern Slavery and Human trafficking

The Modern Slavery Act, received Royal Assent on 26 March 2015. The act consolidates slavery and trafficking offenses and introduces tougher penalties and sentencing rules.

Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or are sold on.

Modern slavery is a term that covers:

- Slavery
- Servitude and forced or compulsory labour
- Human trafficking.

Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional. This policy should be used alongside the following policies to ensure all children, staff, parents and visitors are fully safeguarded:

- Safeguarding and child protection
- Whistleblowing
- Equality and inclusion

For an adult or child to have been a victim of human trafficking there must have been:

- *Action* (e.g. recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation)
- *Means* (threat or use of force, coercion, abduction, abuse of power or vulnerability) There does not need to be "means" for children as they are not able to give informed consent
- *Purpose* (e.g. sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs).

## **Staff caring for children:**

### **Induction and training**

All employees including part timers & temporary staff will undertake approved and certificated Safeguarding training, though, the Plymouth Safeguarding Children Board, as appropriate. All staff will be required to attend an annual in-house Child protection workshop run by the DSL & Deputy lead. The setting also has access to online e- training that staff will be asked to complete.

During staff induction a mentor will brief new staff on their responsibilities in being alert to the signs of abuse, or children at risk of radicalisation and on the procedures for recording and referring any concerns to the DSL Amy Relf or Deputy Lead or Maria Costello:

All staff attend regular refresher training in line with advice from the Plymouth Safeguarding Children board (PSCB) with the designated persons will receiving training every two years and knowledge & skills being refreshed annually during safeguarding and welfare sessions. Training in child protection is an important part of the induction process. Training includes a review of the nursery's child protection policy including the staff code of conduct policy/behavior policy, the nursery's whistleblowing policy, awareness training to equip staff to identify children at risk of being drawn into terrorism. Staff are made aware of the signs, symptoms and indicators of such practices and are required to take action without delay if such a practice is suspected.

All new staff must read and sign to confirm that they have read and understood the nursery policies.

### **Staff Obligations**

All staff are required to notify the Manager/Committee immediately if they are any reasons why they should not be working with children

Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirm.

All staff hold a relevant DBS check to ensure they are suitable to work with children and young people unsupervised, before they start working at Roundabout Nursery. Staff work to specific

ratios and these ratios are organised to ensure there are always at least two members of staff present with the children.

There is a requirement that all Roundabout Nursery Employees / volunteers complete an **annual self-declaration** relating to criminal convictions incurred since their previous DBS check/annual self-declaration. It is important that all staff are aware that we reserve the right to undertake a DBS check at any stage, for example if we had concerns about the individual. All new staff that are employed from 2016 are asked to sign up to the DBS update service.

### **Students/Volunteers**

We ensure that students/Volunteers on a placement have been DBS/referenced checked and have been given a copy of the nursery's safeguarding policy. All students on a placement are never left unsupervised with the children at any time. A letter from the school, college or university is required from the tutor before work experience commences.

See also 'Student Policy'.

### **Looked After Child**

Roundabout Nursery are committed to providing quality provision based on equality of opportunity for all children and their families. Staff are also committed to provide the best support to enable 'looked after children' reach their full potential.

The legal framework for this policy is underpinned by or supported through:

- Childcare Act 2006
- Children Act (1989)
- Adoption & Children Act (2002)
- Children & Young Person Act (2002) Children & Families Act (2014)

Definition of Looked After Children (LAC)

The term 'looked after children' is defined in law under the Children Act 1989. A child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the local authority. Looked after children often fall into four groups:

- Children who are accommodated under voluntary agreement with their parents
- Children who are the subject of a care order or interim care order
- Children who are the subject of emergency orders for their protection
- Children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement.

We recognise that children who have been or are a looked after child may have experienced traumatic experiences throughout some or all of their childhood. This has an impact on the wellbeing of the child which in turns affects the learning and development. Not all children are taken into care due to abuse, however the separation from their families and home causes disruption in their emotional well-being.

We place an emphasis to promote children's well-being, confidence, to be resilient, listened to, to enhance the ability for children to be strong through staff empathy and understanding. All children learn and develop at an individual pace and staff will ensure that they are supporting and facilitating learning at the correct level for individual children.

#### Principles:

- We prioritise the well-being of the children to enable them to feel safe and secure to aid individual learning and develop across the curriculum.
- We encourage inclusive practice across the setting to ensure we are meeting the individual needs of the child taking into account the challenges that may be presented due to previous experiences.
- We aim to provide continuity and stability for children through the allocation of the key person.
- We listen to children and support them to have a voice.

**The Designated team for looked after children is:** Amy Relf – Deputy Manager and Maria Costello

Each child is allocated a key person. The key person will support the child initially to aid their transition and settling in and to build up a professional relationship with the child, carers and any other professionals that are involved in the care of the child. The key person will work alongside the Amy Relf & Maria Costello and liaise with the carer and external agencies such as the social worker or local authority.

The key person will undertake observations of the child as normal taking into account the individual needs of the child and their interests, this is shared on a regular basis with carers and other professionals.

If the child has an EHAT (Early Help Assessment Tool) in place or is subject to a Child in Need or Child Protection plan we will contribute as necessary and attend core meetings, strategy meetings and case conferences.

Where necessary a Personal Education Plan (PEP) or a Personal Care Plan (PCP) will be put into place, including:

- The child's individual needs and interests and how these will be supported
- The emotional needs of the child and how they can be supported
- Any significant behaviour displayed by the child
- Child's sense of self – culture, language etc. and how this can be supported
- Child's ability to communicate, socialise and contact they have had with other children

We will also consider:

- Recording and sharing of information with carers, local authority and other professionals
- What contact does the child have with their birth parents – any supervised contact, when, were, time period
- Who may collect the child from nursery – are there any court orders that need to be taken into account etc.
- What written report is required – case conferences, core group meeting and or strategy meeting
- If the longer term plan is for the child to return to their birth parents, the birth parents should be included in the planning for the child – advice should be gained from the local authority (social worker) and should be in agreement with them.

Transitions from Roundabout nursery to other settings/Schools will be handled sensitively and the relevant paperwork will be passed on to ensure correct information is shared confidentially.

#### **Transfer of child protection records**

When a child leaves an early years setting (either to move to another setting or to school) a copy of their child protection file should be transferred to the new establishment as soon as possible.



The child protection file should be transferred separately to the child's main file and/or transfer document. The main file or transfer document should include a discreet symbol to identify that separate child protection records exist (for example, a small red dot inside the back cover). Consent is not required for sharing child protection information.

Where child protection and safeguarding concerns are current (i.e. there are on-going concerns) or open to Children, Young People and Families (Children's Social Care) information should ideally be shared within five working days and the allocated social worker informed of any move (where applicable). Details of the allocated social worker (where applicable) should be shared with the new establishment.

Child protection records, such as minutes of Child Protection Conferences and Reviews can also be shared. Such records will usually include a statement regarding disclosure and the need to seek authorisation from the Independent Chair before reports are shared. This authorisation is not required where reports are shared between establishments responsible for educating the same child (i.e. between settings or settings and schools).

In all cases, the receiving establishment must be made aware of any current child protection concerns prior to transfer and before the child starts. Initial contact should be made in person or by phone. Where cases are current and/or complex, a meeting may be preferable. This should be arranged between the designated persons (for safeguarding /child protection) of the originating and receiving establishments. It may also be appropriate to include the child's key worker or teacher in these meetings.

Records should subsequently be shared within five working days. Documents should ideally be delivered by hand and marked 'confidential – for the attention of the addressee only'. Where this is not possible, documents should be sent recorded delivery and a receipt obtained. If documents are to be sent electronically, they must be password protected and sent by secure email only.

If a case/concern is historic, professional judgement should be used as to whether information is shared or not, in line with data protection guidelines and child protection procedures, on a case by case basis. A chronology should be shared as a minimum in most cases, unless initial concerns were unsubstantiated and there have been no subsequent issues. The receiving establishment should be invited to request further information if needed at a later stage. The decision to share or not share and the reason for such should be recorded.

The responsibility for transfer of child protection records is always that of the originating establishment. Where the receiving establishment is not known, the Early Years Safeguarding and Welfare Officer should be contacted in the first instance in order to try and establish where the child has gone to allow for sharing of child protection information. If a child, subject to child protection leaves, the allocated social worker must also be informed. If a new / receiving setting has concerns that a child has been subject to previous child protection / safeguarding concerns and information has not been made available, the Early Years Safeguarding and Welfare Officer can be asked to undertake a background check (on any child protection records held by Children, Young People and Families) and/or to identify the previous setting where applicable. This information will be shared on a need to know basis.

Original copies of all child protection records should be retained for a minimum of 25 years and held securely. Records should be securely disposed of after this time and a record of disposal kept. Paper records should be shredded, and electronic records securely deleted.

**(Information in this section written by Maria Hollett – Early Years Safeguarding & Welfare Officer 2015)**

## **Parents/Carers:**

We share our child protection procedures with parents and carers. Parents and carers are welcome to share their concerns about these procedures with the Child Protection officer or Senior Nursery Staff as we realise these procedures tackle some very serious issues and may worry parents and carers.

## **Visitors**

All visitors to the setting are registered on arrival and are never left unsupervised with the children at any time. The exception to this rule is in the case of any child who is in need of a multi-agency child protection plan who needs to be interviewed alone by police child protection officers and Children's young peoples and families' department. In this situation nursery staff ensure relevant identification is shown and verified.

Mobile phones are not allowed to be used by anyone in areas accessed by children.

## **Procedure for making a referral to The Multi – Agency Hub/Gateway**

**01752 668000 Out of hours 346984**

If a practitioner has concerns about a child's welfare and feels that they are at risk of significant harm or a child in need, they must follow the following steps:

1. Record all signs of injury on an 'existing injury form or when they arrive at nursery (or as soon as noticed) Take the completed form to Amy or Maria who will then come and see the child. If appropriate to do so discuss this with the parent and record the parent's response and sign and date the form. If a child makes a disclosure, record this on a child disclosure form and record the child's words.
2. Discuss your concerns with Amy/Maria (SDP) or Jacy (Deputy SDP). At this point concerns will either remain or be alleviated. Record verdict, manager sign and then put in the Safeguarding files.
3. If concerns remain Amy/Maria will phone The Multi – Agency Hub /Gateway to develop a better understanding of the child's needs.
4. If there is an immediate danger to the child, then the police will be called immediately as well as contacting The Multi – Agency Hub/Gateway.
5. Where possible we will notify the parents before making a referral to the hub (unless we feel it would place the child at an increased risk of significant harm). If consent is refused and we believe that this dissent constitutes a risk to the child, we will still contact the hub. We will always make a contact log of any phone calls.
6. Amy/Maria will follow up the telephone referral within 48 hours including forwarding any relevant documentation. Children's Social Care should acknowledge the referral within 1 working day.
7. Amy & Maria will continue to work with and take guidance from Children's Social Care whilst they carry out necessary investigations. We understand that Children's Social Care are the lead agency in carrying out any child protection investigations; therefore, we will

not carry out any enquiries ourselves understanding that this may have a detrimental impact on any legal action.

8. If a practitioner continues to be worried when a concern is not referred it is their duty to take it to the Multi – Agency Hub themselves.
9. If Amy & Maria consider that the child/family would benefit from particular services and no further action has been taken by social care an EHAT meeting will be offered to the family and relevant professionals invited. Amy may contact the Gateway in this instance.

### **Procedure for making a referral to the Local Authority Designated Officer**

(for allegations of abuse against Staff members /Volunteers & Students)

If an allegation of abuse, or suspicion, is made against any practitioner the individual receiving the allegation will immediately inform Liz or Amy. (If the allegation is against Liz or Amy they must go straight to Emma Marlow, the committee member responsible for safeguarding) as well as following local safeguarding procedures we will notify the Registered Provider that an allegation has been made. Notification will be made to either the Nominated Individual (Jemma Maslen on 0345 302 6750) or the National Safeguarding Coordinator (Sarah Bale 01684 588913)

1. The practitioner needs to make a record of (i) the concern or information received, (ii) the date and then sign it and give to Liz or Amy.
2. Amy or Maria will collate the information about
  - (i) The child/ren, parents and siblings
  - (ii) The person against who the allegation is being made
  - (iii) Any witnesses.

They will keep a chronological order of incidents or concerns.

3. We will not automatically suspend any practitioner as a result of an allegation. We will make an informed decision in the best interest of both the accused individual and the children and families involved. If we feel the children are at risk we will suspend the practitioner, but we will consult with the LADO before doing this. **(307144)**

Where the practitioner is a student or volunteer we will withdraw their placement with immediate effect until the allegation has been investigated and an outcome determined.

4. We will consult the LADO for advice on;
  - (i) When to inform parents of any children involved
  - (ii) Deciding if any children involved are at risk and whether we need to inform Social Care or Police Child Abuse Investigation Unit. **(284522)**
5. The Manager will:
  - (i) **Refer the allegation to the LADO as soon as it is possible** (but within one working day)
  - (ii) **Contact Ofsted as soon as it is possible** (but within 14 days of receipt of allegation)
  - (iii) Attend any strategy meetings to decide the next course of action

- (iv) Report them to the Safeguarding Children's Operational Unit at the DCSF if the allegation is substantiated.

\* \* \* SEE FLOW CHARTS FOR FURTHER CLARIFICATION \* \* \*

Written with guidance from South West Safeguarding and Child Protection Group.

[www.swcpp.org.uk](http://www.swcpp.org.uk)

If a safeguarding allegation is made against a member or staff, volunteer, student or other adult connected to the setting, as well as following local safeguarding procedures we will notify the Registered Provider that an allegation has been made. Notification will be made to either the Nominated Individual (Jemma Maslen) or the National Safeguarding Coordinator (Sarah Bale) at Elim on 0345 302 6750

### **Useful Numbers**

The Multi – Agency Hub/ Gateway– 01752 668000  
Out of hours Service – 01752 346984  
Local Authority Designated Officer – Simon White - -01752 307144  
Early Years Welfare Team – 01752 307315

Signed ..... Date 29th December2018 Review date: December2019

## **Complaints Policy**

We aim to provide a warm and caring environment where all children can develop and learn as they play. Our intention is to work in partnership with parents and carers and we welcome suggestions on how to improve our nursery. We send out yearly questionnaires and parents are welcome to make suggestions to room leaders or management.

Complaints will be dealt with both professionally and promptly to ensure that any issues arising are handled effectively and to ensure the welfare of all children.

If any parent has a cause for complaint regarding the care provided by the nursery, they should in the first instance take it up with the child's key worker or room leader.

If the issue remains unresolved or parents feel that they have received an unsatisfactory outcome, then these concerns must be raised to the nursery manager. The Nursery Manager will then investigate the complaint and report back to the parent ideally within one week but definitely within 28 days. This will be fully documented in the complaints log and will detail the nature of the complaint and actions arising from it.

If the matter is still not resolved a formal meeting will be held with the parent, Nursery Manager and a member of the nursery committee. A record of the meeting will be made along with documented actions. All parties present at the meeting will review the recorded document, sign to agree and receive a copy.

A record of all complaints will be kept in the nursery. Parents are able to access this record.

If you decide to contact OFSTED regarding any concerns you may have about your child's care or if you feel we have not handled your complaint appropriately the contact details are:

Tel: 0300 123 1231  
The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Signed ..... Date 29th December2018 Review date: December2019

## **Confidentiality & Data Protection Policy**

Roundabout Nursery holds information on all children registered and staff employed in order to run the service it provides smoothly and efficiently; in doing so, we follow the GDPR 2018.

This means that the data held about children and staff must only be used for specific purposes allowed by law and with consent. The data audit table in this policy highlights the different data we hold, why we hold it, how it is stored, how it is kept secure, how it is reviewed and when it is destroyed.

We have an additional privacy notice for parents which details what information we hold and what we use it for.

From time to time, we may be required to share some information with other professional bodies:-  
**Local Education Authority** – the Nursery Manager & Administrator are required to pass on details of all 2/3 and 4 year olds children eligible for Nursery Grant Funding at the beginning of each term.  
**Children's, Young Peoples and Families Department (Social care/Multi – Agency Hub)** – if the staff has any concerns relating to safe guarding children issues, information may be shared with this department.

**Health/SEN** – Staff may need to share information and observations of individual children with supporting agencies to ensure that the child's needs are being addressed and met efficiently.

**School to which the child is transferring** – as a child leaves nursery, the child's keyworker completes a Transition sheet for the child's new teacher. If a child is on the SEN Register, this information may be shared at the child's transferring school in advance, to ensure appropriate support and resources are planned.

All staff work within the guidelines documented in the revised March 2015 information sharing guidance, including the seven golden rules to sharing information.

We will respect confidentiality in the following ways:

1. Parents will have access to the files and records of their own children but will not have access to information about any other child.
2. Staff will not discuss individual children, other than for purposes of curriculum planning/group management with people other than the parents/carers of the child.
3. Information given by parents/carers to the nursery staff will not be passed on to other adults without permission.
4. All information and records are stored securely, maintaining privacy and confidentiality at all times.
5. All information on children who have left the nursery will be archived and stored as required for 24 years.
6. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
7. No contact details relating to parents, staff or management shall be given to others without their consent.
8. Any anxieties/evidence relating to a child's welfare/safety will be kept in a confidential file and will not be shared within the group except with the nursery manager and the child's key worker. If, however, a child is considered at risk then our safeguarding policy will override confidentiality.
9. Students on recognised courses observing in the nursery will be advised of our confidentiality & Data protection policy and will be required to respect it.

10. All members' of staff, volunteers and student will be given a copy of the confidentiality & Data protection policy and will be asked to sign a confidentiality statement to indicate their agreement with the policy.

Access to information

We believe that an open door policy is the best way of encouraging partnership. Parents and carers are welcome to view the policies and procedures, which govern the way in which the nursery works at any time when the nursery is open, simply by asking the nursery manager or by viewing them on-line.

Parents and carers are also welcome to see the records kept on their child; though the nursery will adhere to Data Protection Laws. As this would require withdrawing a member of staff from their usual duties, arrangements should be made in advance to ensure staff availability.

The nursery's records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently store records for a minimum of 24 years.

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## **Drugs and Alcohol Policy**

Roundabout Nursery are committed to promoting the health and well-being of children and their families.

This policy is informed by the following legislation:

- UN Convention on the Rights of the Child • The Children Act 1989 • The Children Act 2004 • The Medicines Act 1968 • The Misuse of Drugs Act 1971 • Control of Substances Hazardous to Health Regulations (COSHH)

A drug is defined as, 'a substance that people take to change the way they feel, think or behave' (United Nations Office on Drugs and Crime)

This policy aims to include the following aspects:

- To protect the physical, psychological and emotional well-being of all children using the Nursery, their families, and staff.
- To protect children, parents and staff wherever possible from second-hand smoke.
- To provide a clear message to all parents/carers, staff, volunteers and visitors using the Nursery about our policies on smoking, illegal drugs and alcohol.
- To provide appropriate support to any child thought to be at risk.
- To follow the law around smoking, illegal drugs and alcohol.

### Illegal drugs and alcohol

- Illegal drugs are forbidden anywhere on the nursery (grounds and building). This applies to all children and families using the facilities, all staff and student/placement volunteers.
- Alcohol should not be consumed on the Nursery premises at any time.
- Staff members, parents and carers should not bring alcohol, for consumption on to the premises at any time.
- Any staff member who appears to be under the influence of alcohol, illegal drugs, will be asked to leave the premises immediately. Where necessary disciplinary procedures will begin. If there are serious concerns about a staff member's use of drugs or alcohol outside of their working hours we will review the impact in line with the Nursery's Safeguarding and Promoting Children's Welfare Policy.
- Practitioners taking medication which they believe may affect their ability to care for the children within the setting should seek medical advice. Staff members should only resume their normal duties when they have been advised that the medication will not impede their ability to fulfil their role. A staff medication form and meeting with the management will need to be completed.
- Use or supply of illegal drugs or solvents on the premises will be treated with the utmost seriousness. Where illegal substances are discovered we will inform the Police. No staff member should attempt to analyse or taste an unidentified substance.
- A parent/carer wishing to collect a child while under the influence of drugs or alcohol: No staff member will deal with this situation without full support. Where parents/carers appear to be under



the influence of alcohol or drugs that will impair their ability to care for their child(ren), we will do our best to persuade the parent/carer to keep their child(ren) on the premises (if suitable care is available) or to find an alternative appropriate adult to come and escort them home and provide care. Children will not be allowed to leave with a parent or carer who is deemed under the use of drugs or alcohol. We will do our utmost to contact other carers (Parent or Guardians) from the child's record forms. If this is unsuccessful we will contact the hub in line with our Child Protection Policy.

- If there are concerns about the impact of a parent/carer's substance misuse upon the child(ren) outside of the Nursery we will follow our Child Protection Policy.
- Any parent collecting a child from the premises smelling of alcohol/drugs but whom does not appear to be under the influence, will be questioned on this aspect, a parent/carer displaying responses of a sound mind and ability will be allowed to take the child. The parent will be informed that a note of concern will be added to their file and continual re-occurrences may result in a referral to Children's Social Care should the Nursery deem the child to be 'at risk'.

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## **E-Safety & Technology Policy**

This policy applies to all who use the nursery: children, staff, volunteers and parents. The SDP for safeguarding (Amy Relf) oversees the use of technology in the nursery.

### **Acceptable Use**

Staff have access to work computers and the internet and other than the management team and office based staff, they share a password to access this. They do not access it in the vicinity of children except for the use of the smart board in the Preschool Room. This is only used to access educational sites and age appropriate videos. Visitors do not have access to the computers. The management team and office based staff have their own email accounts and passwords and the rest of the staff share a sign on and email address. All accounts can be monitored and we encourage the regular changing of passwords. Accounts are logged off when the user is not present.

Social networks are not to be accessed in the nursery, except for the nominated people to access the Nursery Facebook account. Mobile phones may only be used by staff in their staff room or locker room and those belonging to visitors are locked securely away in a designated drawer. SMART watches are not deemed suitable for employees to wear within the setting. Any outside agency or individual will be asked to hand their SMART watch to a member of staff for it to be locked away along with mobile phones.

### **Internet Use**

It is expected that all children and staff will access the internet whilst at Nursery. The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

It is important for children to learn to be e-safe from an early age and the nursery can play a vital part in starting this process.

In line with other nursery policies that protect children from other dangers, there is a requirement to provide a safe internet environment and a need to begin to teach them to be aware of and respond responsibly to possible risks.

### **Risk assessment**

We have a duty to ensure children in the nursery are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

### **Responsibility**

Internet safety in the nursery depends on staff, parents, cares and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness. Within our setting, we use the Online Safety Toolkit for Early Years Settings to ensure we use the internet responsibly.

The Nursery internet access will be tailored expressly for educational use and will include appropriate filtering from netnanny.com. Children will learn appropriate internet use. Staff will guide children in online activities that will support their learning.

The internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.

### **How will filtering be managed?**

Nursery management in line with Cutec Ltd( IT Support Services) will be responsible for systems support & will ensure that the appropriate filters are applied to all PCs and I Pad's in the nursery and to the PCs in the office. Management will also review the sites accessed on a weekly basis.

Staff will monitor the websites being used. If staff discover unsuitable sites have been accessed on any of the I Pad's or Staff PC, they must be reported to Management immediately so that filters can be reviewed.

Staff are responsible for ensuring that material accessed by children is appropriate and ensuring that the use of any internet derived materials by staff or by children complies with copyright law. The point of contact on the website should be the nursery address, nursery e-mail and telephone number. Staff or children's home information will not be published. Website photographs that include children will be selected carefully with full permission of the parents. Written permission from parents or carers for featuring their child on the website is requested when each child starts at the nursery and parents/carers wishes are followed at all times.

### **Communication**

#### Managing e-mail

Children will not have access to e-mail. Staff using e-mail will use a nursery e-mail address. This address must not be used for personal e-mail.

Staff will not discuss individual children or their setting on facebook, twitter or any other social networking site.

### **Parents and e-safety**

Parents attention will be drawn to the nursery e-safety policy.

### **Learning Books**

At Roundabout Nursery we use 'LearningBooks' to record observations and assessments of the children. The staff use tablets that are specifically designed for this purpose, staff are unable to access anything on these tablets except for the LearningBook program.

*"It is a safeguarding best-practice for early years' settings to restrict mobile devices and cameras due to fears around sharing images; it would be very easy to share an image of a child on a social network via, say, a mobile phone or tablet. LearningBook's locked down 'SmartTablets' are closed; they cannot be used to access Facebook, YouTube or email to distribute images either intentionally or unintentionally. So practitioners enjoy all the benefits technology brings with none of the fears."*

(Cited from the Learning Book website: [www.learningbook.co.uk](http://www.learningbook.co.uk) (29/09/16))

The data that is collected on these tablets is stored in a secure datacentre which is managed by the LearningBook company. As a nursery we remain in full control of the data at all times and LearningBook makes no claims over ownership of our data at any point.

With regards to parents accessing this data, each parent will receive their own log in details which will allow them access to their child's learning journey including observations, photographs and videos. Our LearningBook administrator, Becky Reckless, has control over parent access from changing their password to disabling their logons. We can also show or hide individual observations from parental view as well as allowing assessment reports to be viewed online. As a company, LearningBook have their own data protection policy. This can be found at the following address: [www.learningbook.co.uk/data-policy](http://www.learningbook.co.uk/data-policy)

### Cameras and images

Roundabout Nursery request permission from all parents/carers for their child to be photographed, or videoed, on occasions by members of staff. Such photographs will be used for display boards, learning journeys, special occasions and for observational purposes. Permission for this is only granted by adults with parental responsibility.

Photographs are an integral part of the children's learning journey's and show clear evidence of children's achievements. These photographs will only ever be taken using the nursery dedicated cameras and only downloaded onto the nursery computer.

There may be instances when the local press may be involved in promotions or events occurring. Every parent/carer has the right to refuse this request, in which case the child must not be photographed or videoed on any occasion.

Any photographs taken will be stored on the nursery computer and only printed out on the nursery premises. As soon as the photos are printed they will be deleted from the computer. Staff are not permitted to print or store photographs on their personal computers or mobile phones.

Staff are not permitted to take photos of children on their personal cameras or phones. No mobile phones or personal cameras are allowed to enter the nursery rooms. Mobiles and are either kept in individual lockers or handed into the nursery Manager.

An emergency phone belonging to Roundabout is only allowed to be used for when staff and children leave the premises such as on a walk or a visit to other venues. This phone is a basic non camera model.

All practitioners must only access the internet for relevant information such as, religious festivals or the curriculum and for no other reason.

### Staff/Visitors mobile phones and SMART watches

- Mobile phones and SMART watches must not be used unless on designated break and then this must be away from the children.
- Staff are not permitted to wear a smart watch in the nursery.
- Mobile phones will be stored safely in staff lockers at all other times
- Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to the nursery.
- Visitors will be asked to hand their mobile phone and SMART watch to a member of staff so these can be locked away whilst they are in the nursery setting.

## Social Networking

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation.

Staff guidelines when using social media sites include but are not limited to

- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity
- Staff members are advised to set their online profiles to private so that only friends are able to see their information
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- Staff will not have the nursery name anywhere in their personal profile
- Any breaches of the Facebook & social networking policy could result in disciplinary action.

Roundabout Nursery has a Facebook page available. This is a communication tool for the setting and can only be added to by nominated members of staff. The group is closed and parents are only granted access once Amy Relf has accepted them. We will use it to

- Promote certain events such as parent consultations, trips, social events & visitors
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events

If staff wish to use the social networking sites in their personal time we follow PSCB guidelines which it says *"it is to recognise that early years practitioners and their managers are also likely to use social networking sites in their recreational time on their own personal computers. This form of activity is not to be discouraged however early years practitioners must agree to and adhere to a 'professional conduct agreement' it must be ensured that the use of such sites will not compromise professional integrity or bring the early years setting into disrepute"*

## ICT misuse

ICT misuse will be treated in the same way as any other disciplinary issue on a sliding scale according to the severity of the incident. The incident will be recorded and kept on the staff members file. Should the incident involve the management team, the committee would become involved.

This policy is linked with online compass.

Signed ..... Date 29th December2018 Review date: December2019

### **Equal Opportunities Policy**

The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. The nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. All staff/Volunteers shall be encouraged to value and respect others and to challenge inappropriate attitudes, behaviour and practices.

A commitment to implementing our equal opportunities policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager at the earliest opportunity.

The legal framework for this policy is based on:

- Equality Act 2010
- Children Act 2004
- Care Standards Act 2002
- Child Care Act 2006
- SEND Code of practice 2014
- Disability Discrimination Act 1995
- Race Relations Act 1976

The nursery and staff are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements.
- Providing a child care place, where possible, for children who may have additional needs and fully encompassing an inclusive approach.
- Producing materials in relevant languages for all children and their families.
- Providing a secure environment in which all our children can flourish and all contributions are valued.
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity.
- Providing non-stereotypical information.
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity.
- Regularly reviewing childcare practice to ensure the policy is effective and practices are non-discriminatory.
- Making inclusion a theme, which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour.

The Nursery is open to every family in the community and beyond. Staff will work in partnership with parents/carers and outside agencies to ensure the best interest of all those involved.

We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of a protected characteristic as defined by the Equalities Act 2010. These are:

- disability;
- race;
- gender reassignment;
- religion or belief;
- sex;
- sexual orientation;
- age;
- pregnancy and maternity; and
- marriage and civil partnership.

We do not discriminate against a child with a disability or refuse a child entry to our setting for reason relating to disability.

We develop a care plan to ensure that people with impairments can participate successfully in the services offered by the setting.

We take action against any discriminatory behaviour by staff/parents and visitors whether by:

- direct discrimination – someone is treated less favourably because of a protected characteristic eg preventing families of some racial groups from using the service;
- indirect discrimination - someone is affected unfavourably by a general policy eg children must only speak English in the setting;
- association – discriminating against someone who is associated with a person with a protected characteristic eg behaving unfavourably to someone who is married to a person from a different cultural background;
- Perception – discrimination on the basis that it is thought someone has a protected characteristic eg assuming someone is gay because of their mannerism or how they speak.
- Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

All members of the nursery will be respected and their individuality and potential recognised, valued and nurtured. All activities and the use of play equipment offer members the opportunity to develop in an environment free from prejudice and discrimination. The nursery offers a curriculum catering for all children's needs.

Nursery resources will be chosen to give a balanced view of the world and an appreciation of the rich diversity of our multicultural society.

- Toys and equipment will be chosen with the differing needs of children in mind.
- Displays will show and reflect a positive image towards the world in which we live.
- Books will be chosen to meet all the children's ages and abilities and to reflect the main differing lifestyles there in our society.

Nursery staff must not appear to approve of any views which are prejudicial in a direct manner, a sensitive and informed approach, must be used to offset any harassment performed out of ignorance.

The nursery recognises the importance of training as a key factor in the implementation of an effective equality policy.

We seek out training opportunities for staff and volunteers to enable them to develop antidiscriminatory and inclusive practices, which enable all children to flourish.

We ensure that staff are confident and fully trained in administering relevant medicines and performing invasive care procedures when these are required.

We review our practices to ensure that we are fully implementing our policy for promoting equality, valuing diversity and inclusion.

Early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities
- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in a selection of materials used
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Ensuring that all early learning opportunities offered are inclusive of children with additional needs and children from disadvantaged backgrounds.
- Ensuring that children whose first language is not English have full access to the early learning opportunities and are supported in their learning.

The nursery recognises the wide range of additional needs of families in their community and will consider what part it can play in meeting these needs.

### **Employment**

Posts are advertised and all applicants are judged against explicit and fair criteria.

Applicants are welcome from all backgrounds and posts are open to all. No applicant will be rejected on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture or belief.

We may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community.

All applicants are treated fairly and the applicant who best meets the criteria is offered the post, subject to references and checks by the Disclosure and Barring Service. This ensures fairness in the selection process.

All job descriptions include a commitment to promoting equality and recognising and respecting diversity as part of their specifications.

We monitor our application process to ensure that it is fair and accessible.

### **Curriculum**

All children will be respected and their individuality and potential recognised, valued and



nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others. The curriculum offered in the setting encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

Our environment is as accessible as possible for all visitors and service users. If access to the setting is found to treat disabled children or adults less favourably then we make reasonable adjustments to accommodate the needs of disabled children and adults. We do this by:

- making children feel valued and good about themselves and others;
- ensuring that children have equality of access to learning;
- undertaking an access audit to establish if the setting is accessible to all children;
- making adjustments to the environment and resources to accommodate a wide range of learning, physical and sensory impairments;
- actively incorporating visuals into our setting which portray positive inclusive images., signing and multilingual script.
- making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities, eg recognising the different learning styles of girls and boys;
- positively reflecting the widest possible range of communities in the choice of resources;
- avoiding stereotypes or derogatory images in the selection of books or other visual materials;
- celebrating a wide range of festivals;
- creating an environment of mutual respect and tolerance;
- differentiating the curriculum to meet children's special educational needs;
- helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable;
- ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities;
- ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning;
- ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

## **Food**

- We work in partnership with parents to ensure that dietary requirements of children that arise from their medical, religious or cultural needs are met.
- All dietary requirements are recorded confidentially and are discussed with all staff/volunteers preparing and supervising snack or cooking activities.
- We help children to learn about a range of food, and of cultural approaches to mealtimes and eating, and to respect the differences among them.
- We have a café style snack system that enables children to make choices of when, where and what food to choose.

## **SEN**

The Nursery recognises the wide range of special needs and disability of children and families in their community and will consider/have awareness of what part we need to play in meeting these needs.

To ensure our policies and procedures remain effective we will monitor and review them annually to ensure our strategies meet the overall aims to promote equality, inclusion and valuing diversity.

The appointed person ensuring equal opportunities is adhered to is Amy Relf (Nursery ENCO).

Signed ..... Date 29th December 2018 Review date: December 2019

### **First Aid Policy**

**The Manager, Deputy Manager, Room Leaders, Deputy Room Leaders and all staff hold a current Paediatric First Aid Certificate.** This training is updated every 3 years to ensure these remain current.

#### Accidents

If a child or a member of staff has an accident they will immediately receive first aid.

**When administering first aid staff must wear protective clothing (disposable aprons and gloves).**

The qualified staff member will then:

- Comfort the child and reassure them.
- Find out how the accident happened, why and where.
- Treat the injury accordingly
- If using a cold compress ensure the cold compress is clean or cloths/gauze strips are sterile.
- An accident form will be completed and countersigned by the room supervisor.
- The parents will be informed either by telephone, prior to collecting the child, or explanation will be offered at the end of the child's session. The parents will be asked to sign the accident form to acknowledge that they are aware of the accident.

The staff and visitors accident book is located in the upstairs admin office.

Each room has a First Aid box on display with a sign to show where it is kept. All first aid boxes are checked by **Helen Elwood** to ensure they are fully stocked each month.

All accident forms are checked by the nursery manager and deputy manager and assessed to ensure no recurring accidents are taking place and promote active risk reduction. The accident books are filed and stored for 21 years after the children have left the setting.

#### **Pre Existing Injuries**

Parents and carers are required to inform a member of staff (preferably their child's key person) on arriving at the setting if their child has sustained an injury since their last session with us. The staff member will then complete a pre-existing injury form with the parent/carer. If staff see evidence of injury on a child that has not occurred in the Nursery and has not been reported to any member of staff, parents will be asked for information on the incident and instructed to fill out the appropriate paperwork. If an injury has been noticed by a member of the staff after parents have left the premises, parents will be asked to fill out the pre-existing injury form at the end of the session. If the injury appears serious, then parents will be contacted over the telephone for information/or at the end of the day. If there is a safeguarding concern, the designated Child Protection Officer (Deputy Child protection Officer in her absence) will be informed.

## Incidents

In relation to injuries to children or adults, there are occasions when a child may deliberately harm another person. Young children often do not have the language to express their needs or feelings, sometimes have a lack of empathy for other people and are still developing the skills needed for sharing and taking turns. This can result in conflicts happening which can flare up quickly. Staff do intervene as soon as possible to support children to develop their social skills. However, from time to time injuries do occur. The most common of these will be pushing, hitting, scratching and sometimes biting. When an injury has been inflicted on another person, the injured party will be comforted and first aid administered as in the above sections. Staff will talk to the other child about their actions and behaviour and how the situation should have been handled. The parents of this child will also be informed about their child's behaviour if it felt that it is serious enough by staff. In the situation of biting, the parents will always be informed.

The Nursery Manager will report any serious accidents, Incidents to the Nursery Committee for further investigation and will also report the incident to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) Ofsted and our Early Years Safeguarding & Our Early Years Welfare Team.

## Allergies and allergic reactions

- Information is passed on through the parents from the registration form and settling sessions regarding allergic reactions. This information is then shared with all relevant staff within the setting.
- The deputy manager will carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information will be shared with all of the relevant staff.
- All food prepared for a child with a specific allergy will be prepared in an area where there has been no chance of contamination.
- The nursery manager, cook and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include devising an appropriate menu or substituting meals on the current menu.
- If a child has an allergic reaction to food, a bee sting etc, a member of staff will administer the appropriate treatment and the parents will be contacted immediately.
- If this treatment requires specialist treatment such as the use of an epipen, then all staff members including the Nursery Manager will receive specific training prior to the child attending the nursery.
- If the allergic reaction is severe, a staff member will call for an ambulance immediately and the parents will be contacted and informed of the situation.
- A senior member of staff will accompany the child and will take the child's registration form, medicine form, medication and the child's comfort object.

- All incidents will be recorded, shared with and signed by the parents.

A parent/ carer is legally required to give permission for all hospital treatment for their child. Parents/carers on registering their child with us will therefore be required to sign the registration form giving the relevant permission.

**If a child sustains an injury needing unusual treatment e.g. blood transfusion and the nursery is unable, after trying all contact numbers available to them to contact parent/carers, it may become necessary for a senior nursery representative to sign a treatment consent form.**

If you object to any of the above please put your concerns in writing to the Nursery Manager.

If a child becomes ill while in nursery:

#### **PROCEDURE FOR VOMITING AND DIARRHOEA**

- The Room Leader/Key person should ascertain the nature of the child's sickness. For diarrhoea a member of staff will contact the Parents/Carers after two episodes of diarrhoea within one session.
- The Parent/Carer is asked to keep the child at home for 48 hours after the last bout of vomit or diarrhoea.

#### **PROCEDURE FOR A VERY HIGH TEMPERATURE**

- If a child is suspected of having a high temperature the child's temperature is taken.
- If the child's temperature is above 38°C the Parent/Carer is called to advise them of their child's condition
- Staff will encourage the child to drink plenty of fluids
- The Parent/Carer will be asked to collect the child.

**Please refer to the medication policy regarding emergency administration of Calpol**

#### Exclusions for illness

When a child becomes unwell at nursery we will contact the parents to inform them of their child's symptoms and advise them on action to be taken. Should the child have any of the illnesses listed below then we shall follow the recommended exclusion periods

We follow health and safety policy and refer to Public Health England to guide us on suitable exclusion times.

Parents are informed about any infectious diseases that a child that attends the setting has, this is done so with parent/carers right to confidentiality in mind. We expect parents to inform the setting if their child/children are suffering from any illnesses or diseases that may put others at risk. As a setting, we have a duty to report any notifiable diseases to Public Health England and on their advice and confirmation also OFSTED. We would then follow their advice and direction. We keep abreast of new information relating to infections, notifiable and communicable diseases and local health issues.

In the event that a member of staff has been absent from work due to sickness/ illness, a return to work meeting will take place on the day of your return by Amy Relf or Rebecca Reckless.

Please note the list below is not exhaustive and advice is taken from Public Health England. (PHE) along with our setting policy.

Please refer to the sheet overleaf for guidance on exclusion timescales for the setting

**Guidance on infection control in schools and other childcare settings**

<b>Disease/ illness</b>	<b>Minimal exclusion period</b>
Antibiotics prescribed	24 hours from when they start their antibiotics.
Vomiting	Child must be off from nursery for 48 hours once <b>free from the symptoms</b>
Conjunctivitis	Single cases: If child is well no exclusion necessary, however this is up the nursery's discretion depending on the severity of the case.
Diarrhoea	The child must be off from the nursery for 48 hours once <b>free from the symptoms</b>
Chickenpox	Spots must be dry before the child can attend nursery.
Gastroenteritis, food poisoning, salmonellosis and dysentery	The child cannot attend nursery unless authorised by their doctor. This is not usually until the child is clinically fit with no diarrhoea or vomiting for 48 hours.
Head lice	No exclusion period but the child must be receiving treatment.
Hepatitis A *	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Measles	4 days from the onset of the rash
Meningococcal infection *	The child must not attend nursery until they have fully recovered from the illness.
Mumps *	Exclude child for five days after onset of swelling
Oral thrush	All signs of the illness must have disappeared before the child can attend nursery.
Pertussis (whooping cough) *	Until clinically recovered.
Rubella (German Measles) *	6 days from appearance of rash.
Shingles	7 days from the onset of the rash.
Scarlet fever and Streptococcal *	Until clinical recovery or 48 hours after commencing antibiotic treatment.
Threadworm	All symptoms must have disappeared and the child must be receiving treatment before they can attend nursery.
Thrush	No exclusion period
Tonsillitis	None / 24 hours if given antibiotics
Tuberculosis	For 2 weeks following start of treatment.
Typhoid Fever	The child cannot attend nursery unless authorised by their doctor.
Impetigo	Until lesions are crusted and healed.
Ringworm of scalp or body	All signs of the illness must have disappeared before the child can attend nursery.
Scabies	Day of treatment.
Slapped cheek (Fifth disease)	No exclusion providing the child is well

Hand, foot and mouth	No exclusion providing the child is well
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\*Highlighted areas denoted as a notifiable disease

**The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by either the Nursery Manger or Deputy Manager and is non-negotiable.**

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre/ Early years' welfare team & regulating bodies (for example, (OFSTED)

Outbreaks: if an outbreak of infectious disease is suspected, we will contact our local PHE centre.

Signed ..... Date 29th December2018 Review date: December2019

## Fire Safety Policy

The Nursery Manager has the overall responsibility for the fire drill and evacuation procedures. The fire drill is carried out every term . These fire drills will occur at different times of the day to ensure evacuations are possible under different circumstances.

All staff members, students and volunteers will be shown all fire exits and routes during their induction.

All fire equipment is checked annually; the certificate can be found in the nursery risk assessment file located in the nursery office.

An accurate record of all staff, children and visitors present in the building will be kept at all times. These records will be taken out along with the register and emergency contacts list in the event of a fire.

All fire drills will be timed and recorded in our risk assessment file, located in the nursery office. This is overseen by the Operations Manager.

Staff, children and visitors can only re-enter the building once the Manager or Deputy is satisfied it is safe to do so.

The named fire wardens for the nursery are **Amy Relf, Liz Crudgington, Joanna Pester, Jacy Calvert, Becky Reckless, Emily Dimmick.**

### Evacuation

- Raise fire alarm by breaking glass and pressing fire alarm button
- Dial 999 Postcode: PL4 9HP
- Grab 'Grab bag' (containing emergency numbers, blankets, biscuits and drink) and fire register
- Use nearest exit to evacuate building
- Where possible, close doors
- Assemble in basketball court and count children
- Wait for instructions before re-entering building

Signed ..... Date 29th December2018 Review date: December2019

## **Food & Allergen Management Policy**

Mealtimes should be a happy, social occasion for staff and children alike. Menus are amended termly and are based on a 4 weekly rota system. They are displayed weekly on the chalkboard in the entrance to the Nursery and are based around the Eatwell Plate Proportions.

Attached to the Menus are our ingredients lists which highlight in **Bold** any of the 14 Allergens contained in the food. There is an Allergen chart for each week's menu, identifying any of the 14 Allergens in each meal.

Roundabout Staff will ensure that any child with a known allergy will not be given anything that they are allergic to by following the nursery procedure. In the event of an unknown allergy causing a reaction staff will stay calm and once again follow the nursery procedure.

### **Allergy Management Procedure**

- All parents are to record any allergies their child has on their registration form
- This information is then transferred onto the nursery allergy chart, of which every room has a copy
- Where possible a treatment plan will be obtained, with any medicines needed to be prescribed and provided by the parents for us to keep on the premises
- The chef & Nursery staff will work in partnership with parents to create meals that suit individual allergy needs
- Any individual meals will be clearly labelled with the child's name and what the meal is
- If a child need's an epi pen staff will receive training on how to administer this prior to the child starting at Roundabout. Training will be organised by nursery management & the parents
- epi pens will be kept in a container, clearly labelled, out of reach of children

### **In the event of an allergic reaction...**

- Staff will dial 999 immediately
- Call parents/carers
- Stay calm until emergency services arrive
- Where a treatment plan is provided, follow all necessary instructions

Roundabout are committed to ensuring the health and safety of all the children in our care, with respect of any cultural, religious or moral beliefs regarding food, and children with allergies and specific dietary requirements. The nursery will work in partnership with all parent/carers to ensure all individual needs are met as far as practically possible.



All meals are freshly prepared daily by our chef Nicola Stanley who holds a level 2 Food Safety and Hygiene certificate. All staff members hold the same award or a basic hygiene certificate for food handling.

At Roundabout Nursery we follow these procedures:

1. We shall provide a balanced and healthy breakfast, midday meal, tea and two daily snacks.
2. Individual dietary requirements will be recorded and respected.
3. Staff will set a good example of table manners.
4. Cultural difference in eating habits will be recorded and respected.
5. Children will be encouraged to say "Please" and "Thank you".
6. Children will be encouraged to be independent through making choices, serving drinks and feeding themselves where possible.
7. Conversation will be encouraged at an appropriate volume.
8. Children not on special diets will be encouraged to eat a small piece of everything before being given pudding.
9. Children who refuse to eat a meal at the mealtime will be offered a cup of milk.
10. Children who are slow eaters will be given time to finish and not rushed.
11. Quantities will be appropriate for the ages of the children.
12. Fresh drinking water will be constantly available and offered to the children at regular intervals throughout the nursery day.
13. The nursery will provide parents of the Tiny Tots and Toddler areas daily written records of feeding routines.

Signed ..... Date 29th December2018 Review date: December2019

### **Head Lice Policy**

It is the policy of Roundabout Nursery to take appropriate steps to prevent the spread of head lice among children and staff; however, it is primarily the responsibility of parent/carers.

Although staff are not permitted to inspect a child for head lice, if it is noticed that a child is scratching, parent/carers will be informed at the end of the session and asked to check their child at home.

We recommend the hair should be washed, conditioned and combed with a fine-tooth comb, lice comb. Leaflets or additional information are available on request, alternately you can visit [Guidance on infection control in schools – Gov.uk](http://www.gov.uk/guidance/infection-control-in-schools)

Signed ..... Date 29th December2018    Review date: December2019

## **Health and Safety Policy**

In accordance with the Health and Safety at Work Act, the nursery maintains safe working conditions and ensures that all staff are sufficiently aware of and practice safe systems of working. Every practitioner has the responsibility to adhere to the Health and Safety Policy and its practices, which includes both the safety of themselves and others in their care. All staff are made aware of the Health and Safety Policy and are expected to follow its procedures.

### Safety in Practice:

The children's safety is important to us within the nursery. Therefore, to minimise risks:

- Toys/resources are appropriate for the age and stage of development of the children.
- All staff are responsible for reading operating instructions on new equipment.
- All staff are responsible for checking the layout of the room and equipment for safety.
- All toys/resources conform to all relevant safety regulations. Second hand toys are acceptable once the Health and Safety Officer has approved it.
- Accident/Incidents are recorded as they happen.
- Heaters/electrical points and leads are adequately guarded. Portable electrical equipment is checked annually for safety, including fire extinguishers.
- The fridge temperature should be between 1-5 degrees. If it is not please report it immediately to the Health and Safety Officer. The fridge temperature is monitored daily and recorded on the sheet placed on fridge door. Freezer compartment must be checked too and must be -18 °C
- All dangerous materials/cleaning materials will be put out of reach of all children.
- Inhalers/medication will be stored in the small kitchen so that it is easily accessible to adults working with children.
- Adults do not have hot drinks near the children at any time.
- Adults supervise children at all times and will ensure that appropriate adult/child ratio is adhered to at all times.
- All adults are aware of systems in operation for children's arrivals and departures.
- On trips, the adult: child ratio will be decided upon according to the needs of the children and their ages.
- Before we take children on a trip a visit is made to the place of interest and a risk assessment is carried out by the Lead Practitioner. If there is a high risk outcome the trip will not be planned.
- Transport provided for the trips will be considered with safety as paramount. Seating arrangements, seat belts and car seats will all be considered.
- Insurance certificate for the building and contents is renewed annually and displayed in the nursery.
- Fire drills are held regularly, and fire exits are kept clear at all times.
- No smoking is allowed on the nursery premises.
- No alcohol or drugs are allowed on the premises and we will not allow anyone to work who we believe is under the influence of them.

- A correctly stocked first aid box is available in each room and Helen Elwood is responsible for ensuring they are checked and restocked on a regular basis.
- No jewellery is to be worn by children to include bracelets, rings and necklaces. Stud earrings only are permitted.

Daily indoor and outdoor risk assessments are carried out on preschool, toddlers and baby areas. Any areas for concern are brought to the attention of Health and Safety Officer and added to our action plan.

Risk assessments are reviewed by the nursery Manager and Health & Safety officer annually.

If a risk is seen by anyone, please inform any of the following immediately:

- Room Leader, Deputy and Manager

### **Maintenance**

The following areas will be subject to regular maintenance inspections arranged by the Plymouth Christian Centre:

- Electrical equipment,
- Large equipment (cookers, microwaves etc),
- PE equipment
- Burglar alarms
- Boiler systems,
- Mains water system
- Fire equipment.

All documentation can be found in the Risk Assessment file located in the office.

### **Healthy Workplace**

#### Dress Code

Staff must follow our dress code at all times. The dress code is detailed in the nursery staff handbook.

#### Staff breaks

10 minutes paid break for all staff working **more than** 4 hours. 30 minute – 60 minutes' unpaid lunch at the discretion of staff member and Room Leader.

#### Personal Hygiene

Staff must follow the personal hygiene code at all times, and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside and wiping noses.

### Cleaning

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is a vital step to ensure this. The nursery is cleaned every evening by the nursery housekeeper and the nursery toilets will be cleaned at least twice a day. The nappy changing areas will be cleaned after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

The nursery follows COSHH (Control of Substances Hazardous to Health) to ensure the safety at all times. All hazardous substances are stored safely away from the children's playrooms, in clear labelled containers. All staff are fully aware how to handle these substances, and know that they must use the protective clothing provided.

Regular toy washing rotas must be established in all rooms and recorded.

### No Smoking Policy

We are committed to promoting children's health and well-being. This is of the upmost importance for the nursery. Smoking has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds.

- All persons must abstain from smoking while on the premises.
- This applies to staff, students, parents, carers, contractor's parents, carers, contractors and any other visitors to the premises.
- Staff accompanying children outside the nursery are not permitted to smoke. We also request that parents accompanying nursery children on outings refrain from smoking while caring for the children.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- If staff, choose to smoke during breaks they are asked to change into their own clothing and smoke away from the main entrance.
- All staff bags are stored safely and securely and are inaccessible to children so children will not be exposed to anything in their bags which could present a hazard such as cigarettes/electronic cigarettes and lighters.

This policy also includes the total exclusion of e--cigarettes or any form of them that could represent smoking to the children.

Staff are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work. Consumption of alcohol is

not permitted in the nursery, buildings or grounds and this includes doorways, entrances, walkways, playgrounds or church foyer.

The same applies to all drugs other than those prescribed by a doctor and considered appropriate for intake while working with children.

**It is the responsibility of the person to whom the medication belongs, to ensure the medication is stored correctly, well away from all children in the staff lockers. Staff needing to take prescribed medication during their working hours, must do in the office/staff room.**

Misuse of prescription drugs and over the counter drugs, including legal highs is also prohibited at any time.

### Staff medication

Employees are advised to notify their manager should they be prescribed medication, or plan to take over the counter medicines, that may cause serious side effects, and impair their ability to perform their duties safely and effectively. Similarly, if an employee experiences side effects as a result of taking prescribed or over the counter medication, they must notify their line manager immediately. The employee is responsible for the security of any prescription medicines that they bring into work with regard to the safety of others, e.g. children having access, or someone trying to steal prescribed drugs which may be abused.

Pre-employment and annual health declarations are completed by staff all long term medications must be disclosed in this document. Short term medication must be recorded on a staff medication form and discussed with management.

### Immunisation

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the parent's responsibility to inform the nursery to ensure that other children, staff or families who use the nursery are not exposed to any unnecessary risks of any sort.

The Nursery Manager must be aware of any children who have not been vaccinated within the nursery in accordance to their age. Roundabout Nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

All information regarding immunisations will be recorded on a child's individual registration form and updated as when necessary.

It is staff's responsibility to take any necessary precautions to protect themselves against any hazards and ensure they keep up to date with their vaccinations for:

- Tetanus
- Tuberculosis
- Rubella
- Hepatitis
- Polio

If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

## Infection Control

We maintain high hygiene standards in the nursery to prevent a virus or infection moving around the nursery environment. To do this we follow the infection control procedure:

- Encourage children to use tissues when coughing and sneezing to catch germs.
- Encourage the children to dispose of the tissues in a hygienic way and wash their hands.
- Ensure all staff wear the appropriate clothing when changing nappies or children who may have had a toileting accident. Staff are requested to dispose of the protective clothing in the bins provided and wash hands immediately.
- All potties and changing mats are cleaned and sterilised before and after each use.
- The children's toilets are cleaned at regular intervals during the day.
- Staff will encourage the children to wash their hands after using the toilet and potties.
- All toys and equipment are cleaned on a regular basis by following a toy cleaning rota and using an antibacterial cleaner. All baby toys and equipment will be cleaned on an as and when basis due to items being placed into their mouths.
- Individual bedding will be used by children and labelled clearly to show which child it belongs to. This will be washed at least once a week and will not be used by any other child.
- The Manager retains the right of refusal of all children, parents, staff and visitors who are considered to be contagious and may have an impact on the welfare of the rest of the nursery.
- The nursery will ensure stocks of tissues, hand washing equipment; sterilising fluid/tablets and anti-bacterial hand gel are maintained at all times.

## Intimate Care

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, the majority of these actions will take place on a one to one basis and wherever possible will be supported by the child's key worker.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member is fully supported and able to perform their duties safely and confidently. Through the following actions we endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks.

- Train all staff in the appropriate methods for intimate care routines and access specialist training where required i.e. specialist medical support.
- Ensure all new staff are fully aware of all nursery procedures relating to intimate care routines.
- Follow up on these procedures through room leader meetings and appraisals to identify any areas for further development or training.
- Work closely with parents on all aspects of the child's care and education as laid out in the parent partnership policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all of the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensure all staff have an up to date understanding of safeguarding children and child protection. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.
- The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

### Manual Handling

The procedure is as follows:

- If the child is old enough, ask them to move to a position that is easy for you to pick them up and ask the child to hold onto you as this will support you and the child when lifting.
- Do not place the child on your hip; carry them directly in front of you in order to balance their weight equally.
- Where possible, avoid carrying the child a long distance.
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms.
- You must not carry anything else when carrying a child. Make two journeys or ask another staff member to assist you.
- If a child is struggling or fidgeting whilst you are carrying them, stop, place the child down and reassure them before continuing.

### Security

We have a key code security system on all of our entry doors. Access can be gained through the main front entrance via a security camera system. **Staff will only permit entrance to the main nursery after verification of individuals.**

### Sun care

As part of the children's learning process, activities and discussions will take place with the children to raise awareness of keeping safe in the sun.



Parents are asked to put sunscreen on their child in the morning and we will top them up as necessary during the day. With the permission of parents, we will use a Nursery sunscreen with a minimum factor of 30 but parents may supply their own named bottle of sunscreen if they would prefer. (Please see permission on registration form);

Children must have a clearly named sun hat which will be worn at all times whilst outside in the sunny weather.

Staff are to take particular care when children are outside during the hottest part of the day between 11.00am and 3.00pm. During this period staff and children should:

1. Wear sunhats
2. Wear clothing covering shoulders and arms.
3. Only be outside for limited periods when it is sunny.
4. Wear appropriate sunscreen.
5. Wear sunglasses with appropriate UV filters.
6. Use the appropriate shaded areas to set up activities.
7. Staff are to ensure children drink plenty of fluids so they don't get dehydrated, and avoid physical activities on very hot days to minimise the risks of heat stress, heat exhaustion and heatstroke.

Signed ..... Date 29th December2018 Review date: December2019

## Information Sharing Policy

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

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

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

The decision should never be made as an individual, but with the back-up of the management team. The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

In sharing information we are mindful of the Data Protection Act 1998, and the Freedom of Information Act 2000, as outlined by the Statutory Framework for the Early Years Foundation Stage and in line with Ofsted requirements. All staff are aware of the need for confidentiality, and staff and children's records are securely kept and only available to those who need to see them. We keep all records securely for 21 years, in line with legal requirement, after which time they are confidentially destroyed.

In Sharing Information we adhere to the "Seven Golden Rules" as outlined by the DfCSF 2015

- The Data Protection Act is not a barrier to sharing information
- Be open and honest
- Seek advice
- Share with consent where appropriate
- Consider safety and well-being
- Necessary, proportionate, relevant, accurate, timely and secure
- Keep a record

Permission will be sought to share information from a child's parent/carer before other professionals are contacted, and only those with parental rights can give or refuse consent for sharing information.

However in the event of a safeguarding issue we may share information without consent – parents/carers give signed consent to this as part of our registration procedures. Information may be collected from other professionals involved in the care and education of our nursery children, to inform planning and continuity of care, and including for example children's likes and dislikes, activity themes, dispositions and skills and particular requirements.

Signed ..... Date 29th December2018 Review date: December2019

### Lock Down Policy

The safety of everyone in the nursery is given the highest priority. There are some occasions when it may be necessary to keep the children inside the nursery building for their safety.

A lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property.

Examples range from:

- An unauthorised person(s) considered dangerous, are on nursery grounds.
- Family breakdowns where the separated parties without PR or who have been legally told they are not allowed contact attempt to abduct child(ren)
- Where there is an unlikely case of a nuclear emergency at Devonport dockyard.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from nursery as it may put them and their children at risk. Parents may not be able to contact the nursery by telephone as staff will be using this to contact the authorities. Please listen to the local radio stations for information. There may also be further information on the nursery Facebook.

As a result of an incident children may have been moved from their normal rooms to another safer place within the nursery.

All children will be supervised at all times and communication with parents and carers will be re-established once the incident has been dealt with or advice given from the appropriate authorities/emergency services.

If the end of the day is extended due to the lock down, parents will be notified by management or the emergency services regarding information about the time and place children can be picked up.

A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown & Ofsted will be informed.

## PROCEDURES

In the event of a lockdown...

Manager/Deputy or alerted member of staff making the announcement (ringing each room to alert the staff) is to confirm each room has been made aware of the lockdown situation).

The Manager or most senior staff member on the premises is to control the lockdown.

All staff and children are to remain and or proceed indoors and follow lockdown procedures:

1. Lock all doors and close all windows, pull down blinds on windows that have them (tiny tots/toddlers)
2. Keep all children inside.

**Take all children to the main church and keep them calm and as quiet as possible, stay away from the windows and doors. If the church is an unsafe place than management will instruct on the next safe area in the building.**

3. Ensure all children are present and all emergency medication that may be needed in taken.

4. All doors to be locked. Main entrance to be locked and not opened.

5. Telephone POLICE: 999; or other Emergency Services, if required. (NO other phone calls are to be made and main nursery line to remain clear for emergency contact)

6. Do Not Attempt to interact with the perpetrator.

7. Follow directions from the manager or senior controlling staff member or lead officer from emergency services An "All Clear" (said) announcement will end the lockdown. If a Safeguarding issue arises from the situation then we follow the guidelines of the police and the Local Authority.

**\*IT IS CRITICAL TO REASSURE CHILDREN AT ALL STAGES TO AVOID UNDUE DISTRESS. CHILDREN MUST REMAIN UNDER THE SUPERVISION OF THE MEMBER OF STAFF AT ALL TIMES**

Manager or senior controlling staff member to notify parents as soon as possible after the lockdown via phone calls/email etc. All areas checked and cleared by the manager or senior controlling staff member after "All Clear".

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### Lone Working Policy

Lone working is defined for the purpose of this policy as any occasion when a member of staff works without a colleague in the same room as them. Adults working in one to one settings with children may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when lone working situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and the adults who work with them.

Occasions of lone working include:

- Changing nappies
- Offering support using the toilet/potty
- Offering support with hand washing and changing of clothes
- Settling children to sleep in sleep room or in sleep areas
- Enabling free flow play to access indoor and outdoor provision
- Pre – School class room

Simple measures are in place to control and avoid risks associated with lone working.

- All staff have an up to date DBS check
- Ensure that lone workers receive appropriate information about safe working practices & receive training as required
- All base rooms have telephone access to support from other rooms & office
- Staff are within calling distance of each other while operating free flow play
- Pre – School classroom is attached to the toddler room with open door

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## Lost child policy

### Child escape

Should the occasion arise that a child does escape then the procedure is as follows:

- Deploy staff to check the nursery for security and to prevent any other child from escaping.
- Search the surrounding areas.
- Inform the parents/carers and police
- During this period, staff will continue to search for the missing child, whilst other staff maintain as near to normal routine as possible for the other children.
- The Nursery Manager will meet with the police
- The Nursery Manager will meet with parents/carers even if the child is found.
- Write a report on an incident form and send a copy to Ofsted
- Inform Ofsted
- Risk assessments will be carried out and security enhanced to ensure that this incident will not happen again.

### Outings

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedures will be implemented immediately.

- All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children will remain supervised throughout.
- In the event of a child not being found, the designated person in charge will immediately inform the police.
- The designated person in charge will then inform the nursery who will contact the child's parents/carers giving detail of what has happened.
- Staff from the nursery will be sent to assist the safe return of the other children.
- At least one member of staff will remain at the scene whilst others return to the nursery with the other children. This member of staff will continue searching for the child/children.
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.

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## Parent Partnership Policy

**Partnership with parents** is paramount. Parents are children's first and most enduring educators.

When parents and practitioners work together the results have a positive impact on the child's development and learning. A successful partnership needs a two-way flow of information, knowledge and expertise.

Parents are encouraged to discuss their child's progress by attending parent's evenings giving everyone an opportunity to talk privately and confidentially with issues or concerns.

All parents are made to feel welcome and valued and are encouraged to be actively involved.

We will:

- Welcome all parents into the nursery.
- Make all new parents aware of the nursery policies.
- Operate a key worker system to ensure close relationships are built up and encourage parents to share information about their child too.
- Ensure that all parents are informed on a regular basis about their child's progress.
- The chalkboard in the entrance way is updated weekly, informing parents what their child is learning that week.
- Regular newsletters are issued to keep parents up to date with information about the nursery
- When possible, to further encourage the children's development, parents will be asked to send in objects from home e.g. photographs.
- Involve the parents in shared record keeping about their own child, either formally or informally, but definitely through termly summative assessments.
- Welcome contributions of parents, whatever form they may take.
- Provide opportunities for parents to learn about the nursery curriculum.
- Regularly evaluate our services by asking parents to complete questionnaires once a year.

Parents are required to keep the nursery informed of any changes to personal circumstances which may have an effect upon the child e.g. change of address.

Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well being e.g. bereavement, separation.

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## The Prevent duty

All Ofsted registered early years providers from 1 July 2015 have been subject to the Prevent duty (section 26 of the Counter-Terrorism and Security Act 2015).

This means that early years providers must have "due regard to the need to prevent people from being drawn into terrorism". This duty **does not** require early years providers to undertake any new functions. The term 'due regard' simply means that early years providers should put an appropriate amount of weight on the need to prevent children and young people being drawn into terrorism through their current practice.

Early years providers are already responsible under the EYFS for keeping children safe, including from the risks of extremism and radicalisation, and for promoting the welfare of children in their care. The Prevent duty simply reinforces these existing duties and highlights the need to consider the risks of extremism and radicalisation when considering the vulnerabilities of a child or family.

Furthermore early years providers **already** focus on children's personal, social and emotional development. The EYFS supports early years providers to do this in an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

This means that early years providers will be meeting the requirements of the Prevent duty through their everyday practice. There is no expectation that early years providers will have to make any significant changes to how they currently work – they simply need to adopt an awareness of Prevent and to reflect this in existing child protection and safeguarding policies; and to understand how children's PSED can be supported through Fundamental British Values.

In order to support early years providers in developing their awareness of Prevent the DfE has published a guidance document - the **Prevent duty, Departmental advice for schools and childcare providers (June 2015)**. This [advice](#) is intended to help schools and early years providers think about what they can do to protect children from the risk of radicalisation and suggests how they can access support to do this.

One of the recommendations contained in the guidance is that schools and childcare providers receive WRAP (Workshop to Raise Awareness of Prevent) Training as soon as possible. It is suggested that :

"As a minimum.....schools and childcare providers should ensure that the Designated Safeguarding Lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation."

The Ofsted Common Inspection Framework which implemented in September 2015 includes reference to "providers promoting children's welfare and preventing radicalisation and extremism".

This means that early years providers will be expected to demonstrate activity in the following areas:

- assessing the risk of children being drawn into terrorism
- demonstrating that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies
- ensuring that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board



- making sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- ensuring children are safe from terrorist and extremist material when accessing the internet.

### **If you have a concern about a child**

If you have a concern about a child – you should follow your settings standard safeguarding / child protection procedures.

You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the standard child protection procedures should be followed.

**Amy Relf** has attended Prevent Awareness Training including the home office core training product (WRAP)

All staff have completed the Channel General Awareness Module.

**(Information in this section written by Maria Hollett – Early Years Safeguarding & Welfare Officer 2015)**

Signed ..... Date 29th December2018 Review date: December2019

## Mobile Phones, Cameras & Smart watches

### **Mobile Phones**

#### **Staff Usage of Mobile Phones**

All mobile phones belonging to staff must be locked in the staff room lockers at the beginning of each day. Phones may be used during breaks only in the staff room area, but need to be locked away again afterwards. Staff **are not permitted to use their phone** in the nursery.

#### **Usage of Mobile Phones on Outings**

The person in charge of the outing must take the nursery mobile and ensure it is fully charged and contains credit. **Staff are not permitted** to take their mobile phones with them.

#### **Parent/ Carer & Visitor Usage of Mobile Phones**

Parents/Carers & Visitors to the setting may not use their mobile phones whilst on the premises where children are present. Phone calls should only be made/ taken in the foyer or outside the front entrance.

### **Cameras**

- Members of staff should not bring their own cameras into the nursery.
- All photographs of children should only be taken on a designated camera for the sole use of the nursery. The camera usage will be monitored by the room leaders. All cameras should be stored securely.
- The photographs should only be taken of children for whom we have permission to photograph. (All staff to be made aware of which children cannot be photographed).
- There should always be a valid reason for taking photographs i.e. to promote children's learning and development. Once photographs have been printed for assessment & display use, then images must be deleted from the camera.

### **Smart Watches**

Smart watches are the newest technology that we need to be aware of. They are considered by many as tiny smart phones on your wrist. They can be used to send and receive messages, emails, make phone calls and connect to social network sites. The latest versions of the smart watches also have the ability to take photographs as there are mini cameras built into the device. Like other computers, a smartwatch may collect information from internal or external sensors. It may control, or retrieve data from, other instruments or computers.

The use of smart watches **are not permitted to be worn** by staff while working in the nursery.

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## Special Educational Needs and Disabilities Policy (SEND)

The SEND policy exists because all children are entitled to an education that enables them to

achieve the best possible outcomes regardless of their abilities, to become confident, young children that can communicate their own views and who are ready to make the transition into compulsory education.

To help children reach their full potential we seek guidance from the SEND Code of Practice 2014 and provide;

- Work in partnership with the child's parents and supporting staff when working with children
- Liaise with other professional agencies.
- Read any reports that have been prepared.
- Attend meetings with the local authority and other professionals.
- Regularly monitor observations carried out on the child's development.

### **Child Protection with SEND**

We are aware that additional barriers exist when recognising signs of abuse and neglect of children who have special educational needs and/or disabilities. Our SEND team and Child Protection team are fully aware of the correct procedures to follow if an issue arises. This is thoroughly highlighted in our **Child Protection Policy**.

### **Identifying SEND**

Through carrying out general observations and summative assessments using the EYFS Statutory Framework, it may be highlighted that a child has special educational needs. These may arise from communication and language, physical development or personal, social and emotional development.

When such concerns are raised, appropriate interventions and targets will be discussed and agreed on by the nursery SENDCO, key worker and the parents of the child. These interventions will be in the form of an **Individual Education Plan** which the key work will put into place and monitor the progression of the child. The IEP's will then be reviewed by the SENCO and the key worker every six weeks. It may be decided that the child will need no further action as they have made suitable progress or to carry on with a new IEP target. In some cases, the SENCO will look to the **SEND Pathway** for support, if a child has not made any or enough progress as we would have hoped. In these cases, outside agencies will be contacted with the parent's permission through using a referral to **The Gateway** and a **Team Around Me** will be put into place. Here a multi-agency support plan will be developed which will allow all agencies involved with the child work to a common goal. The **TAM** may decide that the child may need further help which is when an **Education Health Care Plan** will be requested. If a child requires support from an outside agency then we will fill in an **Early Help Assessment Tool (EHAT)** alongside the parents so that information is passed securely to other professionals.

### **SEND Team**

Our **SENDCO** for the nursery is **Maria Costello**. Our SENDCO team works closely with all staff to make sure that there are systems in place to plan, implement, monitor, review and evaluate the special educational needs practice and policy. The team has an afternoon out of the room per week to ensure all records and reports are kept up to date.

#### **The role of the nursery SENCO is to:**

- Liaise with the parents and other professionals in respect of the children with additional needs.
- Ensure that parents/carers are informed at all stages of the assessment, planning, provision, and review of their child's education.
- Provide parents with information and sources of advice and support.
- Advise and support other practitioners within the setting.

- Ensure appropriate IEP's are in place.
- Ensuring that the nursery environment is suitable for all children including those with additional needs.
- Keep all records up to date and confidential.

All IEP's and records of children are kept up to date and situated in the deputy manager's office.

### **Transition to school**

When a child is ready to leave, the nursery setting to attend Primary School, we will provide the school with a transition form which will have relevant information about the child. When a child with additional needs is looking to start school the nursery staff will look to make this transition as smooth as possible so that the child is not disrupted too much. We will look to get into contact with school and arrange meetings to discuss certain needs and even support the child on their visits to their new environment. We take into account the individual needs of the children and provide them with the support we think will be most beneficial. This process may start earlier in the year if we feel this would be best suited for the child's needs.

### **Admissions arrangements for children with additional needs.**

When a child comes into our setting with SEND needs then we will do our utmost to ensure a smooth transition so the child will settle in fully. We liaise with parents and look to develop strong parent partnerships so that we can understand the child's additional needs and put the necessary procedures or resources into place.

If a child attending our setting is already known to an outside agency, then we will look to get into contact with them so we can provide similar support. This support could range from targets in an IEP to specialist equipment. This will depend on the needs of the child.

If a parent or carer has any concerns about their child's development or if they feel that they need additional support, then they can ring **The Gateway** on **01752 668000**.

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## **Staffing and Employment Policy**

The aims of the nursery's staffing and Employment policy are as follows

- to ensure that the best possible staff are recruited
- to ensure people looking after children are suitable to fulfil the requirements of their role
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in "safeguarding children: safer recruitment and selection in education settings" and the code of practice.
- to have effective systems in place to ensure suitability of staff and other person coming into regular contact with children including obtaining information about whether a person is disqualified.
- to ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks & gaps in employment.

At Roundabout Nursery we are vigilant in our recruitment procedures aiming to ensure all the people working with children are qualified and suitable to do so.

We do this by the following:

- We advertise any job vacancies through reputable means such as the job centre or local paper. We ensure that all adverts include our safe recruitment procedures.
- All applicants need to fill in an application form giving details of all workplaces since school and giving explanations of when not in work.
- The nursery manager, deputy manager and/or a committee member will sit on the interview panel and will be involved in the overall decision making.
- All candidates will be required to produce their photographic identification at the start of the interview and prove that they are eligible to work within the UK.
- All candidates will be asked the same set of questions based on specific areas of child care, safeguarding children, planning and following the curriculum and their understanding of the legal frameworks that are used in the nursery.
- We will also ask questions relating to a specific role and again ask different questions if we want to find out more about a candidate.
- Candidates will be scored by the interview panel for their answers, and also scored for their individual experience and qualifications.
- Based on this information the interview panel will decide who is the most suitable person for the position, taking into account their individual scores and knowledge and understanding of early years and the needs of the nursery.
- Each candidate who has been interviewed will receive written confirmation of their success.
- The successful candidate will be initially offered the position subject to reference and DBS checks.
- All checks will be taken up before employment commences and followed up with a phone call. We ask for 2 references, one of which should be from the applicant's current or most recent employer.

- A clear DBS will need to be obtained before the start of employment and overseas check, where appropriate;
- A staff suitability form and health declaration & equal opportunities monitoring form will need to be completed before employment commences.
- All qualifications will be checked and photocopies of certificates taken with permission for the staff members personnel file alongside ID checks.
- All new staff members will undergo a full induction and be assigned to a senior staff member, who will introduce them to nursery life. As part of the induction staff members will be given the nursery policies and procedures to read and become familiar with.
- The new staff member will be given regular reviews to monitor their progress and to ensure the nursery is fully supportive whilst the new staff member settles in.
- Staff are not allowed to work if under the influence of alcohol or drugs.

### **A high adult to child ratio is essential in providing good quality nursery care.**

In our nursery we commit to the following adult to child ratios:

Babies and tiny tots – 1 adult to every 3 children

Toddlers – 1 adult to every 4 children

Pre-school – 1 adult to every 8 children

We operate a “Key Persons” system within the Nursery. One member of staff will have overall responsibility for a small group of children within their room. The Key Persons ensure each child and family have a link with the members of staff who are involved with all aspects of their child's development.

We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with or without disabilities, from all religious, social, ethnic and cultural groups.

Over half of our staff hold an NVQ 3, NNEB or teaching qualification. Regular in-house training is available to all staff and volunteers. Our nursery budget includes an allocation towards training costs.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

#### Staff working with their child or close family member

Where possible we will place staff members in a different room to their child.

Although we do not wish to place restrictions on staff members seeing their child throughout the nursery day, we must consider the routine and the upset that a visit may cause to the child when

the parent leaves the room again. This will be agreed by the staff member, room leader and manager in order to cause as little upset to all the children involved.

If a staff member's baby requires breastfeeding, the nursery will adapt the agreed guidelines to suit both the baby's and mother's needs and cover will be provided during this time.

We support our staff by means of termly supervision and annual appraisals.

### Supervision

Supervision exists to enable staff to discuss any issues, particularly concerning a child's development and well-being, to identify solutions to issues and to receive coaching to improve their personal effectiveness.

This is the structure for Supervision at Roundabout;

Autumn Term: Appraisals conducted by the Management Team, half an hour each

Spring Term: Career Development Plans completed by a member of the Management Team, ¼ of an hour each

Summer Term: Supervision conducted by the Management Team, half an hour each

Team meeting happen twice per year and Room Leader meetings happen once per month.

Staff are asked on a yearly basis whether any medication they are taking has changed. We will make a decision on their suitability to work directly with children and what responsibility they should have. Staff medicine is stored securely in their lockers.

**In order to help to reduce stress in the workplace** all members of staff in the nursery will:

- Have the opportunity to relax away from the children at regular and appropriate times so that they may experience varied levels of stress during the working day.
- Have the opportunity to feel positive and proud about their work and the work of the nursery
- Develop a responsible attitude and understanding towards their own stress levels so that they can take action or seek support, long before stress becomes a critical issue within their lives.
- Develop a responsible attitude and understanding towards the stress levels of colleagues so that they can support and help colleagues who appear to be suffering from undue levels of stress.
- Develop a responsible attitude and understanding towards signs of stress in children which may be an indication of neglect or abuse.

**We see stress management** as a process of co-operative team work and welcome and encourage the involvement of the committee, parents and other professionals. It involves looking at:

1. The amount of work a person is expected to undertake

2. The satisfaction derived from that work
3. The way in which that person's work is valued by others
4. The amount of time given to a person in which to undertake that work.
5. The esteem in which that person is held by others
6. The individual's self-esteem
7. An understanding of the stress that is involved in caring for young children

**Parents** work towards the nursery's aims of reducing stress in children by:

- Ensuring that children regularly attend the nursery in good health.
- Providing support for the discipline within the nursery
- Being realistic about their children's abilities and offering encouragement and praise
- Participating in discussions concerning their child's progress and attainments
- Ensuring early contact with the nursery to discuss matters which affect a child's happiness, progress and behaviour.

In order to continually enhance self-esteem and thus reduce the build-up of stress, the Manager will facilitate:-

- Staff meetings in which achievements are noted and commended
- Individual one to one discussions between the nursery manager and a member of staff
- Press releases and communications with the mass media and local community

No complaint from any member of staff concerning stress is ever ignored, set aside or thought of as trivial. Every stress issue raised is taken seriously and a solution is found.

### **Monitoring of stress**

- Records of absence through illness and the reason for the illness are kept. Appropriate monitoring of sickness absence is recognised as an essential early warning measure of increased stress.
- Clear guidelines are given to staff to report absences
- When a member of staff returns to work after an absence of any length a return to work interview takes place. The interview follows clear guidelines set out for this meeting and all information gathered.

### **Uniforms**

Uniforms must be worn at all times. The uniforms consist of:

- Smart black tailored trousers.
- Smart black, flat, closed toe shoes.
- Named tunic tops provided by the nursery.
- Black cardigans.
- Summer term and holidays: black sandals (not flip-flop style) and cropped black trousers are allowed
- When it is very warm: a plain pink t-shirt may be worn, but the tunic is always the preferred option
- Staff must not smoke in their uniforms.



**Jewellery**

Jewellery is **NOT** permitted other than a wedding band, watch and stud earrings.

**Hair and make up**

Hair that is longer than the nape of the neck must be tied back at **all** times. Minimal amounts of make up are permitted but appropriateness will be monitored by the Manager. Nails must be no longer than fingertip length (they should not be visible over fingertips when palms are facing up).

**Attitude**

We aim to provide a warm and inviting environment for children and parents, and so staff members must be aware of their attitude, body language, tone of voice and facial expressions. Staff must display a positive attitude towards the children and their work and be courteous to all colleagues, parents and children.

Signed ..... Date 29th December2018 Review date: December2019

## **Staff Behaviour Policy**

All members of staff at Roundabout Nursery are required to adhere to the following code of conduct.

Staff must be familiar with, understand and adhere to all the setting's policies and procedures at all times.

Staff must observe all the codes of conduct as laid out in the setting's Employee Handbook, a copy of which is provided to all staff on their induction into the Nursery. Further copies can be obtained from the Manager.

### **General Conduct**

- Staff must wear the uniform provided and will otherwise wear appropriate smart black trousers.
- Staff must wear sensible non-slip smart black shoes whilst working in the nursery.
- Staff are requested to wear long hair tied back when working with the children and will wear it tied back at all times when working in the kitchen.
- Staff must make sure they are ready to start work on time at the start of their shift.
- Staff are to keep the children's Learning Logs up to date, complete the 2 year old check in compliance with the revised EYFS and complete Individual Development summative' s and Transfer documents in a timely fashion.
- Staff are to wear protective gloves and apron's when dealing with bodily fluids, dispose of nappies etc. in the appropriate manner as detailed in our nappy changing policy and must generally abide by the setting's Health and Safety policies and procedures.

### **Illness, Health & Medication**

- Staff must inform the Manager by 07:30 am if they are sick and unable to work.
- If a member of staff is taking regular or irregular medication or has a health issue that may prevent them from carrying out their duties to the best of their ability, they must share this information with the Manager. A medication form must be completed and signed, and a health declaration completed or updated. All medication must be kept secure and out of the reach of children. Staff must keep medication locked in the staff lockers downstairs in the staff room or handed in to the nursery office.

### **Code of Conduct**

- Staff must not smoke on or around the premises, designated place only to be used. Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues by changing your nursery uniform when smoking so your clothes do not smell of smoke around the children. On your return to the nursery you must wash your hands and put your uniform back on
- Staff must abide by the setting's confidentiality and information sharing policies and to only share information appropriately and when required.
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times.
- Staff will not show favouritism to colleagues or children.
- Staff must not behave or speak in a discriminatory manner under any circumstances.
- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room.

## Safeguarding

- All members of staff must report concerns to the Designated Safeguarding Officer any safeguarding issues or safeguarding concerns which may occur at the setting. Should these issues or concerns not be addressed in a satisfactory manner by the Designated Safeguarding Officer, staff must report directly to the gateway or Hub.
- All members of staff must report to the Designated Safeguarding Officer any safeguarding issues which may occur in their homes as well as any allegations made against them or anyone living in their household on a permanent or temporary basis.
- Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting or wear smart watches. Phones must be stored securely in the lockers. Staff are permitted to check phones **ONLY** during their lunch breaks. Staff should inform any interested party (children's schools, partners, etc) of the Nursery's telephone number, which they can call should the need arise. In emergency circumstances, staff may place their phones in the nursery office under the care of the Manager to field calls.
- Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children or staff, both past and present, on any social networking site. **Staff should not befriend parents on social networking sites unless they were friends before.**
- Staff will not be permitted into the nursery if there is any indication that they are under the influence of alcohol or substance misuse.
- All concerns must be referred to a manager and a record of the staff member's concerns is to be kept and placed in a secure folder.
- Staff must never let strangers into the setting without first asking them to identify themselves and seeking clearance from the Manager.
- Staff will ensure that all children will be signed before their session.
- Staff will ensure that children will be released into the care of their parents or designated carers only and will ensure that children are signed out.
- Staff must always inform a colleague when leaving to change a child's nappy or clothes.
- Because of their daily and sometimes intimate contact with children in a variety of situations, staff are vulnerable to accusations of abuse. Staff should take care not to put themselves into situations that may lead to allegations being made against them. It is advisable that at all times, or when possible, that staff ensures that they are not left alone with children. There should always be two staff members in view or hearing of children, when possible, in order to protect both staff and children.

Signed ..... Date 29th December2018 Review date: December2019

## Student Policy

The nursery is committed to sharing best practice to those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff and gain work experience within our nursery.

Students are expected to be associated with a recognised child related course or on work experience from the local secondary schools/College/University or Totness European school. Placements will be offered after discussions with the appropriate tutors and close links have been established with the training centre or school.

Students on qualification courses are required to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out. Students from overseas on a short term placement will have checks done by the European school before the placement commences.

Schools placing students under the age of 17 years with the nursery must vouch for their good character and provide a written letter that will go on the students file. This will also be followed up by a telephone call and students will be required to come in for an informal chat before the placement starts.

Students will be given a full induction on the first morning of their placement. Our induction training for staff and volunteers includes ensuring all staff have read and understood the health and safety policy, and understand their shared responsibility and accountability for health and safety. The induction training covers matters of staff well being, including safe lifting.

Throughout their time with us, students will:

- Be supervised by staff members at all times and will not be left alone with the children.
- Students will not count as part of the nursery ratios, unless they are long term and even then we would not plan to use them, it would just be in case of emergency.
- Students will be asked to read all nursery policies relating to their placement during their induction.
- Students will be required to keep to our confidentiality policy.
- Students will be given support, guidance and feedback throughout their placement and staff members will liaise with the student's tutor.

All students on placement at the nursery will be required to wear smart black trousers, t-shirt/polo shirt or top provided by training centre and flat shoes and will be expected to turn up on time and be respectful to staff and families who use our nursery.

All students are encouraged to contribute fully to the nursery routine and to spend time in each area.

Signed ..... Date 29th December2018 Review date: December2019

## **Visits and Outings Policy**

A full risk assessment will be carried out for each outing; this will ensure the chosen venue is appropriate for the age, stage and development of the children.

When a trip or outing is planned the nursery will:

- Secure individual written consent slips signed by the parent/carer.
- A risk assessment will be written and if vehicles are involved the lead practitioner will ensure that the company is reputable, and each vehicle has a current MOT and insurance. Where possible gain details of the vehicles driver before the trip takes place.
- Advise parents of the time and place the visit will take place.
- Advise parents on the equipment needed for the trip i.e. coats, packed lunch etc.
- The ratio of staff to children will always be at least 1 adult to 2 children regardless of the children's age.
- There will be a designated person in charge and a designated first aider.
- Check if any of the children have medical needs that are on the trip/outing. All medication required must be taken and managed by the person in charge of the children. The child's Medication form and administration details must be taken on the outing

The staff members will:

- Divide the children into small groups
- Take a register with them
- Take a first aid kit with them
- Take a mobile phone and contact numbers
- Take a copy of the lost child procedure
- Complete the register at regular intervals of the trip.

When taking a child out on a trip in which transport is to be used, the following procedures will used:

- Ensure seat belts, child seats and booster seats are used.
- Ensure the maximum seating is not exceeded.
- All children will be accompanied by a member of staff.
- No child will be left unattended in the vehicle.
- Extra care will be taken when getting in and out of the vehicle.

Signed ..... Date 29th December2018 Review date: December2019

## **Whistle Blowers Policy**

Whistle blowing is where a member of staff can raise a concern, however trivial, in confidence to a senior member of staff.

Roundabout Nursery is committed to the highest standards of quality, integrity, openness and accountability. In demonstrating this commitment Roundabout Nursery encourages members of staff who have serious concerns about any part of their work to come forward and express their concerns.

Any members of staff who raise concerns can do so in confidence without the fear of reprisal or victimisation.

The Public Interest Disclosure Act 1998 set out a process for staff to follow which offers them a confidential route to raise genuine concerns and provides support throughout the process.

### **Procedure**

If a member of staff has concerns that they need to raise with Roundabout Nursery they should first consider using the nurseries personnel policies and procedures which include:

- Complaints
- Equal opportunities
- Confidentiality
- Health and safety

In the majority of cases serious concerns should be properly investigated and handled sensitively and fairly through the personnel policies and procedures listed in the employer's handbook.

### **Step one**

In most cases it should be possible for staff to raise an honest and reasonable concern about misconduct with the manager or deputy manager, who will investigate and give appropriate feedback. This may be done orally or in writing.

If an individual feels unable to raise the matter with the manager or deputy manager for whatever reason or isn't satisfied with the outcome, they should raise the matter with Nicki Kitto or any other committee member they feel most comfortable disclosing the information to.

### **Step two**

If all these channels have been followed and the staff member still has concerns, or if a member of staff has a genuine concern about raising serious problems and feels that they need to follow a process which offers them a confidential reporting line without fear of reprisal or victimisation, then the following internal route should be followed.

To enable a formal process to be available to staff in this situation, Roundabout Nursery is led by a committee which can be contacted via the nursery manager or directly through Nicki Kitto. If a member of staff asks the line manager or committee members to protect their identity, then this information will not be disclosed without the staff member's consent. This contact will be treated in confidence and a meeting will be arranged with the committee to investigate the matter fully. In situations where concerns cannot be resolved without revealing the identity of the staff member who has raised the problem then this matter will be discussed with the individual about whether and how to proceed.

An individual has the right to remain anonymous throughout this process.

A member of staff can also contact Ofsted complaints department with any concerns they may have about the setting, on the following contact details:

OFSTED (Early Years Dept.)

Tel: 0300 123 1231

This policy exists to protect those wishing to raise genuine concerns about what they believe to be misconduct in the work place. It follows that any member of staff found to be deliberately abusing the protections afforded by this policy could leave themselves open to serious disciplinary action.

Signed ..... Date 29th December2018 Review date: December2019

## **Zero Tolerance Policy**

### **Introduction**

Staff face on a daily basis the challenge of trying to deliver an effective educational service at pupil, class room and managerial level. Our staff also work positively towards developing a working partnership with parents, guardians and other family members (from here on referred to collectively as parents)

Policies and procedures are in place to protect our individual pupils and staff as employees and as such parents are strongly advised to follow these procedures.

Occasionally some parents choose not to follow the existing procedures and protocols when they believe they have a concern or an issue and choose to respond in a negative, hostile or intimidating manner towards our staff.

Whilst these incidents are isolated and rare they can often involve persistent, unacceptable behaviour towards either one or more members of staff.

The Management and Committee have an obligation to ensure the provision of a safe and secure environment for all our staff and children.

This policy aims to provide clear guidelines for the management of unwanted behaviour.

### **Behaviours not acceptable on school on nursery premises:**

- Screaming, shouting, loud intrusive conversation
- Threats or threatening behaviour
- Malicious allegations relating to staff, other parents, committee, visitors.
- Harassment and Bullying
- Offensive Language, including derogatory, sexist, racist remarks
- Intimidating behaviour – verbal or non-verbal
- Inciting hatred and hostility towards others
- Wilful damage to property
- Theft
- Violence – to persons or property
- Offensive sexual gestures or remarks

Any parent behaving unlawfully will be reported to the police.

### **Procedure**

All parents are strongly advised to follow the existing procedure for concerns and complaints.

Should unacceptable behaviour occur:

**Stage 1/** The Manager will give an informal warning about consequences should the behaviour persist.



**Stage 2/** Failure to stop will result in a formal letter outlining the consequences should the behaviour persist and state clear boundaries/ rules for a given time.

**Stage 3/** Failure to stop will result in a third and final formal letter stating affirmative action with a given time period. There are no rights of appeal in this incidence. The likely action will be that either;

- (i) The child can remain at the nursery as long as another adult brings and collects them or
- (ii) That the child can no longer attend the nursery.

Throughout the process a parent can be reassured their children's care and education will not be affected in any way.

In all cases, the Manger exercises the right, with the full support of the Committee to make a judgement as to which stage to implement based on the nature and severity of the incident.

Signed ..... Date 29th December2018 Review date: December2019