

PRE-SCHOOL ADMISSIONS & SETTLING IN POLICY

In our pre-school we want children and families to enjoy being involved in pre-school, children need to know that other adults care about them and will help them to play with the activities offered at our setting; parents need to feel confident in the ability of the adults in pre-school to look after and encourage their children to benefit from time spent in pre-school. Upset children cannot relax and enjoy the activities available in pre-school.

Our pre-school welcomes all families from the local area, in order for families to know this we:

- Publicise our service in local shops, community centres, schools and other places where families with young children are likely to attend.
- Our waiting list operates on age in order of application.

When children are ready to start pre-school we will:-

- Encourage parents, with their child, to visit our setting on a number of occasions before their child is due to start attending alone.
- Agree how we will introduce and settle a child into pre-school with the parents to ensure the individual needs of the child and family are met.
- Welcome parents at our sessions until they feel confident their child has settled and no longer needs them to stay.
- Increase the time at each session new children will stay, this will be agreed with the parents.
- Reassure parents who are anxious about their child by giving them information about their child's activities and welfare while attending pre-school.
- Introduce new starters into our pre-school in small numbers over a planned period of time to allow each child the time and support needed to settle.

PRE-SCHOOL CONFIDENTIALITY POLICY

Information received by the pre-school is often confidential and in order to maintain parent's confidence in our professional approach to this information our pre-school ensures:-

- Parents can see the details kept about their child and themselves at any time.
- Parents will not be given access to the information kept on other children and their families.
- Feedback given to parents on the children's progress will be given directly to the parent unless they state a third party can be involved, e.g. a child minder or nanny.
- Information about a child's medical needs or status e.g. HIV or concerns about Child Protection issues will be kept in a separate file and will only be available to authorised personnel.
- Students and other visitors to the pre-school will be made aware of the importance of confidentiality of information and their responsibility within the group.
- Information about individual members of staff will not be given out to anyone without permission of that person except in case of Child Protection.

PRE-SCHOOL COMMENTS & COMPLAINTS POLICY

Our pre-school aims to provide a safe, stimulating and caring environment where children and their families are welcomed and valued. We believe in working together with parents to ensure their children's needs are identified and met.

We welcome comments from parents about our provision and recognise parents as the prime educators of their child and that comments, whether negative or positive about our pre-school, are made with the child's interest at heart.

Positive comments are a good way for parents to let our pre-school know their work is valued and appreciated, they also give everyone concerned the chance to build on good practice which promotes children's development, parents are encouraged to praise where appropriate.

Parents wishing to make concerns known to the group should first talk to the pre-school leader, most problems can be resolved quickly in this way. Any problems should be resolved within a reasonable time scale; this may vary depending on the problem.

It may be helpful to have a meeting with an outside mediator, the parent and a pre-school representative. This should help both sides to clarify the issues and reach an amicable solution.

If this still does not resolve the problem, the Children's Information Service may be able to help you with the concern. Contact telephone number is 01243 777807.

If parents have any further concerns, the Pre-School Regulator, OFSTED may be contacted direct on telephone no. 08456 404040.

Everyone involved with the discussion and outcome of a complaint will be expected to treat information as confidential and will not discuss the situation with anyone else.

EQUAL OPPORTUNITIES & ANTI-BIAS POLICY & PROCEDURES

POLICY

In our setting we aim to acknowledge and value each child's individual stage, ability, culture, religion, language and family group. This will give our children the self confidence to move onto the next stage in their development.

We recognise that parents are young children's first educators and welcome their involvement in our pre-school in order to ensure that the children's home based learning and the learning opportunities we offer extend and reinforce each other.

We actively seek to combat sexism and promote equal opportunities for girls and boys, women and men.

We promote equality of opportunity for children with Special Educational Needs and their families.

PROCEDURES

How do we do this?

- Information, written and spoken, will be clearly communicated in as many languages as necessary. Bi-lingual children and adults are valued, and their languages and skills will be recognised and respected in our setting.
- The medical, cultural and dietary needs of all children, families and adults working in the setting will be met.
- We plan our learning programme to extend the children's experiences and knowledge of other cultures, languages and celebrations.
- We ensure that the activities reflect the diversity of our society, not just our setting.
- We encourage children to explore, in a positive way, the differences and diversity of people by ensuring the representations of people are accurate and realistic, e.g. dolls, puppets, models.
- Discriminatory behaviour or remarks are unacceptable in our pre-school and will be challenged. We will respond in a way that is sensitive to the feelings of the victim and help those responsible to understand and overcome their prejudices.

EQUAL OPPORTUNITIES & ANTI-BIAS POLICY PROCEDURES (continued)

- We seek to enable adults with disabilities to take part in our setting where it is safe and reasonable to do so.
- We monitor our practice and have regular meetings to discuss and decide how to improve our practice and procedures.
- Meetings, events and courses will take account of the needs of families with young children, and will be designed to ensure all who wish to be involved in the organisation and management of our setting have an equal opportunity to do so.

SAFETY, HEALTH & HYGIENE POLICY & PROCEDURES

POLICY

Our pre-school aims to provide a safe, healthy and hygienic environment for children and adults.

SAFETY

In order to avoid the risk of accidents we maintain safety by following these safety procedures:

- Children will always be supervised by a responsible member of staff and will be kept out of kitchens or areas where hazardous materials are kept.
- The beginning and end of sessions will be closely monitored and children will be marked at the time they arrive and leave; children will only leave with a known authorised adult whose name has been provided by the parents.
- Adults and visitors will also be entered in the Visitors Book.
- Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of every session.
- We aim to provide an attractive, stimulating and interesting environment indoors and outdoors.
- We aim to provide opportunities for learning in all areas of the curriculum in and outdoors, where links with the indoors are as an equal value as a learning environment.
- We aim for our environment to be safe but challenging and freely available.
- Fire extinguishers will be checked annually and adults will know how to use them.
- Procedures for fire/evacuation drills will be known by the adults in the setting and displayed next to the whistle in the playroom.
- Fire drills will be carried out at least once per term and a record of date, time taken and people involved will be kept.
- Procedures for entrances and exits will be known by the adults involved and agreed procedures will always be followed.

SAFETY HEALTH & HYGIENE POLICY & PROCEDURES (continued)

SAFETY (continued)

- Fire doors will never be obstructed.
- Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.
- A minimum of two adults will be present at all times to supervise children.
- Trips will use an adult child ratio of 1:4.
- Sufficient adults will be left in the setting if a small group of children leave the premises.
- Equipment and activities available to children will take account of safety and the children's age and stage of development.
- At least one member of staff at each session will have First Aid Training for children and babies (minimum Appointed Person).
- Every adult will know where the First Aid Box and Accident Book is kept; a notice stating where it is will be displayed.
- A named person will be responsible for checking the contents of the First Aid Box once a week.
- The First Aid Box will contain all items as specified in the guidance in the Health and Safety (First Aid) Regulations 1981. Please refer to the contents list in the First Aid Box.

SAFETY HEALTH & HYGIENE POLICY & PROCEDURES (continued)

HEALTH

In order to avoid risks to health we always follow these health procedures:

- Activities will take account of children's health needs, including dietary and physical exercise.
- No smoking, alcohol or drugs will be allowed on the premises.
- Animals in the setting will be fed and watered daily and cages cleaned weekly.
- Children will be encouraged to handle animals and help care for them, protective clothing will be worn and hands washed after handling.
- Parents will be required to keep children at home if they have an infectious disease or vomiting and diarrhoea - this includes children of workers and volunteers. Please see list of Incubation and Exclusion Periods of some Infectious Diseases displayed on our notice board.
- Cuts and open sores will be covered with a hypo-allergenic plaster.
- Parents will be informed if there is any infection such as head lice, scabies, worms, impetigo or childhood infectious diseases which may affect other children or their parents.

SAFETY HEALTH & HYGIENE POLICY & PROCEDURES (continued)

HEALTH (continued)

POLICY ON MEDICINES

Prescribed medicines will be administered by parents where possible. When the setting is to administer medicines the following procedures will be followed:

PROCEDURES

- Only management and/or qualified staff e.g. First Aider will administer medicine.
- All medication will be stored in its original container, clearly labelled and inaccessible to children.
- Medication will only be administered if it has been prescribed 48 hours previously by a doctor and treatment started at home.
- A prior consent form must be completed and signed by parents.
- When medication is administered records will be kept which include dosage, name of medication, time of administration, person administering and witness to procedure. Parent to sign the medication form when the child is collected.

POLICY ON ILL CHILDREN

When a child becomes ill at our setting our policy is to send the child home to ensure the child has his/her needs met in the most appropriate setting and to protect other children and adults from the risk of infection.

PROCEDURES

- Any member of staff suspecting a child is unwell or contagious must report this to a senior member of staff.
- A member of staff will make sure the child is as comfortable as possible away from other children.
- The person in charge will telephone the parents first; if no answer other emergency contact numbers will be tried.
- If parents or emergency contact numbers did not answer the child will be cared for by one member of staff until the end of the session.
- Parents will always be advised to seek the advice of a medical practitioner.
- When staff are concerned about a child's condition deteriorating e.g. suspected meningitis, they will take the child directly to hospital and seek medical guidance.

SAFETY HEALTH & HYGIENE POLICY & PROCEDURES (continued)

HYGIENE

In order to avoid the spread of infection we maintain personal hygiene by following these hygiene procedures:

- All surfaces will be cleaned with an antibacterial cleaner.
- Everyone washes their hands after using the toilet.
- Individual hand towels or paper towels will be available and disposed of hygienically.
- Encouraging children by example and word to put their hands over their mouths when coughing.
- Tissues are available and used to blow noses; tissues will be disposed of hygienically.
- Open cuts and sores will be covered with hypo-allergenic dressings.
- Always wash hands before preparing food.
- Wash raw fruit or vegetables which are to be eaten.
- Not coughing or sneezing near food.
- Store food appropriately - raw and cooked separate; kept covered and refrigerated.
- Use different cleaning cloths for kitchen and toilet areas.
- Ensure cloths for drying crockery and hands are clean and hygienic.
- Keep utensils, crockery and pots clean and undamaged, ready for use.

If a child has an accident which results in bleeding or vomiting, the following procedures will be followed:

- Wear disposable gloves.
- Wash the wound with water.
- Apply a suitable dressing.
- Wrap blood stained tissues or waste paper in a separate plastic bag and dispose of it separately to other waste.
- Wash blood splashes off the skin with warm water or out of eyes with water.
- Clean area affected by blood, vomit, urine or faeces with antibacterial cleaner.
- Waste cleaning materials will be put in a separate bag and disposed of separately to other waste.
- Clothes, soft toys or soft furnishings stained by body fluids will be washed by hand using hot water and detergent or in the hot wash cycle in a washing machine, or disposed of if appropriate.

SAFETY HEALTH & HYGIENE POLICY & PROCEDURES (continued)

HYGIENE (continued)

SPECIAL NOTE REGARDING HIV/AIDS

All settings should follow the hygiene policy when dealing with accidents resulting in bleeding or vomiting or in cases of diarrhoea and changing nappies.

No one has the right to know if another person is HIV positive or has AIDS. The Proprietor and appropriate staff members should be advised if a child or adult has HIV/AIDS.

This information should not be shared with anyone else without the permission of the person concerned.

OTHER PARENTS DO NOT NEED TO BE TOLD.

Any failure by an employee to keep this information confidential may result in immediate dismissal and will always result in disciplinary proceedings.

ADDITIONAL NEEDS POLICY & PROCEDURES

POLICY

Our Pre-school has used the DFES Code of Practice with the Identification and Assessment of Additional Educational Needs to provide a policy and procedures which will ensure all children have the appropriate opportunities to learn through play and that all families will feel welcome.

PROCEDURES

- We have an Inclusion Co-ordinator and Deputy at our setting.
- Consultations between parents, manager and key worker will plan the settling in programme for each individual child.
- Children's progress and needs will be monitored by carefully planned methods of observation by all staff and will be shared with parents, taking account of information from parents.
- Each child will have a key worker who will take a close interest in their progress, individual needs and will work on a one to one basis with the child if additional support is required, ensuring all children are included.
- Children's specific needs will be monitored, supported and reviewed by the staff in consultations with other professionals including Speech Therapists, Psychologists, Paediatricians, West Sussex First Visiting Team and Health Visitors.
- Staff will attend relevant training to ensure they keep up to date with the requirements of all children with Additional Educational Needs and regarding specific conditions and disabilities.
- Children's right to privacy will be maintained while carrying out personal hygiene activities by ensuring other children and adults are not able to observe the child.

PRE-SCHOOL BEHAVIOURAL & SOCIAL DEVELOPMENT POLICY & PROCEDURES

POLICY

Our pre-school aims to provide a stimulating range of experiences and activities for children to make sense of their world through play. By providing a happy, well managed environment the children will be encouraged to develop social skills to help them become accepted and welcome in society as they grow up. We recognise that busy children are less likely to behave in an unacceptable or anti-social way. We recognise the need to set reasonable and appropriate limits which all adults will maintain in the management of children's behaviour.

We do not administer physical punishment or punishment which causes pain or humiliation to a child and will not allow physical or verbal abuse towards anyone.

We endorse positive discipline as an effective way to set limits and manage behaviour in pre-school. In order to do this we follow the procedures below.

PROCEDURES

- Reward good behaviour because rewards are constructive and they encourage further effort. Punishment is destructive; it humiliates children and makes them feel powerless.
- Encourage self discipline and respect for others because children need to grow into people who behave well even when there is no one to tell them what to do.
- Set realistic limits according to children's age and stage of development because as children grow our expectations of them change.
- Set a good example because young children take more notice of how we are and what we do, than what we say.
- Encourage children, not order them because "do as you are told", does not teach them anything for next time. Positive discipline means explaining why.
- Be consistent because children need to know where they stand and what we mean by what we say.
- Reinforce praise for good behaviour. We give attention and appreciate what children do because when children are used to getting attention for good behaviour they will not need to seek it by misbehaving.
- Build children's self esteem because shaming, scolding or humiliating children can lead to even worse behaviour, while approval and attention will make a child feel valued and cared for.
- We have introduced a "Conflict Resolution Strategy" see copy overleaf.

CHILD PROTECTION POLICY & PROCEDURES

POLICY

In our pre-school we plan to provide an environment which ensures children are safe from potential abuse and will respond to any suspicion of potential abuse in a way which respects the child's rights and reinforces the adult's responsibilities to the children.

In order to do this we follow the procedures below:

PROCEDURES

- Ensure that all adults working (voluntary or paid) in the pre-school are aware of the fact that such work is exempt from the provision laid down in the Rehabilitation of Offenders Act 1974.
- Require all potential workers to provide references, attend an interview, sign an agreement to be checked for police records of cautioning and to work for a probationary period.
- Offer ongoing training to all adults involved with the care and education of children, which will help them to recognise and respond to suspected abuse of children, whether physical, emotional, sexual or as a result of neglect. Never allow an unregistered adult to be alone with a child or children e.g. going to the toilet or supervising children in a separate room.
- If at any time an allegation of abuse is made by a parent/carer against any member of staff, that member of staff will be immediately suspended until a full enquiry has been completed.
- Have clearly set out procedures which adults will be aware of to respond to concerns of suspected abuse.
- Recognise that parents should always be involved in the monitoring of children's behaviour or development and should be the first point of contact (except in cases of suspected sexual abuse).
- Keep an ongoing record of observations of significant changes in children's behaviour or appearance which will be written and kept confidential.
- We will have a designated person (Mrs Jill Budgen, Proprietor of Paddington Pre-School) to whom all concerns will be referred.
- We will ensure all adults know who to contact within the pre-school and what to do if that person does not carry out their responsibility for the child's well being.
- We will ensure all adults know who to contact within the pre-school and what procedures to follow if that person does not carry out their responsibility for the child's well being.
- We work with OFSTED, West Sussex Early Years Development and Child Care Partnership, Social Services, Local Police and the NSPCC to ensure the child's best interests are met.

CHILD PROTECTION POLICY & PROCEDURES (continued)

Contact Numbers are listed below:

- OFSTED Helpline: 0300 1231231
- Children's Information Service Helpline: 01243 777807
- Social Services Helpline: 01403 213100
- Police: 0845 6070999
- NSPCC Helpline: 0808 8005000

- We will, where and whenever possible, continue to support and work with the child's family to maintain continuity of care for the child.
- All details of concerns, progress, case conferences etc. are recorded, confidential and will not be discussed with anyone who is not authorised to have this information.

POLICY & PROCEDURES FOR LOST OR UNCOLLECTED CHILDREN

POLICY FOR UNCOLLECTED CHILDREN

We expect children will be picked up at the usual time. If it should not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact our pre-school to let us know they will be delayed.

PROCEDURE

15 minutes late

- Parents of children collected up to 15 minutes later than expected will be advised this contravenes our registration and may leave us without insurance cover.
- Parents will be reminded of the correct time and asked if there is a genuine reason for the late collection.
- Parents will be reminded that they should telephone our pre-school before the collection time to notify the setting they have been delayed.
- If it happens without a genuine reason more than 3 times in 2 weeks then parents will be advised the risk losing their child's place.

30 minutes late

- Children who are not collected within 30 minutes of the expected time will become the responsibility of the Social Services Department. The person in charge of the session will:
 - 1) Call the parents on given contact numbers, if no one is available they will,
 - 2) Call the additional emergency contact numbers, if no one is available they will,
 - 3) Call the Social Services Duty Team and request collection of the child.

Children collected between 15 and 30 minutes later than expected will be deemed to be present for an additional hour and parents will be charged for this time, as two members of staff will have remained in the setting.

At all times two members of staff will be present and they and the child will remain on the pre-school's premises until Social Services collects the child.

POLICY & PROCEDURES FOR LOST OR UNCOLLECTED CHILDREN (continued)

POLICY FOR LOST CHILDREN

In the unlikely case of a child going missing while in the care of the pre-school the person in charge of the session will follow the procedures below:

PROCEDURES

- Contact the parents to inform them what problem has occurred.
- Instigate a search of the premises or area, without causing undue panic amongst other children.
- If the child is not on the premises or area the search will be widened to the surrounding area.
- If the child is still not found then the local police will be contacted and a full search will be carried out by the police service.
- During this time a correct adult-child ratio will be maintained.
- After the event the security procedures will be reviewed.
- All relevant parties of findings, implications and outcomes of review will be informed.