

POLICIES AND PROCEDURES

(Dec 2013 update)

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ADMISSIONS POLICY

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



ACCIDENT MANAGEMENT POLICY

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



BEHAVIOUR MANAGEMENT POLICY

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, with realistic expectations for their age and stage of development. Where children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem and asking them to make the right choices in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Nursery and explained to all newcomers, both children and adults.
- All adults in the nursery will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults in the nursery will praise, encourage and endorse desirable behaviour such as kindness, good listening and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
 - When children behave in unacceptable ways:
 - Physical punishment, such as smacking or shaking, will never be used or threatened
 - Children will never be sent out of the room by themselves.
 - Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
 - In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately but by means of explanations rather than personal blame.
- Adults will not shout or raise their voices in a threatening way.

BEHAVIOUR MANAGEMENT POLICY (continued)

- Adults in the nursery will make themselves aware of, and respect a range of cultural expectations regarding interactions between people.

Good behaviour will ALWAYS be praised and encouraged and undesirable behaviour will be discouraged. This will be handled through discussion and explanation at the appropriate level to at the age and stage of the child.

However, if a situation did occur where a child put another child in physical danger: for example: biting then the child who caused the injury would be moved away from the situation and spoken to separately.

As a nursery we work closely with parents/carers and consistency of routine is paramount. If a parent/carer wishes us to follow a specific behaviour management plan which has been implemented at home then we will follow it as long as it is not contrary to our procedures.

Recurring problems will be addressed by the nursery, in partnership with the child's parent/carer, using objective observation records to establish an understanding of the cause. Where appropriate, with permission from the parent/carer, external agencies may be invited in to offer their expertise and support.

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CHILD PROTECTION/SAFEGUARDING OF THE CHILDREN

POLICY AND PROCEDURES SUMMARY

The detailed policy (of which this is a summary) follows

Our Nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Clifton-Upon-Teme Nursery has a clear commitment to safeguarding children and promoting their welfare.

Should anyone believe that this policy is not being upheld it is their responsibility to bring the matter to the attention of the Nursery Manager and/or the Chair of Trustees at the earliest opportunity. Safeguarding is everyone's responsibility including logging and recording. A Child's needs must come first!

If you are at all worried or concerned about a child, please inform the following people:

***DESIGNATED SAFEGUARDING STAFF AT CLIFTON NURSERY:**

CLAIRE VINCENT (MANAGER)

SALLY TOMKINS

***DESIGNATED SAFEGURDING STAFF AT WHIZZ KIDS AFTER SCHOOL CLUB:**

KATRINA TUCKER (WHIZZ KIDS SUPERVISOR)

***DESIGNATED SAFEGUARDING TRUSTEE:**

CATHRYN THROUP

OTHER CONATCTS (available where needed, discussion in conjunction with the above):

Children's Services Access Centre:	Open 8:30-5:00pm	= 01905 768054
Any queries /advice:	Out of hours & weekends	= 01905 768020

Worcester Safeguarding Children's Board: www.worcestershiresafeguarding.org.uk

Local Authority Designated Officer 01905 752800

OFSTED (To report any significant incidents) 0300 1231231

Early Years and Childcare Helpline 01905 822672

Early Help Hub 01905 822666

* CONFIDENTIALITY All suspicions and investigations are kept confidential and shared only with those who need to know in order to protect the child. Any information shared will be under the guidance of the Worcestershire Safeguarding Children's Board (WSCB).

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES

Clifton-Upon-Teme Early Years Centre believes that “Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with adults caring for them” (EYFS 2012, Statutory Framework)

Our nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life.

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

The EYFS (Statutory Framework) Child Protection states:

- Providers MUST take all necessary steps to keep children safe and well (paragraph 3.2)
- Providers MUST have and implemented a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB) (paragraph 3.4)
- Providers MUST have regard to the Government’s Statutory Guidance “Working Together to Safeguard Children” (DCSF 2010: consultation draft DFE 2012). If providers have concerns about a child’s safety or welfare they MUST notify agencies with statutory responsibilities without delay. This means the local children’s social care services and, in emergencies, the police (paragraph 3.7)

1) Aims:

The Aims of Clifton-Upon-Teme Early Years Centre Safeguarding/Child Protection Policy and Procedures are to:

- Ensure our practice is in line with the guidance and procedures set out in the EYFS and Worcestershire Safeguarding Children Board (WSCB) in respect of child protection & safeguarding children, working together under the Children’s Act 2013.
- Ensure our setting has measurable, effective procedures in place to safeguard the children in our care.
- Support our staff to understand their roles and responsibilities.
- Inform parents/carers of our safeguarding/child protection procedures.
- Clarify the action to be taken in the event of an allegation being made against a member of staff and/or any person living, working or looking after children at the premises.
- Determine the use of mobile phones and cameras in the setting.
- Create an environment to encourage children to develop a positive self-image.
- Encourage children to develop a sense of independence & autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for ALL children.
- Always listen to children.

2) Legal Framework:

The legal framework for this policy is:

PRIMARY LEGISLATION	SECONDARY LEGISLATION
The Children’s Act 1989-s47	Sexual Offences Act 2003
The Protection of Children Act 1999	Criminal Justice & Court Services Act 2002
Data Protection Act 1998	Human Rights Act 1999
The Children Act 2004 Every Child Matters	Race Relations (Amendment) Act 2000
The Children (NI) Order	Race Relations (Amendment) Act 1976 Regulations
The Children (Scotland) Order	Rehabilitation of Offender Act 1974
Safeguarding Vulnerable Groups Act 2006	

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

Under section 40 of the Children's Act 2006- Clifton-Upon-Teme Early Years Centre has a duty to comply with the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS 2012), and to take ALL necessary steps to keep children safe and well.

Guidance:

What to Do if You are Worried a Child is Being Abused (2004)
The Framework for the Assessment of Children in Need and their Families (2000)
Working Together to Safeguard Children (revised 1999) (2013) (DCSF 2010: consultation Draft, DFE 2012)
The Common Assessment Framework (2005)
Safeguarding & Child Protection Guidance for Early Years and Childcare Providers: **YELLOW FOLDER** (2013)
Early Years Centre "Your Roles & Responsibilities in Protecting and Safeguarding Children".
Safeguarding Vulnerable Groups Act (2006) Data Protection Act (1998)

Liaison with other bodies (working as part of a multi-professional team):

- We work with Worcestershire Safeguarding Children Board Guidelines and the procedures set out in the Early Years Foundation Stage.
- We have a copy of "What to Do If You Are Worried a Child Is Being Abused" for parents and staff and ALL staff are aware of what to do should they have any concerns.
- We have contact numbers for CAF co-ordinators, Access Centre, OFSTED, Early Help HUB, and the Early Years and Childcare helpline should we need to report any concern, so we can all work together.
- We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements that may affect the well-being of children.
- Details of the Local National Society for the Prevention of Cruelty to Children (NSPCC) contact are also kept.

Worcestershire Safeguarding Children Board (WCSB):

The WCSB consists of senior representatives of the main agencies which have statutory responsibilities to safeguard children. It is a forum for establishing and guiding the services in Worcestershire to safeguard, protect and promote the well-being of children.

If a referral is to be made to the Access Centre, we act within the WCSB's "Safeguarding Children and Child Protection Guidance" in deciding whether we must inform the child's parents at the same time.

3) Designated Safeguarding Staff:

At Clifton-Upon-Teme Early Years Centre the DSL is CLAIRE VINCENT and the Deputy DSL is SALLY TOMKINS. The DSL for Whizz Kids After School Club is Katrina Tucker who can also cover the Early Years Centre in the absence of the EYC DSL & Deputy DSL. The committee member who has responsibility for Safeguarding is Cathryn Throup. Together with the Trustees, they will review the "Policy for Safeguarding of Children" as well as the relevant procedures and staff training records, on an annual basis. These members of staff are required to undergo training in child protection **every 2 years**.

It is the overall responsibility of the DSL and Deputy DSL to report any concerns. However, in the absence of either DSL the procedure is that every member of staff has a responsibility to act swiftly upon any suspicions or concerns they may have about a child or member of staff at the nursery. The nursery will follow the procedures set out in the Early Years Foundation Stage and Worcestershire Safeguarding Children Board Guidance, working together under the Children's Act 2013 and as such will seek advice on ALL steps taken.

The EYFS, Safeguarding and Welfare Requirements (Statutory Framework), states that:

- A practitioner **MUST** be designated to take lead responsibility for safeguarding children in every setting (DSL).
- The lead practitioner (DSL) is responsible for liaison with local statutory children's services agencies, and with the Local Safeguarding Children Board (LSCB).

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

- The lead practitioner (DSL) MUST provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issues as required.
- The lead practitioner (DSL) MUST attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect, taking account of any advice from the LSCB or local authority on appropriate training courses.

4) Staffing and volunteers:

- We provide adequate and appropriate ratios to meet the needs of children.
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offender's Act 1974.
- Candidates are informed of the need to carry out checks before posts can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- From December 2012 all new applicants MUST have a DBS (Disclosure and Barring Services) check. Previously CRB checks via the Independent Safeguarding Authority).
- All DBS checks will be updated on a regular basis to ensure the suitability of the adults caring for the children. We abide by OFSTED and the DBS checks for staff and volunteers, to ensure that no person on the barring list work at the nursery or have access to the children.
- We ensure that we receive at least two references BEFORE a new member of staff commences employment.
- All students will have DBS checks conducted before their placement commences and have been through their institution's safer recruitment process.
- Volunteers, including students, DO NOT work unsupervised.
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children.
- ALL visitors/contractors will still be accompanied whilst on the premises, especially when in the areas used by the children.
- The deployment of staff within the nursery allows for regular physical checks, i.e. children sleeping.

5) Procedure- Responding to suspicions of Abuse:

- See section 3 Yellow Folder.

6) Confidentiality:

Staff will not comment either publicly or in private about a parents supposed or actual behaviour, unless in the capacity of sharing information to protect a child. Staff MUST raise any concerns initially with the DSL or Deputy DSL. The matter will then be discussed with the Manager and appropriate initial action will be considered. As and when appropriate the Nursery Manager will ensure the Chair of Trustees is consulted.

It is the overall responsibility of the DSL and Deputy DSL to report any concerns. However, in the absence of either DSL the procedure is that every member of staff has a responsibility to act swiftly upon any suspicions or concerns they may have about a child or member of staff at the nursery. The nursery will follow the procedures set out in the Early Years Foundation Stage and Worcestershire Safeguarding Children Board Guidance, working together under the Children Act 2013 and as such will seek advice on ALL steps taken.

Staff will keep accurate records of their observations, signed and dated and of anything said to them by the child or others in connection with the suspected abuse. **THIS INFORMATION WILL BE KEPT IN A LOCKED CABINET.**

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information shared will be under the guidance of the WSCB.

7) Recording suspicions of Abuse and Disclosures:

Staff will make an objective record of any observations or disclosures and include:

- Child's name.
- Child's address.
- Age of the child and date of birth.
- Date and time of the observation or disclosure.
- Exact words spoken by the child/injuries or marks seen.
- Name of the person to whom the concern was reported, with date and time and the names of any other person(s) present at the time.
- Any discussion held with parent/carer.

These records will be signed and dated and kept in a separate confidential file. ALL members of staff know the procedures for recording and reporting. Should it be thought necessary, through discussion with all concerned, that the matter needs to be raised with the Access Centre/OFSTED; the nursery expects ALL staff to co-operate with the Access Centre and OFSTED in any way necessary to ensure the safety of children.

The Statutory Framework for the EYFS 2012 states that:

- A practitioner must be designated to take lead responsibility for safeguarding children in every setting (p3.5).
- The lead practitioner is responsible for liaison with local statutory children's services agencies and with the LSCB (p3.5).

At Clifton-Upon-Teme Early Years Centre this lead practitioner is referred to as the Designated Safeguarding Lead (DSL). On the rare occasion that the DSL/Deputy DSL are absent it is essential that ALL staff understand and are able to follow this safeguarding/child protection procedure in their absence.

- Clifton-Upon-Teme Early Years Centre may receive an allegation of abuse of a child from a child, parent/carer, an assistant or from an outside agency.
- The allegation may be verbal or written but should be treated with equal concern.
- The alleged perpetrator may be an adult or child. Whether they are at the setting or not, procedures must be followed.
- If the alleged perpetrator is a child in the setting their own safeguarding needs must be considered.

Procedure:

- 1) At Clifton-Upon-Teme Early Years Centre, if a member of staff believes a child may be at risk of significant harm, e.g. because a child has disclosed possible abuse or displays an injury without a plausible explanation, they must inform the DSL immediately and record their concern.
- 2) All personal and sensitive information MUST be recorded and handled in confidence.
- 3) The DSL/ Deputy will gather any additional information available and immediately follow flowchart 1/p.1 of this document, to determine action. **The DSL will consider any factors which may affect judgement, and seek advice from the Access Centre as necessary. The child's welfare is always paramount.**
- 4) If a referral to children's social care is required it will be necessary to share the following information:
 - The name, address, date of birth, ethnic origin and gender of the child.
 - If applicable, any disability or special need that the child may have.
 - The name of the person with parental responsibility for the child, and any restrictions to legal contact with the child.
 - The names and dates of birth of siblings or other children in the household (if known).

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

- The names and contact telephone numbers of parents and other carers or close family members if known.
 - The names, addresses and telephone number of the child's GP and Health Visitor if available.
 - The nature of the injuries observed, and /or the reasons for concerns.
 - The nature of the person who has raised the concern and exactly what the concern is.
 - The parents/carers/child's first language.
- 5) When making the referral it is usually good practice to discuss concerns with parents/ carers first. However, if it is believed that:
- Discussion with parents may put the child / an adult at greater risk of harm
 - Evidence may indicate sexual abuse (e.g. a clear disclosure).
 - Evidence may indicate that a crime has been committed (e.g. an injury).

Staff will ALWAYS SEEK ADVICE from the Access Centre BEFORE discussing concerns with parents

- 6) The Access Centre will advise staff what information should be shared with the parents/carers, if any, at this stage.
- 7) Clifton-Upon-Teme Early Years Centre will at all times follow instructions from the Access Centre.
- 8) A telephone referral should be followed up in writing within 48 hours
<http://www.worcestershire.gov.uk/cms/pdf/Making-a-Referral-to-children.pdf>
- 9) If staff at Clifton-Upon-Teme Early Years Centre have general concerns about a child's welfare e.g. have logged several minor concerns over a period of time, or have observed that a child's demeanour has changed without a plausible explanation, staff will discuss their concerns with the DSL/Deputy DSL.
- The DSL may:
- Contact the Access Centre for further advice
 - Recommend discussion with Parent/Carers
 - Consider a Common Assessment Framework (CAF)
 - Suggest Signposting to Children's Centre Services
 - Continue to monitor situation
- 10) If a referral to the Access Centre is made Clifton-Upon-Teme Early Years Centre will follow points 2-8 above.
- 11) Effective record keeping MUST be maintained by all staff at ALL times.
- 12) Within 24 hours following a referral to the Access Centre, the referrer should expect to receive feedback about the course of action to be taken. The DSL should document this and follow any instructions from the Access Centre
- 13) NB: ALL staff have a duty to escalate significant concerns (e.g. directly to the provider or to Children's Services Access Centre) if their concerns about a child or member of staff are not shared by the DSL or the setting manager.

Supporting Guidance:

WSCB Thresholds Guidance for Practitioners 2011 can be found at:
www.worcestershiresafeguarding.org.uk

- 8) Management of allegations against a person living, working or looking after children on the premises.**

Staff MUST never investigate an allegation of abuse but MUST always follow the advice of the Access Centre or other Statutory Body

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

The Statutory Framework for the Early Years Foundation Stage (EYFS 2012) states:

“A Practitioner must be designated to take lead responsibility for safeguarding children in every setting”
However, when a safeguarding concern involves the behaviour of someone living, working or looking after young children on the premises, this becomes the Provider’s responsibility.

The EYFS states:

- Para 3.4: Procedures to Safeguard children MUST include an explanation of the action to be taken in the event of an allegation being made against a member of staff.
- Para 3.8: REGISTERED PROVIDERS MUST inform OFSTED of any allegations of serious harm or abuse by any person living working or looking after young children at the premises (whether the allegation relates to harm or abuse committed on the premises or elsewhere).

It is essential that ALL staff at Clifton-Upon-Teme Early Years Centre are confident to follow this ‘Allegations Management’ Procedure.

Procedure to be followed if an allegation against a member of staff is received:

- Clifton-Upon-Teme Early Years Centre may receive an allegation of abuse from a child, a parent/ carer, a member of staff or from an outside agency.
- The allegation may be verbal or written but should be treated with equal concern.
- Confirmation of the allegation in writing should be sought from the person making the allegation, but action should not be delayed whilst awaiting written confirmation.
- The recipient of the allegation should immediately inform the DSL.
- The allegation will be recorded confidentially and stored securely. (A recommended template in the Appendix of ‘Safeguarding and Child Protection Guidance for Early Years and Childcare Providers’ – the ‘Yellow Folder’- summarises the essential information to be recorded).
- The DSL should immediately advise the setting manager and ensure the Registered Person is informed.
- If the allegation is against the DSL, the member of staff in receipt of the allegation should immediately notify the Chair of Trustees, the company being the Registered Person. (Where the setting manager is the DSL, the member of staff in receipt of the allegation should immediately notify the Chair of Trustees, the company being the Registered Person, or if this is not possible inform the Access Centre).
- If the allegation is against the Registered Person the DSL should inform the Access Centre immediately and notify OFSTED.
- The telephone number for the Access Centre is
01905 768 054 Monday to Friday (8:30am-5:00pm)
01905 768 020 Evenings and Weekends.
- A note should be made of any actions advised by Children’s Services Access Centre or by OFSTED and of the date and time they are implemented.
- The telephone number for OFSTED is 0300 123 1231.
- The Registered Person may delegate responsibility for action to the setting manager, but remains accountable for ensuring that the concern is shared immediately with the Access Centre, and that OFSTED is notified as soon as possible and within 14 days.
- If necessary, the Access Centre will discuss the allegation with the Local Authority Designated Officer (LADO). If the allegation meets the threshold criteria for an independent investigation then the LADO will convene a LADO strategy meeting.
- At Clifton-Upon-Teme Early Years Centre a risk assessment will be carried out as to whether the member of staff involved should be suspended pending the outcome of the LADO strategy meeting. The allegation threshold criteria are met if the alleged perpetrator has:
 - 1) Behaved in a way that has harmed a child, or may have harmed a child.
 - 2) Possibly committed a criminal offence against, or related to, a child.
 - 3) Behaved towards a child/children in a way that indicates he/she is unsuitable to work with children.

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

The LADO strategy meeting would determine whether:

- Enquiries and assessments by the Children's Social Care services are required to determine whether a child is in need of protection or in need of services.
- Police investigation of a possible criminal offence is indicated.
- There are implications in respect of the alleged perpetrator's potential suitability to work with/ have access to children at the setting.

The following representatives would be invited to a LADO strategy meeting:

- Children's Social Care
- The Police
- The Registered Person

NB: If an allegation is made directly to the police or children's services the registered person may be unaware of the allegation until informed of the LADO strategy meeting.

If as a result of the LADO strategy meeting, Children's Services Social Care and/or the police decide to carry out an investigation, suspension of the alleged perpetrator will be reconsidered. A risk assessment will be carried out to determine whether the alleged perpetrator should be suspended during the investigation. Please see the Disciplinary Procedure in Clifton-Upon-Teme Early Years Centre Staff Handbook.

Clifton-Upon-Teme Early Years Centre will therefore not attempt to investigate the allegation. Clifton-Upon-Teme Early Years Centre will follow the advice of the Access Centre.

- The allegation is contained within a wider, more general complaint, the complaint MUST be recorded following the setting's usual complaints procedure but with care to keep the detail of the allegation itself confidential.
- Clifton-Upon-Teme Early Years Centre may need to provide information to support the possible investigation by Social Care or the Police e.g. registers, staff ratios.
- Parents/Carers will be informed of any allegation involving their child unless by doing so this could put the child or adult in further danger.
- Clifton-Upon-Teme Early Years Centre will make alternative staffing arrangements, if the member of staff is suspended, to ensure staffing ratios are met.
- Clifton-Upon-Teme Early Years Centre will inform parents/carers about any changes to staff deployment.
- If no further action is recommended by the Access Centre or LADO strategy meeting Clifton-Upon-Teme Early Years Centre may still proceed with disciplinary procedures.
- If Clifton-Upon-Teme Early Years Centre has concerns about the suitability of the member of staff to continue to work with children there is statutory duty to refer to the Disclosure and Barring Service (DBS).
- In ALL cases where an allegation against a member of staff is made Clifton-Upon-Teme Early Years Centre will review ALL policies and procedures and address identified training/supervision needs.
- At Clifton-Upon-Teme Early Years Centre records of allegations will be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer (NSPCC 2007; DFE 2012).

Allegations against the Registered Person

If an allegation is made against a Registered Person OFSTED may suspend the Provider's registration in order to allow time for an investigation. OFSTED may suspend registration where it is reasonably believed that the continued provision of childcare by the Registered Person to any child may expose such a child to risk of harm

Possible Outcomes of a Strategy Meeting/Discussion:

- No further multi-agency involvement
- Police investigation
- Social Care assessment
- Further investigation from OFSTED
- Compliance Action from OFSTED
- Referral to the [Disclosure and Barring Service](#)

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

9) Staff Training:

ALL staff will attend Safeguarding training within their first six months of employment and receive initial basic training during their induction period.

The EYFS (2012) states:

- Providers MUST train ALL staff to understand their Safeguarding Policy and Procedures.
- Training made available by the provider MUST enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

WSCB and Worcestershire County Council (WCC) recommend that:

- The DSL/Deputy DSL update their Safeguarding training every two years.
- Childminders maintain up-to-date knowledge of Safeguarding issues; it is recommended that training is refreshed every two years..
- ALL other practitioners update their safeguarding knowledge every three years.

At Clifton-Upon-Teme Early Years Centre:

- ALL necessary steps are taken to keep children safe and well.
- We ensure ALL staff are able to recognise signs of possible abuse and neglect through induction process, attendance at child protection training and effective supervision.
- The WSCB and WCC recommendations regarding staff training are followed.
- Current Safeguarding/Child Protection training certificates are sorted within each member of staff individual staff file. A copy is also kept in a separate Safeguarding training file.

Further Safeguard Guidance is available via:

- The WSCB web-site at www.worcestershiresafeguarding.org.uk
- Worcestershire Safeguarding Children Board Inter-agency Procedures: www.worcestershire.gov.uk/cms/safeguarding-children/inter-agencyprocedures.aspx
- Worcestershire Practitioners Guide to Safeguarding and Promoting the Welfare of Children (Pocket Guide) WSCB April 2009
- What To Do if You're Worried a Child is Being Abused- Summary (DFES 2006) www.worcestershire.gov.uk/cmc/pdf/WSCB%20%20whattodoif%20full%20summary.pdf
- Also see **YELLOW FOLDER** - template models

10) Support to Families:

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery.
- The nursery will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation- follow the Access Centres guidance.
- Parents and families will be treated with respect and in a non-judgemental manner whilst investigations are carried out.
- Confidential records kept on a child are shared with the child's parents/carers only if appropriate under the guidance of the WSCB/ Data Protection.
- With the proviso that the care and safety of the child is paramount, we will do all in our power to support and work with the child's family.

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

Appendix 1) Contact Telephone Numbers and e-mail Addresses:

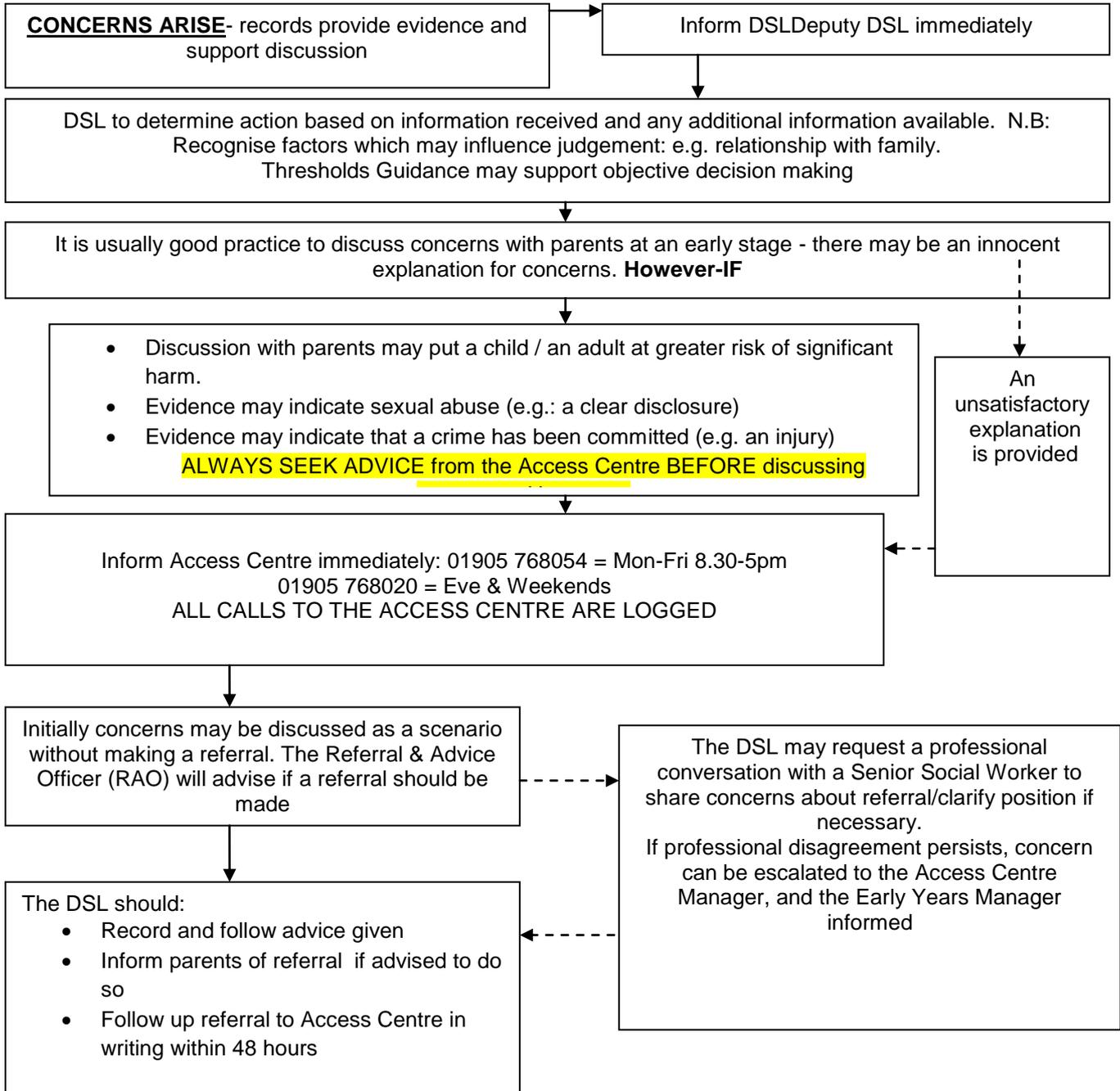
Children's Services Access Centre: Any queries /advice:	Open 8:30-5:00pm Out of hours & weekends	= 01905 768054 = 01905 768020
Worcester Safeguarding Children's Board:	www.worcestershiresafeguarding.org.uk	
Local Authority Designated Officer	01905 752800	
OFSTED (To report any significant incidents)	0300 1231231	
Early Years and Childcare Helpline	01905 822672	
Early Help Hub	01905 822666	

SAFEGUARDING OF THE CHILDREN - POLICY AND PROCEDURES (continued)

Appendix 2) Flowchart-Referring Concerns to the Access Centre

At Clifton-Upon-Teme Early Years Centre, we follow the procedure in this flow-chart, which has been adapted from "What To Do if You're Worried a Child is Being Abused" - Summary (DFES 2006) to include guidance from Worcestershire County Council Children's Services.

Referring Concerns to the Access Centre



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CLOTHING AND EQUIPMENT.

- Please supply your child with a named bag containing a spare set of clothing
- Please bring in a pair of Wellington boots and always ensure that your child comes to nursery with a coat. Slippers are welcome in the winter months
- We will supply every baby with a named box for parents/carers to keep a supply of nappy changing items and any other personal items required. Staff will inform you via the blue book and daily conversation when stock is running low .Please ensure you do not let your child run out of supplies.
- To avoid any confusion, please ensure all your child's belongings are clearly named.

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COMPLAINTS POLICY

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with the parents and the community generally and we welcome suggestions on how to improve the Early Years Centre at any time.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Early Years Centre and the parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.

As an Ofsted registered provider on the Early Years Register we are required to (1) investigate complaints and notify the outcome to the complainant within 28 days of receiving the complaint and (2) keep a record of all complaints for 4 years which are made available to Ofsted on request.

Procedure

- A parent who is uneasy about any aspects of the Early Years Centre's provision should first of all talk over any worries and anxieties with the Nursery Manager.
- If this does not have a satisfactory outcome within two weeks or, if the problem recurs, the parent should put their observations in writing and request a meeting with the Nursery Manager and the Chair of the Management Committee. An agreed written record of the discussion will be made.
- If the matter remains unresolved to the parent's satisfaction, the parent should again contact the Chair of the Management Committee.
- If a parent and the Early Years Centre's Management Committee cannot reach agreement, an external mediator who is acceptable to both parties may be brought in, to listen to both sides and offer advice. Mediators, for example, this might be staff or volunteers within the NDNA/Pre-school Alliance, may help to clarify the situation.
- In addition to the above, parents can contact Ofsted as follows:

Ofsted Early Years
Piccadilly Gate
Store Street
Manchester M1 2WD

Telephone Number 0300 123 1231

www.ofsted.gov.uk

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CONFIDENTIALITY POLICY

- Our work at Clifton-upon-Teme Early Years Centre with children and families will sometimes bring us into contact with confidential information.
- To ensure that all those using or working at Clifton-upon-Teme Early Years Centre can do so with confidence we will respect confidentiality in the following ways:
 - Parents / carers will be given ready access to the files and records of their own child / children but will not have access to information on any other child.
 - Staff will not discuss individual children, other than for purposes of curriculum planning, or with the Nursery Manager.
 - Information supplied by parents / carers to the Nursery Manager or any other member of staff will not be passed on to other adults without permission.
- Any anxieties / evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the Early Years Centre except for the Nursery Manager and the child's key person.
- Students on training placements or other recognised courses observing in the Early Years Centre will be made aware of our policy in confidentiality and be required to respect it.

All the undertakings above are subject to the paramount commitment of our Early Years Centre of **the safety and well being of the child.**

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CRISIS MANAGEMENT POLICY

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

- **Such an event could be closure or part closure due to**
 - **adverse weather conditions, fire, explosion or other threat to persons or building,**
 - **illness infection or pandemic affecting children and/or staff**
 - **loss of power, water or waste management**

- **the event may lead to a short period of closure or an extended period ie longer than one day**

ADVERSE WEATHER

Initial Action

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

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

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

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

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

PHYSICAL THREAT TO EYC SITE

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

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

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

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

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

CRISIS MANAGEMENT POLICY (continued)

ILLNESS, INFECTION and/or PANDEMIC

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

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

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

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

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

REMAINING OPEN

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

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

CRISIS MANAGEMENT POLICY (continued)

ILLNESS, INFECTION and/or PANDEMIC (continued)

CLOSURE

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

REOPENING

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

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

COMMUNICATION

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

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EQUAL OPPORTUNITIES POLICY

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

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

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

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

EMPLOYMENT

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

FAMILIES

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

FOOD

- Medical, cultural and dietary needs will be met.

EQUAL OPPORTUNITIES POLICY (continued)

LANGUAGE

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

THE CURRICULUM

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

FESTIVALS

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

RESOURCES

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

DISCRIMINATORY BEHAVIOUR / REMARKS

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

SPECIAL NEEDS

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

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FIRE SAFETY PROCEDURE POLICY

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

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

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

In addition the following information is relevant to our policy:

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

FIRE DRILL AND EVACUATION PROCEDURES

The Fire Wardens are Claire Vincent and Katrina Tucker

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

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

The Fire Alarm control panel is located in the reception area

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

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

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

Fire Drills

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

Fire appliances are located as follows:

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

In the event of a fire:

The person discovering the fire should:

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

On hearing the fire alarm

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

The following specific responsibilities apply:

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

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

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

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

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

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FOOD POLICY

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

Staff will:

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

Packed Lunches

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

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HEALTH AND HYGIENE POLICY AND PRACTICE

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

ADMINISTRATION OF MEDICINES

- *If a child has been prescribed medication then the following rules will apply.*
 - 1) *If possible the child's parents will administer medication. If not then the medication must be clearly labelled with the child's name, dosage and any instructions.*
 - 2) *A medication book will be available to log in the child's name, time medication to be administered and the signature of the member of staff who then administers the medication.*
 - 3) *Parents will be given the original copy of the entry in the medicine book (which will always be kept in the kitchen) after signing.*
 - 4) *Where babies are concerned, a copy of the "daysheet" handed to the parent/carer will also be retained at the Early Years Centre for future reference*
- *If a child has a temperature above 101°F/ 38°C staff are able to administer 1 x 5ml dose of 'Calpol.*
- *If your child's temperature fails to fall below this temperature we will ask you to collect your child from the EYC,*
- *The Early Years Centre will ensure that the first aid box is kept clean replenished and replaced as necessary. Sterile items will remain in sealed packs until needed.*
- *With regard to life saving medication such as insulin adrenaline injections, delivery of such will only be given by qualified staff or in their absence, a qualified member of the school staff.*

ALLERGY AWARENESS

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

ALLERGY MANAGEMENT

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

FOOD

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

HEALTH AND HYGIENE POLICY AND PRACTICE (continued)

HYGIENE

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

i) CHILDRENS TOILET PROCEDURE

The following procedures are followed at all times when children are toileting:

- Toddlers are to be supervised by a member of staff at all times.
- Pre-school children are encouraged to be independent and ask before they go, a staff member is to remain outside the door should the child need any assistance.
- Children are to be encouraged to wash and dry their hands after using the toilet.
- A member of staff must to wipe round the seat/ potty after each use
- Staff are to complete the Toilet Monitoring Record after each child's visit.
- Staff are to check the toilets on a regular basis for any spillages and to ensure there are enough paper towels etc.
- Children should always be in sight and hearing of a member of staff. If a staff member needs assistance then they must always ask another member of staff.

ii) CLEANING AND CLEARING

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

iii) PERSONAL HYGIENE

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

INFORMATION

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

OUTDOORS PLAY

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

HEALTH AND HYGIENE POLICY AND PRACTICE (continued)

SICK CHILDREN

- Parents are asked to keep their children at home if they have any infection and to inform the Early Years Centre as to the nature, so that other parents can be alerted to the risk of infection, thus enabling them and Early Years Centre staff to make careful observations should any child become unwell,
- If your child suffers from either sickness or diarrhoea whilst at the Early Years Centre, you will be contacted immediately to come and collect your child to minimise the risk of transmitting the potential infection to others.
- Any child who has contracted any communicable disease must have been clear for a minimum of 48 hours prior to the child being considered for re-admission to the nursery.
- Parents are asked not to bring a child to the Early Years Centre if the child has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- When a child returns to the nursery following an illness staff must be convinced that the child has returned in good health before re-admitting them. The staff may, at their discretion, refuse to re-admit the child until clearance has been obtained from a medical practitioner.
- In the case of a serious accident or illness occurring whilst the child is at the nursery then the parent/carer will be contacted immediately, along with their medical professional, advising of the appropriate action that has been taken. In the unlikely event of the parent not being available the senior staff member will assume charge and, if necessary, take the child to hospital along with all of the child's relevant details.
- On ALL occasions when a child or adult attends a hospital Accident & Emergency Department direct from the nursery then the Environmental Health Department of Worcestershire County Council will be informed and, if appropriate, a report made in accordance with *RIDDOR*.
- Early Years Centre Staff will not be allowed to bring their children to the Early Years Centre if the child is ill,
- Cuts or open sores will only be covered with sticking plaster or other dressing, with the written consent of the parents/carer.

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OUTINGS POLICY (CARE OF CHILDREN ON OUTINGS ON OUTINGS)

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

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PARENTAL INVOLVEMENT POLICY

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

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RISK ASSESMENT POLICY

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

We practice risk assessment via: -

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

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

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POLICY RELATING TO THE SAFE COLLECTION OF CHILDREN

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

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

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SAFETY POLICY AND PRACTICE

The safety of young children is of paramount importance.

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

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

End of Day/Locking-up Security

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

Car parking

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

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SELECTING EQUIPMENT / TOYS - POLICY AND PRACTICE.

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

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SPECIAL NEEDS POLICY

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

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

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STAFFING AND EMPLOYMENT POLICY

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

At Clifton-upon-Teme Early Years Centre:

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

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STAFF TRAINING, DEVELOPMENT AND APPRAISAL POLICY

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

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

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

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

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

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

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STUDENT PLACEMENT POLICY

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

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

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

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VISITORS POLICY

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

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VOLUNTEERS WITHIN THE EYC POLICY

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

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

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