



Ofsted Report in September 2013 ~ Outstanding Nursery in ALL areas

"Our aim at Parsonage Farm Day Nursery is to provide a safe, stimulating, happy environment enabling children to develop and enjoy their early years from three months to five years of age".

**Our Address** - Parsonage Farm Day Nursery  
Church Street  
Ticehurst  
East Sussex  
TN5 7DL

**Telephone** - 01580 201263

**Owner of Nursery** - Caron Trohear  
**Nursery Manager** - Hannah Parker-Read  
**Operations Manager** - Ellen McLaughlin  
**Personnel Manager** - Kellie Compton

**Ofsted Number** - 0845 601 4771  
**Sure Start** - 01323 747412 (Early Years and Childcare Service)  
- 0845 601 0777 (KITES Family Information)

Our opening hours are:

Monday to Thursday 08.00-18.00 and Friday 08.00-17.00

Parsonage Farm Day Nursery is open all year round excluding a week at Christmas and all bank holidays.

The attached policies were all reviewed and agreed May 2019  
These will be reviewed in May 2020

These policies and procedures were adopted by Parsonage Farm Day Nursery by a representative group of staff.

Signature ..... Date .....

## Parsonage Farm Day Nursery Daily Routine

- 07.30-08.00 - Early Bird start. Available at an extra cost, to be booked in advance.
- 08.00-08.30 - Nursery opens followed by breakfast club.  
For breakfast the children have a choice of Weetabix, Cornflakes, Rice pops or porridge. We also have fruit and toast available.
- 08.30-12.00 - Individual morning class routines take place.
- 12.00-13.00 - Lunch time, we serve a hot cooked meal supplied by 'Zebedees' for all children aged over 12 months, following a 3 weekly menu which gives the children a healthy variety.
- 13.00-16.00 - Individual afternoon class routines take place.
- 13.30-14.30 - Pig Pen children have outdoor provider classes
- Mondays Sport Skills with Dave
  - Tuesdays - Messy mini makers art with Julie
  - Wednesdays - Pyjama drama with Alison
  - Thursdays - Fun time French with Sabrina
  - Fridays - Yoga with Anna
- 16.00-16.30 - Tea time, we provide a light meal based upon finger foods, details are displayed on the 3 weekly menu.
- 16.30-18.00 - Afternoon class routines continue until we close at 18.00.

Class daily routines are displayed in each classroom.

Each class has a morning and an afternoon snack. At snack the children have milk and or water along with a savoury snack in the morning and fruit and vegetables in the afternoon.

Children should always come prepared for outdoor play as we use our outdoor areas every day.

### At Parsonage Farm Day Nursery we aim to:

- Provide high quality care and education to all children in a safe and stimulating environment.
- Work in partnership with parents and carers enabling children to learn and develop to their full potential.
- Offer children and their parents/ carers a service that promotes equality and values diversity.
- Encourage children to learn from each other and familiar adults through child led and adult initiated activities.

## [The Early Years Foundation Stage Curriculum - EYFS](#)

At Parsonage Farm Day Nursery our practice is based on the Government's Early Years Foundation Stage. Revised in September 2012 and inspected as such by Ofsted on a regular basis.

### Exciting times ahead for you and your child

The **Early Years Foundation Stage (EYFS)**, which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

**This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.**

### What is the EYFS Framework - why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

#### It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"

### What does it mean for me as a parent?

#### Ensuring my child's safety;

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.

#### Quality;

You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at [www.ofsted.gov.uk/inspection-reports/find-inspection-report](http://www.ofsted.gov.uk/inspection-reports/find-inspection-report).

### How my child will be learning;

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

### Where can I go for further information?

Please feel free to ask your child's Key worker or their room Leader or in fact any of the staff will be happy to help.

You can find the **Early Years Foundation Stage** which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The foundation years website also includes a range of resources and contacts.

The diagram below gives examples of the areas of learning and development and shows the links between the way in which your child learns and what they learn.



## As a mum or dad, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.

## 27 Month Integrated Progress Review

When your child is around 27 months you will be contacted by your local Health Visitor to arrange your child's integrated progress review. The Health Visitor will then contact us for our input in your child's learning and development. The 2 Year Lead at Parsonage Farm Day Nursery will then contact the child's parents to arrange a meeting to discuss their child's progress. The information from this meeting is passed back to health Visitor via the 2 Year Lead.

## When your child is 5

At the end of the EYFS - in the summer term of the reception year in school - teachers complete an assessment which is known as the **EYFS Profile**. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time.

Another important part of the EYFS Profile is your knowledge about your child's learning and development, so do let your child's class teacher know about what your child does with you: such as how confident your child is in writing their name, reading and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers.

All of the information collected is used to judge how your child is doing in the 7 areas of learning and development. Finding out at this stage how your child is doing will mean that the teacher your child has in their next school year - year 1 - will know what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and if they are already getting it.

The school will give you a report of your child's progress, including information from his or her EYFS Profile.

At Parsonage Farm Day Nursery, the staff continuously review and update their knowledge so that we may deliver the very best care and education for your children.

We always value your input and suggestions please feel free to share any information that may help your child's experience with us.

When your child joins our setting we try to gain as much information about your child with you completing all the [standard documents and medical forms](#).

We then try to get to know them by having their settling in sessions and with your completion of the '[All about me sheets and a family tree](#)' as they join and every time they move rooms. We will also complete a [detailed observation](#) when they join us or change rooms.

Your child will be assigned a '[Key worker](#)' who will maintain all their records as well as being a great contact for you to discuss anything relating to their time with us or their development

Our under 2's have more detailed written feedback in their [contact books](#) plus we will [verbally feedback](#) how their day has gone.

If ever you have a concern you are able to raise it with any staff you feel comfortable with and we will do our very best to work with you to address it.

Our activities are based on your children's needs, we do this by making sure that our activities cover all the areas of development we then use our online tracking system (Tapestry) to record your child at nursery and plot their development so that we deliver activities to meet the needs of our children. Our 'weekly plans' and 'focus activities' are always available for you to see.

We complete East Sussex's '[Summative Assessment](#)' that will go with them when they leave to join a reception class (this is the final year of "Early Years"). Your child will also receive a 27 month integrated progress review whilst they are in the Cow Shed.

When your child moves rooms we will slowly introduce [taster sessions](#) in the next room and provide you with information about the room they are about to join to make the transition for you and them as easy as possible. When your child in Pig Pen is in their final summer term, we complete final summative assessments along with a transition report for their school.

The activities and care we provide your child are fun, safe and educational and that we aid the development of every child in our setting.

## Admissions

It is our intention to make our setting accessible to children and families from all sections of the local community.

Our aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### Methods:

- Information about our setting is available in written and spoken form and if required can be provided in another language.
- Our setting and practices make it clear we welcome all carers.
- We operate a waiting list for each of the rooms giving priority to those who already attend followed by length of waiting.
- We operate under an equal opportunities policy.
- We are flexible and try to accommodate the needs of our children and families.

## Equipment and Resources

We believe that high quality early years care and education are promoted by providing children with safe, clean, attractive, developmentally appropriate resources, toys and equipment.

We provide children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes.

### Methods:

- Provide play equipment and resources that are safe.
- Provide a sufficient quantity of equipment and resources for the number of children.
- Provide resources that promote all areas of children's learning and development.
- Provide resources that promote positive images of cultures and abilities and non - discriminatory and stereotypical.
- Provide equipment that promote continuity and progression and sufficient challenge for the children.
- Provide materials that are clean, in good condition and safe for the children to use.
- Regular checks will be made of the resources and equipment to ensure they remain in good condition and appropriate.
- Activities will be planned to use a variety of resources and new equipment will be purchased regularly.

## Young Person at Work Policy

### The Risk Assessment;

The Management of Health and Safety at Work Regulations require that young people are protected at work from risks to their health and safety which are a consequence of the following factors:

- Physical or psychological; capacity.
- Pace of work.
- Temperature extremes, noise or vibration.
- Hazardous Substances.
- Lack of training and experience.

### Outcomes of Risk Assessment;

In carrying out the risk assessment Parsonage Farm Day Nursery identify the measures needed to take control or eliminate health and safety risks. In many cases it is likely that we will find that the risks to young people are adequately controlled as we comply with other specific health and safety laws, e.g. the Control of Substances Hazardous to Health regulations (COSHH).

### Training and Supervision;

Young people will need training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training should include a basic introduction to health and safety, e.g. first aid, fire evacuation procedures etc.

As well as training, we need to bear in mind that young people are also very likely to need more supervision than adults. Effective supervision will also help to monitor the effectiveness of the training young people have received, and there will be clear benefits in assessing whether a young person has the necessary capacity and competence to do the job.

### Parsonage Farm Day Nursery;

At Parsonage Farm Day Nursery we have in place a general young person's risk assessment which is reviewed yearly, unless an issue or problem was to arise. We also carry out termly individual young person's risk assessments which are specific to the said young person.

## Student Placement

At Parsonage Farm Day Nursery, we recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training.

We provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

### Methods:

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require students under 17 of age to be vouched for their good character by their school.
- Students under the age of 17 are supervised at all times and are not left alone with children.
- Short term placements are not counted in our ratios.
- Trainee staff deemed as competent may be included in our ratios.
- We have employers' liability insurance and public liability insurance cover all staff and students.
- Students must abide by our confidentiality policy.
- We will co-operate with students' tutors.
- Students are inducted as are our staff.
- We communicate a positive message to the value of training and qualifications.
- When receiving students the needs of the children are paramount.
- The training undertaken is checked to be bona fide.

## Health and Safety

At Parsonage Farm Day Nursery, we believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We make children, parents and staff aware of health and safety issues in order to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The member of staff responsible for health and safety is Ellen McLaughlin. Ellen has undertaken health and safety training and regularly updates her knowledge and understanding.

### Risk Assessments;

Our risk assessment process includes;

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of Health and safety issues, which are checked -

- Daily - morning and afternoon.
- Yearly - when a full risk assessment of the whole setting is carried out.

### DBS;

We ensure all staff employed have a DBS criminal records check.

### Children's Safety;

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded. We also record the arrival and departure times of staff, volunteers and visitors. Our security door prevents unauthorised access to our premises and prevents children from leaving the premises unnoticed.

We take precautions to prevent children's fingers from being trapped in doors.

### Slips, trips and falls;

- All floor surfaces are routinely checked to ensure they are clean and not uneven or damaged.
- If the floor is wet from being cleaned the staff are knowledgeable in the importance of displaying the 'wet floor' caution sign.
- All of our children are encouraged to walk inside and save their running for outside where there are fewer obstacles for them to bump into.
- Staff are all aware of keeping walkways, e.g. main corridor clear of obstacles.
- If trailing cables or wires are visible, deal with hazard or seek advice from Management.
- Staff are instructed to use correct equipment, e.g. proper foot stool instead of a chair.

### Kitchen Safety;

Children do not have unsupervised access to the kitchen. All surfaces are clean and non-porous. We have separate facilities for hand-washing and washing up.

### Safe use of equipment and tools;

The staff at Parsonage Farm Day Nursery are instructed safely on how to operate the nursery equipment and any tools we have. All staff are advised that if they are in doubt to seek help from management before hand.

### COSHH (Control of Substances Hazardous to Health);

All of our hazardous products are stored out of reach of the children. All products used have a clear manufacturers label on them which states directions for use. We advise all of our staff members to follow these directions closely and carefully remembering to ensure that they take the correct safety measures for example, to wear gloves and a disposable apron. We also have a separate COSHH policy to be read.

### Storage;

All resources and materials from which the children and adults select are stored safely. They are stacked or stored safely to prevent them from accidentally falling or collapsing.

### Electrical Equipment;

All electrical equipment conforms to safety requirements and is checked regularly. Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them. We have sufficient sockets to prevent overloading. Our lighting and ventilation is adequate in all areas including storage areas.

### Outdoor Areas;

All of our outdoor play areas are securely fenced. Each play area is checked for safety and cleared of rubbish before it is used by the children. Where water can form a pool on equipment, it is emptied before children start playing outside. Our outdoor sandpits are covered when they are not in use and are cleaned regularly. All of our outdoor activities are supervised at all times.

### Hygiene;

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations. Each classes daily routines encourage all children to learn about personal hygiene. Our toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

We aim to implement good hygiene practices by:

- cleaning tables between activities.
- checking toilets regularly.
- wearing protective clothing (e.g. wearing aprons and disposable gloves to change nappies).
- Providing tissues and wipes and ensuring sole use of flannels.

### Food and Drink;

Staff who prepare and handle food all receive appropriate training and understanding and comply with the standard food safety and hygiene regulations. We ensure that all food and drink is stored appropriately. Fresh drinking water is available to all children at all times. We aim to meet all of our children's dietary requirements, with the assistance of their parents.

### Smoke Alarms;

We have smoke alarms fitted around the nursery which conform to BSEN standards. If any staff member notices any irregularity with any of the smoke alarms, they must report their findings to Management with immediate effect.

### Fire Extinguishers;

We have many fire extinguishers strategically placed around the nursery. We use two types of fire extinguishers;

- 1) Foam - which is used for; Wood, Paper, Fabrics, Petrol, Oils, Fats, Paints etc. (Not to be used on electrical fires).
- 2) Carbon Dioxide - which is used for; electrical fires and flammable liquid fires.

We advise in the case of an emergency and having to use a fire extinguisher that staff remember the word **PASS** when operating an extinguisher:

Pull the pin. Release the lock with the nozzle pointing away from you.  
Aim low. Point the extinguisher at the base of the fire.  
Squeeze the lever slowly and evenly.  
Sweep the nozzle from side to side.

(The instructions on how to use the extinguishers are also written on the extinguishers for referral if required).

Our extinguishers are serviced by T.W.F.P Ltd (Tunbridge Wells Fire Protection Ltd) yearly. If any staff member notices any irregularity with any of the extinguishers, it must be reported to Management with immediate effect.

### Lone Working;

Should at any point a staff member is to be asked to work alone, they must adhere to ALL Health and Safety guidelines. If they are uncomfortable with doing this they must alert a senior member of staff.

### RIDDOR and COSHH;

RIDDOR = The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.  
COSHH = The Control of Substances Hazardous to Health Regulations 2002

At Parsonage Farm Day Nursery, we closely follow the RIDDOR and COSHH Law's. The Health and Safety Officer along with Management ensure the correct points are met for RIDDOR and COSHH within Parsonage Farm Day Nursery.

## First Aid

At Parsonage Farm Day Nursery, there is always a First Aider present every day including a member staff trained in First Aid at work. All First Aiders have current first aid training in order to keep up to date with their skills and knowledge which contributes to a safer environment for both children and staff. Details of staff who have first aid are listed in all classrooms and in the office.

On site we provide a clearly labelled first aid box that includes all items suitable to current first aid training guidelines (available on request). It is checked regularly to maintain items within their expiry date, and to ensure we have sufficient stock.

If there is an emergency, a first aider will act according to their training and will call an ambulance. The parent/carer will be contacted as soon as possible and the parent/carer will be advised on where to meet their child. All details will be given to the parent/carers on arrival at the hospital. A member of staff will stay with child until the parent/carer is happy for the staff member to return to nursery.

**Our Current head of First Aid is Hannah Parker-Read**

## Sick Children Policy

At Parsonage Farm Day Nursery we work following the best practices to promote a healthy, clean and safe environment for both children and adults. The purpose of this policy is to prevent the spread of infection throughout the nursery and to ensure that children are supported should they fall ill.

### Definition of a 'well child'

- A child who is happy and able to take part fully in nursery life.
- A child who does not have a temperature.
- A child who is not dependant on Calpol or Nurofen.
- A child who is not reliant on 1-1 care.

Should a child become ill whilst at nursery it is our policy to ask the parent/guardian to collect their child within the hour. This is to ensure that the child has their needs met in the most appropriate setting and to protect other children and adults from any risk of infection.

If a child falls ill whilst attending PFDN the following steps will be taken;

- Any staff member who suspect's a child is unwell or contagious must report this to a senior member of staff or to the Manager without delay.
- We will make sure the child is as comfortable as possible away from other children if needed.
- We will contact the parent/guardian to come to the nursery and take the child home. If parents/guardians cannot be reached, emergency contacts will be phoned. Please ensure we have at least 2 local emergency contact numbers who can collect the child within the hour.
- Parents/guardians will always be advised to seek medical advice from their doctor.
- Parents/guardians will be required to keep children at home if they have an infectious disease, temperatures or vomiting and diarrhoea (see full information below).
- Ofsted will be notified of any child suffering from a serious illness or notifiable disease. We will also telephone the Health Protection Agency where relevant. For example, if there was a case of measles at the nursery.
- If we hear from a parent that for example their child has chicken pox then the nursery will place up signs to inform parents of the illness and signs and symptoms to look out for.
- **PLEASE NOTE; we kindly ask all parents to understand that it is our policy not to admit any child who has been given Calpol or any form of liquid paracetamol on the morning of their session.**

We understand that sometimes children can pick up infections beyond a parents control. Our chart below is to advise the minimum period that a child should be absent from nursery. This also applies to staff members, students and volunteers;

Illness or infection	Incubation / exclusion period
Temperatures	We ask all parents/guardians to keep their child away from nursery when they have a temperature until they are well again. (A normal average temperature for a child is 36 to 38oc A temperature above or below can indicate a child is unwell). <b>Please be advised that if you give your child Calpol or another type of liquid paracetamol to control a temperature before the start of their session, we will ask you to take your child home.</b>
Sickness / Diarrhoea	If a child is sick or has diarrhoea at nursery parents will be contacted to take the child home immediately. Children <b>MUST</b> be away from nursery a minimum of 48 hours after the last bout of sickness or diarrhoea.
A child on antibiotics	Must wait at least 48 hours after the first course of antibiotics has been given and the child is well enough.
Shingles	5-7 days after the appearance of the rash, and all the scabs must be crusted over.
Bronchiolitis	Until the child has fully recovered.
Conjunctivitis	Until the eye is treated and appears normal again and at least 48 hours after the first course of antibiotics.
Chicken Pox	Until at least 5 days after the appearance of the last crop of spots, when they are fully crusted over and when the child feels well enough.
Impetigo	48 hours after treatment, and only once the sores are dry and healed. The areas affected must be covered.
Measles	Measles is infectious from 4 days before the onset of the rash, until 5 days after it appears. Exclusion from nursery should be; 5-7 days from the onset of the rash. The most effective way of preventing measles is the measles, mumps and rubella (MMR) vaccine. The first MMR vaccination should be given at around 13 months of age. Before a child starts school they should have a booster jab.
Rubella (German measles)	7 days from the appearance of the rash and the child is well enough.

Mumps	Until all the swelling has gone, average of 10 days.
Pertussis (whooping cough)	5 days after the first course of antibiotics has been given and the child is well enough.
Slapped cheek syndrome	2-3 days after seeking medical advice and being treated with over the counter medicine.
Hand, Foot and Mouth	5 days from start of symptoms and the child is well enough.
Thread Worm	To be collected from nursery so that treatment can be administered. Child can return 24 hours after the <b>WHOLE</b> family has been treated.
Head lice	With any suspected case of head lice we ask that parents/guardians get treatment immediately and would administer at least one treatment before returning to nursery. Please be mindful of how quickly head lice can spread.
Hepatitis A	Until the child feels well and for 5 days after the onset of the jaundice.
Meningitis viral	Until the child is well enough.
Meningitis (meningococcal)	At least 48 hours after treatment of antibiotics and only when child is fully recovered.
Meningitis (due to other bacteria)	At least 48 hours after treatment of antibiotics and only when child is fully recovered.
Ringworm	After the first course of treatment has been given.
Scarlett Fever	48 hours after the first course of antibiotics has been given and the child is well enough.
Molluscum contagiosum	Is a viral infection that affects the skin. It is most common in children but can occur at any age. Usually the only symptom is a number of small, firm, raised pimples (spots) that develop on the skin. They not painful but can be itchy. It looks unpleasant but is generally harmless and will be often be resolved in a few months. The virus however can spread through close contact or touching the same objects as someone who is infected. If your child contracts this condition please make a member of management aware.

## Teething Policy

If your child is suffering from teething, and they need medication to control the pain, please discuss your individual circumstances with your child's Room Lead or Management.

### Definition of a 'well child'

- A child who is happy and able to take part fully in nursery life.
- A child who does not have a temperature.
- A child who is not dependant on Calpol or Nurofen.
- A child who is not reliant on 1-1 care.

### Tips for helping your teething baby - taken from [www.nhs.uk](http://www.nhs.uk)

Teething can be distressing for some babies, but there are ways to make it easier for them.

Every baby is different, and you may have to try a few different things until you find something that works for your baby/child.

### Teething rings:

- Teething rings give your baby something to chew safely. This may ease their discomfort and distract them from any pain.
- Some teething rings can be cooled first in the fridge, which may help to soothe your baby's gums. The instructions that come with the ring should tell you how long to chill it for.
- Never put a teething ring in the freezer, as it could damage your baby's gums if it gets frozen.
- Also, never tie a teething ring around your baby's neck, as it may be a choking hazard.

### If your baby is chewing:

- One of the signs that your baby is teething is that they start to chew on their fingers, toys or other objects they get hold of.
- If your baby is 6 months or older, you can give them healthy things to chew on, such as raw fruit and vegetables. Pieces of apple or carrot are ideal.
- You could also try giving your baby a crust of bread or a breadstick.
- Always stay close when your baby is eating in case they choke.
- It's best to avoid rusks because nearly all brands contain some sugar.
- Avoid any foods that contain lots of sugar, as this can cause tooth decay, even if your child only has a few teeth.

### Teething Gels:

- There's a lack of evidence that teething gels are effective. It's recommended that parents try non-medical options for teething first, such as a teething ring.
- If you do decide to use a gel, make sure you use a teething gel that's specially designed for young children.
- General oral pain relief gels are not suitable for children.

- Teething gels contain a mild local anaesthetic and are only available from pharmacies. Speak to a pharmacist for further advice.
- There's no evidence that homeopathic teething gels are effective. If you use a homeopathic gel, make sure it's licensed for use in the UK.
- Please note that some unlicensed homeopathic gels advertised on the internet have been linked to serious side effects. The Medicines and Healthcare products Regulatory Agency has a list of licensed homeopathic gels.

#### Paracetamol for teething;

- If your baby is in pain, you may want to give them a sugar-free painkilling medicine.
- Paracetamol (Calpol) can be given to relieve teething symptoms in babies and young children aged 3 months or older.
- Children under 16 years old should not have aspirin.
- Always follow the instructions that come with the medicine.
- If you're not sure, speak to your GP or pharmacist.

#### Comforting a teething baby;

- Comforting or playing with your baby can distract them from any pain in their gums.
- Gently rubbing their gums with a clean finger may also help.

#### Preventing teething rashes;

- If teething is making your baby dribble more than usual, gently wiping their face may help prevent a rash.
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#### Caring for your baby's new teeth;

- You'll need to register your baby with a dentist when their teeth start coming through.
- Start brushing your baby's teeth with fluoride toothpaste as soon as their first milk tooth breaks through.

## Febrile Convulsion and Pre-existing Epilepsy Policy

A febrile seizure or convulsion is a fit that occurs when a child has a fever. It can be quite common in early childhood and is not serious in most cases. During most seizures children's body become stiff, they lose consciousness and their arms and legs twitch. Some children may wet themselves. This is what's known as a tonic clonic seizure.

We ask all parents/guardians to make the nursery aware if their child has previously suffered from a febrile convulsion or has one at home whilst they are attending the nursery.

We do ask all parents to keep children at home for at least 24hours after a seizure so that they can be monitored and recover fully. Children who have experienced seizures tend to be quite tired afterwards and so a busy nursery environment can be quite unsettling.

If a child in our care suddenly has a Febrile Convulsion, we would make a note of the time it started and another member of staff would then phone 999 for an ambulance giving the required information.

They would then contact the parents/ guardians and arrange to meet at the hospital if they work locally, or for the member of staff to stay with the child at the hospital until the parents/guardians can return.

We will keep the child comfortable and monitor his/hers temperature, using cold flannels to keep the temperature down until an ambulance arrives.

The person who dealt with the convulsion will write up an accident report so the parent/guardian knows the full situation when taking their child for a check-up at the hospital. This will need to signed by parents/guardians and then a photocopy can be given to them for their information.

The Senior Person in the Room at the time, or the person who dealt with the situation, will type up a report and sign it along with a member of the management team.

When the child returns to the nursery, we ask the parents/guardians to complete an Allergy Form stating the circumstances of the convulsion and any advisable measure noted by the doctors in case of a future occurrence. All staff members are to be made aware of this.

Above all, when dealing with a Febrile convulsion, staff members will follow the First Aid training that they have been received.

### **Pre-Existing Epilepsy**

We would follow the above procedures but inform the ambulance staff of the medication and dosage the child is on. We would follow the advice given by the parents/guardians on their initial visit. As an inclusive nursery that promotes Equal Opportunities, we would like to reassure anyone accessing our setting that children will not be excluded due to any existing medical condition or one that may arise whilst in our care.

## Medication Policy

Care is needed in the administration of all medication. Parsonage Farm Day Nursery takes guidance set out by Ofsted's Childcare factsheet; Giving Medication to children in registered childcare, and takes into account the guidance set out in the EYFS Statutory Framework that states; "Medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist."

- Pharmacists can recommend (prescribe) over-the-counter medicines such as teething gels or liquid painkillers to control temperature.

It should be noted that we recommend that wherever possible, prescribed medication should be administered by the child's parents or guardians. We ask that parents/ guardians consider whether their child is well enough to attend, and the nursery reserves the right to decide whether the child is fit and well enough to attend nursery.

We will however, administer medication within the nursery if we feel it would be detrimental to a child's health if not given at the setting.

### **Long term medication:**

This applies to any medication needed for longer than a couple of weeks. This must be recommended or prescribed by a doctor. The details of why it is needed must be given in writing from the parent or guardian and also circumstances for usage e.g. Piriton for allergy or Asthma Pump for a wheeze.

From these details the nursery may need to write a Care Plan that all staff are informed of if necessary but paying regard to confidentiality if needed.

An in-depth medical form must be completed by the parent/ guardian and should include the dosage, time to be administered and the reason why it is required. All medicines must be in original packaging clearly labelled that it is for that child. We require the child to have any medication in their system for at least 48 hours before asking nursery to administer it in case of any allergic reaction.

The parent/guardian will be asked to initial and date the consent form regularly to ensure the medication is still needed.

Management and Room Leads are responsible for checking the expiry date on the medication and will not administer it if the date has lapsed. For long term medicines e.g. Asthma Inhaler the Nursery will keep a form in the Medicine file with expiry dates so we can inform parents to give us a new one. All long term medicines are returned to parent or guardian for them to dispose of.

If a child has a severe allergy and the nursery is required to have an Epi- Pen, it will be kept securely in a medicine box, that is clearly labelled but is easily accessible by an adult in an emergency. The name of the child will be on the box along with the expiry date.

After administering the medication, the back of the consent form will be filled in detailing dosage and time it was given staff who administered it, staff who witnessed it and parent / guardian would sign upon collection time.

- Prescribed medications such as antibiotics are only stored on a daily basis and returned to the parents/guardians at the end of each day.

### Staff training

If a type of medication such as an EPI Pen would need to be administered to a child we would seek the relevant training for our staff to be able to administer long medicine with competence and confidence. If a child had an asthma pump we would expect the parent/guardian to show and explain to staff how to use it for their child.

### Short term medication

The procedures are similar to long term medication except no care plan would be required.

All medicines must be in original packaging and clearly labelled that it is required for that child with the recommended dosage.

- Prescribed medications such as antibiotics are only stored on a daily basis and returned to the parents/carers at the end of each day.
- We would require the child to have any medication for at least 48 hours before asking nursery to administer it in case of any allergic reaction.

### Emergency Paracetamol or Ibuprofen

As part of the settling in paper work process parents/guardians will be asked to sign a form to give Emergency un-prescribed Paracetamol or Ibuprofen. It is only used in an emergency, to control a high temperature and to potentially prevent a febrile convulsion. This will only be done once we have verbal consent from a parent/ guardian and either they or an emergency contact is on route to collect the child.

**Wherever possible medication should be administered by either a Management or Room leader. This person must be First Aid trained. In all cases, another member of staff will witness it and both will sign the medication book.**

## Sun Protection Policy:

At Parsonage Farm Day Nursery, we want children and staff to enjoy the sun safely. Our aim is for staff and parents/guardians to work together to achieve this.

In the summer months we ask that ALL parents apply sun cream to their children before dropping them to nursery. Parsonage Farm Day Nursery provides a supermarket own brand sun cream of factor 50 or above which we will use to top up the children's sun cream during the day as and when needed. Children with sensitive skin are advised to bring their own sun cream please ensure this is clearly labelled.

We assume all children are dropped off with sun cream on - therefore please ensure you let us know if you have forgotten. Children who are continuously dropped off without sun cream on will be asked to provide their own and parents will be asked to apply it before leaving.

Very young children have sensitive skin that can be easily damaged by the sun's dangerous UV rays. Children may spend a lot of their time outdoors during the summer months and at this young age; they are unable to take responsibility for their own sun protection. Together with parents, we want to take responsibility to ensure that the children are adequately protected from the harmful effects of the sun. Although fair skinned people are more at risk from sun damage, sun protection is relevant to both fair and dark skinned children.

There are five key points to be aware of about sun protection:

1. Stay in the shade between 11am to 3pm.
2. Make sure you never burn.
3. Always cover up - wear a t-shirt, and a hat.
4. Remember children burn more easily.
5. Then use factor 50+ or above sun cream.

### PROTECTION

- Children will spend more time playing outside before 11.00 am and less time playing outside during the very hot time of the day.
- We actively encourage all children to wear a hat when playing outside in the warm weather. We do have a supply of spare hats for our children but you can bring in a suitable named sunhat that would be excellent.

## Asthma Attacks

### IN THE EVENT OF AN ASTHMA ATTACK

1. It is important to be calm and reassuring.
2. Deal with the child wherever the attack occurs. (A change of air can make the problem worse.)
3. Ensure the child's reliever inhaler is taken immediately. Spacers can often help.
4. Encourage the child to breathe slowly and deeply and loosen any tight clothing. Encourage breathing through the nose and out of the mouth. (this warms the air, which helps the airways to relax and for normal breathing to resume)
5. Assist the child to sit in a position that is most comfortable. This can often be leaning forward with arms resting on the back of a chair.
6. Do not lay a child who is having an asthma attack down, as this can restrict the airways and make the attack much worse. A mild asthma attack should ease within around 3 minutes. IF it does not, encourage the child to take their inhaler again.

**IMPORTANT - IF after 5 minutes there is little or no improvement - OR the asthma attack becomes worse - OR Breathlessness makes breathing difficult - OR the child is becoming exhausted Call for an ambulance on 999 or 112.**

7. Parents/guardians should then be contacted to inform them of the situation. Minor attacks should not interrupt a child's involvement in nursery. When they feel better they can return to their play and nursery activities. Learning and Behaviour Physical Development is an essential part of nursery life and children's development. Children with asthma are encouraged to participate fully. All staff members are aware of which children in nursery have asthma and they will remind children whose asthma is triggered by exercise or weather, to take their reliever inhaler before going outside.

We are committed to doing all that we can to ensure that the nursery environment is favourable to children with asthma. The nursery has a strict non-smoking policy and is aware of the effects of keeping pets. Therefore, no furry or fluffy pets are kept within the nursery rooms.

## Staffing and Employment

We provide a staffing ratio in-line with the requirements of Ofsted and the National Standards for Day Care and OFSTED to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

We use Ofsted guidance in obtaining references and staff are to have a DBS criminal record check. Parsonage Farm Day Nursery is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

We ensure that children below school age and their parents are offered high quality early years care and education.

To meet this we use the following ratio of adult to child:

- Children aged 3 months to 2 years of age: 1 adult : 3 children
- Children aged two years of age: 1 adult : 4 children
- Children aged three-five years of age: 1 adult : 8 children

At Parsonage Farm Day Nursery, we work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. All our staff have job descriptions which set out their staff roles and responsibilities.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable. All new staff have an induction for working with us.

### Mentor and reviews

Part of our Personnel Manager's role is to mentor the staff at Parsonage Farm Day Nursery. They observe the staff within their day to day practice and to check their delivery of childcare is to the highest standard possible. The mentor can answer any questions and offer support and advice re planning, activities, routines etc. They review the classrooms and the staff, this is then reported to the other members of the management team and in some cases together they will need to arrange next steps to assist the staff or classroom.

### Appraisals

Appraisals are carried out yearly by the Nursery Manager and Personnel Manager. Together or separately they are always available when any member of staff wishes to voice anything and equally if things are being noticed that need to be addressed. Appraisals are also a chance for staff to have a think about any further training they may wish to do or perhaps discuss taking on more responsibility within the setting. Alongside appraisals staff have two supervision meetings during a year with their Room Lead or Management.

### Key Workers:

We use a key worker system where every child is allocated a named key worker but we encourage all staff to build a relationship with the children and be able to observe, care and promote development. Please see our Key Person Policy.

### Staff Meetings:

We share information within our teams on a daily basis and we have a staff board to inform of current early years practice. We operate an appraisal and mentor scheme to enable all staff are following policies and procedures for the early years. Full staff meetings are generally held out of hours at the end of each long term.

### Training:

All staff have accessibility to the online Educare training programmes, some of which are compulsory. External and East Sussex County Council training opportunities are available to all. Parsonage cover costs of training.

### Right to Search Policy:

Parsonage Farm Day Nursery have the right to search a member of staff's person, bag/s and form of transport if it is believed they have property belonging to nursery.

### Fit to work, alcohol and drugs policy:

All staff may only attend work if they are "fit" to do so. They must be in good health, emotionally capable and not under the influence of drugs or alcohol. Should the Management feel a member of staff is not 'fit' to work, they will be immediately asked to leave the nursery premises and told to return home. Thereafter the normal disciplinary procedures will begin. Please note that medication that may impair ability to carry out job roles should be spoken about with management to ensure all staff members and children safety.

Staff that are suffering with pains, on medication, not feeling themselves are asked to let management know so that we can ensure your health and safety is considered and put as a priority. For example if a staff member is suffering with severe back pain we would be able to put them in a classroom with minimal lifting of the children and this member of staff where possible would not be asked to do any lone working.

Staff are expected to arrive for their shift clean, dressed appropriately with safe footwear.

## Key Person Policy

Staff members at Parsonage Farm Day Nursery are highly committed to identifying and meeting the individual needs of each child attending. To aid this process and in line with the EYFS, we operate a Key Person system whereby every member of staff is responsible for a group of children, liaising with their families and maintaining records of development and learning.

This policy will provide staff with a framework in which to operate the nursery Key Person system. It will define for staff the roles and responsibilities of a Key Person and how these roles and responsibilities translate into practice. By sharing with and gathering information from parents/guardians relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests.

This will enable staff to closely match provision to each child's individual needs.

### Organisation:

- All staff working directly with the children on a regular basis and those who are deemed to have the appropriate level of knowledge and experience, are required to assume Key Person responsibilities.
- The Room Leads oversee the Key Person responsibilities of the staff in the rooms.
- The Room Leads and Nursery Management team are required to monitor children's records of development and learning and ensure they are updated regularly and to an appropriate standard.
- The Room Leads and Nursery Management team are responsible for ensuring fair and even distribution of Key Person responsibilities and should monitor at regular intervals each Key Person number of children.

### Policy Implementation:

Each child attending Parsonage Farm Day Nursery will be assigned a Key Person who will ensure that a record of development and learning is provided. Each Key Person will spend some time with the child's parents/guardians gathering information about the child and family. The Key Person is the child's family's initial, but not exclusive, point of contact in the nursery. It is intended that a positive relationship be fostered and that contact be encouraged when the Key Person is on duty.

It is likely that the Key Person will form strong attachments with their key children and will know them the best. Wherever possible, continuity of staffing arrangements will be organised to ensure a child's Key Person cares for them.

All staff assigned key children are responsible for observing and recording assessments on all children, generally taking brief notes of individual children's achievements and progress. The Key Person is also responsible for updating their children's records and ensuring an accurate overview of each child enabling them to identify their needs and interests. The records are to

be used in order to support planning, general discussions with parents/guardians and at parent's evenings and to identify progression and areas where support is needed.

When a child moves on to another room, setting or school, their record of development will go with them. The Key Person in the room the child is leaving must ensure all records are fully up to date before the child moves on. They will also complete a moving room form and have a meeting with the child's parents/guardians. The child's new Key Person in the receiving room should continue updating as needed. When the child is due to leave nursery, their Key Person must ensure that their record is fully up to date and forwarded to the child's next setting.

## Staff Qualifications

At Parsonage Farm Day Nursery our team of staff have the following qualifications;

### Management:

- Nursery Manager = Hannah Parker-Read = Level, 3 and HND within Management
- Operations Manager = Ellen McLaughlin = Level 4 and Level 5 within Management
- Personnel Manager= Kellie Compton = Level 3

### Nursery Practitioners:

- Lisa Baker = Level 3
- Emily Wood = Level 3
- Lucy Jeffs = Level 3
- Marta Sanchez-Diaz = Level 3
- Kath Archibald = Level 3
- Lizzie Thody = Level 3
- Laura Elliott = Level 3
- Bernadette Spencer = Level 3
- Hannah Nicol = Level 3
- Jody Tier = Level 3
- Kirstey Andrews = Level 3
- Emily Hammond = Training for NVQ Level 3
- Belle Kneller = Level 2 and training for NVQ Level 3

### Nursery Assistants:

- Amber Parker-Read
- Kaylee Brown
- Michelle Williams
- Leia Turner
- Alisha Perfrement

## Children visiting a new room

At PFDN the children in our care naturally progress through the rooms as they grow and develop. All children will have the opportunity to explore all rooms within the nursery with the hope that environments will be familiar. When a child moves from one room to another it will be based on their age, readiness, developmental needs, emotional and social needs and physical development. The aim is for a child to move rooms the beginning month of their birthday, however some children are ready sooner and equally some children need a bit more time before moving up into the next class.

A month before movement is due to take place, we arrange for parents to come in and attend a Movement meeting. The movement meeting is as follows;

- 1) Child's current keyworker will arrange a convenient time for you to come in. These meetings tend to last around 15-20 minutes. The keyworker will run through their current development and their next step and can answer any questions you may have. They will have some paperwork for you to take home and please complete to update our records.
- 2) Then you will be taken to your child's next classroom where you will meet the room lead and other staff. The staff in this room as available to give you a quick show round and can answer other questions you may have.
- 3) The management team are on hand in the office should you have any further questions or queries.
- 4) The child will attend numerous settling in sessions in the next group. These tend to be done in small groups of friends and for small periods of time. For example, the first time going into the next class could be snack time followed by a play in the garden.

We ask all parents/carers to ask as many questions as you wish. It can be daunting when your child is due to start in a new room but we treat each and every child as a complete individual and so will create a transition tailored for your child.

## Staff working with their own children or a close relation

PFDN is committed to providing a flexible work environment for its staff members. In light of this Staff members are where reasonably possible allowed to bring their own children to the nursery. However, this arrangement is subject to continuous reviews.

The review will consist of:

- How individual staff members work with their children.
- If all policies are being adhered to.
- The feelings of other staff members and parents.
- The feelings and needs of the staff members child.
- Staff member's children should receive the same nursery experience as any of the other children attending the setting.
- Staff should give feedback to their child's key worker or room lead at the beginning of the day and no further discussion should take place until the staff member has finished work or is on a break (unless in the case of an emergency).
- Key worker's and room staff will complete Tapestry and parent/s will be able to attend parents evening to discuss their child's development.
- If a staff member's child becomes unwell at nursery, the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found.
- Staff must still be flexible with their working shift as long as appropriate notice is given.
- The Staff must at all time fulfil the needs of their own key group children and adhere to their job description at all times.
- Staff won't be a key worker for their own children and where possible will not work in the same room as their child.
- Staff must not make comments about the quality of care their child is receiving in the room, if they have any concerns the appropriate policy should be followed.
- Staff should not spend time pointing out their child to other parents/ staff or discussing them continuously.
- Staff who are friends with parents in the nursery should not pass on information about their child or other staff member's children to other parents whom they are friends with.

All of our current Policies and procedures are to be followed as it would for any child.

With regard to our Medicine policy, children requiring medicine should have a form filled out at the beginning of the day and staff sign it at the end of the day. Medicine should not be given by the parent during the day unless it is an emergency and a child refused to take the medicine from another staff member.

## No Smoking Policy

(please note that this includes cigarettes, pipes, cigars and all forms of e-cigarettes and vapours)

### Introduction:

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is: 'Safe, without risks to health'

Parsonage Farm Day Nursery acknowledges that second hand tobacco smoke is both a public and workplace health hazard and has therefore adopted this no smoking policy.

### Aims of the policy:

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non smokers to breathe in air free from tobacco smoke.
- To comply with Health and Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

### Restrictions of smoking -

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation.

### Visitors -

All visitors, contractors and deliverers are required to abide by the no smoking policy. Staff members are expected to inform customers or visitors of the no smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

### Support for smokers -

For advice on giving up smoking, contact: 'The Smoke Free' Helpline : 0800 022 4332.

### Disciplinary action -

This would take the form of our normal Disciplinary Action in the work place. We would first talk to the person and see if there was a way we could help them to give up smoking and put them in contact with the relevant organisation. If they decided this was what they wanted to do of course we would support them.

Our usual procedure for discipline is:

- Verbal warning
- Written warning
- Final written warning
- Demotion
- Dismissal

## Behaviour Management

At Parsonage Farm Day Nursery we believe that children flourish best when they know how they are expected to behave. We will do this by doing our best to:

- Creating a calm, caring environment where children are treated with respect
- Providing structure within this environment where the children can be free to choose and experiment
- Agreeing on acceptable and unacceptable behaviour within the Nursery and sharing this with all newcomers both children and adults to ensure consistency
- Adults will provide a positive model for the children taking into account friendliness, care and courtesy
- PHYSICAL PUNISHMENT SUCH AS SMACKING OR SHAKING WILL NOT BE USED OR THREATENED BY ANY ADULT OR CHILD IN THE NURSERY

### We aim to:

- Recognise the individuality of all our children and that some behaviours are normal in young children
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- Ensure that all staff act as positive role models for children
- Work in partnership with parents by communicating openly
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and are consistent
- Promote non-violence and encourage children to deal with conflict peacefully
- Provide a key person system enabling staff to build a strong and positive relationship with children and their families
- Have a named person who has overall responsibility for issues concerning behaviour. The named person for managing behaviour at this nursery is Lizzie Thody.

The named person for managing behaviour will advise other staff on behaviour issues and along with each room leader will keep up-to-date with legislation and research and support changes to policies and procedures in the nursery; access relevant sources of expertise where required and act as a central information source for all involved; attend external and in-house training events. We recognise that codes for interacting with other people vary between cultures and staff are required to be aware of this and respect those used by members of the nursery.

Nursery rules are concerned with safety and care and respect for each other.

- Children who behave inappropriately by physically abusing another child or adult e.g. biting, or through verbal bullying, will be required to talk through these actions and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge when a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child. When children do not show acceptable behaviour:

- Physical punishment such as smacking or shaking will be neither used nor threatened, however it may be necessary to use restraining action in an emergency to prevent personal injury and protect the safety of other children and staff. This will be recorded on an incident form and the parent/carer contacted.

- Children will not be singled out or humiliated in any way. Staff within the nursery will re-direct the children towards alternative activities. Discussions with children will take place respecting their level of understanding and maturity
- Staff will not raise their voices in a threatening way
- In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome
- How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he/she has done. It may also include the child apologising for their actions
- Parents will be informed if their child's behaviour is unkind to others on a regular basis or increased level or if their child has been upset more than simple regular play encompasses. Incident forms will be used when appropriate. In all cases inappropriate behaviour will be dealt with in nursery at the time. Parents may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between their home and the nursery. In some cases we may request additional advice and support from other professionals, such as the specialist teaching service.
- Children need to develop non-aggressive strategies, they need to be given opportunities to release their feelings more creatively
- Confidential records will be kept on any negative behaviour that has taken place. Parents will be informed and asked to read and sign any entries concerning their child
- If a child requires help to develop positive behaviour, every effort will be made to provide for their needs
- Through partnership with parents and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour.
- In the event where a child's behaviour involves aggressive actions towards other children and staff, for example hitting, kicking etc. the manager should complete incident forms to highlight any potential triggers or warning signs ensuring other children and staff safety at all times. In these instances it may be that the child is removed from that area until they have calmed down and/or restraining techniques are used.
- Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group. Anti-bullying Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling. Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong. Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. Any form of bullying is unacceptable and will be dealt with immediately.

At Parsonage Farm Day Nursery staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- Children need to be helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems in other ways

- Our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or harmless it may seem
- Staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out
- Any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behaviour
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery
- All concerns will be treated in the strictest confidence.

### **CONFLICT RESOLUTION STEPS**

- **Approach calmly, stopping any hurtful actions.** Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take sides.
- **Acknowledge children's feelings.** Say something simple such as "You look really upset;" let children know you need to hold any object in question.
- **Gather information.** Ask "What's the problem?" Do not ask "why" questions as young children focus on that what the problem is rather than understanding the reasons behind it.
- **Restate the problem:** "So the problem is..." Use and extend the children's vocabulary, substituting neutral words for hurtful or judgemental ones (such as "stupid") if needed.
- **Ask for solutions and choose one together.** Ask "What can we do to solve this problem?" Encourage children to think of a solution but offer options if the children are unable to at first.
- **Be prepared to give follow-up support.** Acknowledge children's accomplishments, e.g., "You solved the problem!" Stay nearby in case anyone is not happy with the solution and the process needs repeating.

Also refer to EYFS Development matters section on Personal,  
Social and Emotional Development

## Special Educational Needs

We recognise the right of each individual child, including those with special needs, to an appropriate well-rounded under 5's experience, which combines care and learning through play and education.

The nursery is sensitive to the needs and feelings of children with SEN and their families and will ensure individual needs are recognised and addressed. Parents/carers will be involved at every stage and in any plans that are made to meet a child's individual needs.

Equality of opportunity for all children is essential and it is important that children with special needs have the opportunity of learning alongside their peers. For this reason, the special educational needs of children will normally be met in the age appropriate classroom.

As with all children attending Parsonage Farm Day Nursery, their progress will be monitored by observations carried out by the children's key worker and all records are kept confidentially and are only used at the parent's or professionals request.

### At Parsonage Farm Day Nursery;

- Each child will be recognised and appreciated on an individual basis.
- Each child's stage of development is assessed and appropriate provision made.
- Each child will have access to all activities regardless of ability.
- We will not tolerate inappropriate, discriminatory behaviour and attitude.

All special educational needs (SEN) staff are offered up to date training in order to continue practising current methods.

At Parsonage Farm Day Nursery we have regard to the Special Educational Needs (SEN) Code of Practice and our named staff member to act as Special Educational Needs Co-ordinator (SENCO) is Hannah Parker-Read.

# Parsonage Farm Day Nursery

## Our SEN and Disability Offer

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- **How does the nursery know if children need extra help and what should I do if I think my child has special educational needs?**

Through assessing children's starting points when they first arrive with us, planning individually for their learning, continuous observations, and then reviewing their progress. Alongside summative assessments and Integrated Progress Review (IPR), we can track how well your child is progressing. Each child has an online Learning Journey which can be accessed by parents at any time. They can add things that their child has done at home and respond to anything that they have done in the setting. We can then assess if they need any additional support and access any other help from outside agencies. At Parsonage Farm we welcome parents and carers in to talk about their child whenever is suitable for them. They can speak to their child's Key Person, Room Lead, management or the Special Educational Needs Coordinator (SENCO). This can be done over the phone or in person, whichever is most convenient for the parent/carer.

- **How will the nursery support my child with special educational needs?**

Every child has a Key Person who works closely with the child and their family. They plan individually for that child's needs and abilities. A Setting Based Support Plan (SBSP) will be draw up by the SENCO, Key Person and family, stating what targets the child will be working towards. This will be reviewed and revised six weekly or as and when needed. Outside agencies may be called in to assess whether or not your child will need any additional support and can advise both the setting and the family. If needed additional support can sometimes be arranged to support the child during day to day sessions. The child's Key Person, SENCO and family will have regular meetings to review progress, keep each other updated and to share any other information.

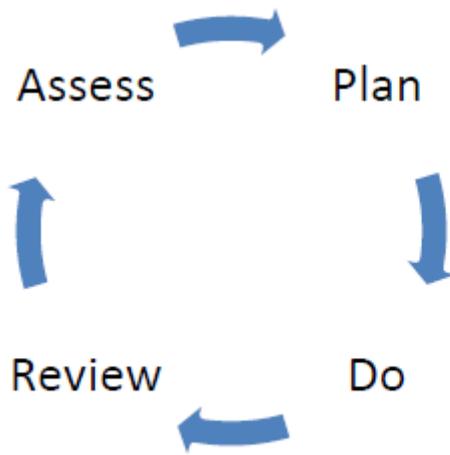
- **How is the decision made about what type and how much support my child will receive?**

An initial meeting will take place with the family and other professionals involved with the child to discuss the child's needs and any allocation of additional support. Additional meetings will take place at regular times to keep everyone up to date with the child's progress and as the child's needs change.

- **How will the nursery review my child's progress and how shall they share it with me?**

Through assessing children's starting points when they first arrive with us, planning individually for their learning, continuous observations, and then reviewing their progress. Alongside summative assessments and Integrated Progress Review (IPR), we can track how well your child is progressing. Each child has an online Learning Journey which can be accessed by parents at any time. They can add things that their child has done at home and respond to anything that they have done in the setting. We can then assess if they need any additional support and access any other help from outside agencies.

The child's Key Person will plan individually for each child every six weeks, which parents will be consulted about. They will draw up Next Steps stating what will be worked upon during that six week period, and evaluate how they have progressed during the previous six weeks. As stated above if it is felt needed by the parents, SENCO and Key Person, a SBSP will be drawn up. Through individual planning each and every child will progress through the curriculum by learning in their own unique way. Staff will work closely with each child supporting and nurturing their needs.



- **What support will there be for my child's overall well being?**

We have an Administering Medications Policy that we adhere to, which all staff are fully aware of. Room Leads and Management are in charge of Behavior Management, details of which are stated in our Behavior Management Policy. This again is used and adhered to by all staff. If strategies are needed these are discussed between relevant staff and parents/carers. All children's learning is based around their likes and interests. Each and every child's Key Person will gather information about the children's likes and dislikes before they start at Parsonage Farm. They then plan their learning around the information gathered, updating as and when needed. The children are fully included in this planning process. Children are sensitively supported with their personal care within the setting. Changing areas are provided.

- **What training do the staff have in supporting children with special educational needs or disabilities?**

At Parsonage Farm the manager is SENCO trained and two other members of staff. Many staff are trained in Makaton. The setting use it daily, not only for children with SEND but with all children to make the setting fully inclusive. We continuously send staff on training courses to make sure they are fully up to date with any new procedures and developments.

- **What specialist services and support are available to the nursery?**

At Parsonage Farm the Nursery Manager is SENCO trained and experienced in writing SBSPs. The majority of staff are Makaton trained, with some of our staff having years of experience working one to one with children with SEND. We can access additional help when needed from outside services when needed.

- **How will my child be included in activities outside the nursery, including trips?**

All activities and trips will be fully researched to ensure that they are suitable for all children at the setting, taking all parents and carers ideas and needs into consideration. When going out locally SEND children's pre-arranged additional support will attend. At Parsonage Farm we ask all parents and carers to attend trips further afield.

- **How accessible is the pre-school/ nursery?**

Parsonage Farm is wheelchair accessible, with disabled changing facilities. We have a large visual timetable accessible to all children. There are picture and word labels on resource baskets, including Makaton signs. If needed translations can be made of all our documentation for families, whose first language isn't English and a translator can be arranged. Extra funding can be applied for, for any equipment to support children with SEND.

- **How will the nursery help my child move on to school?**

We have a very good transition programme with our local primary school. Children attend special events at the school, such as the Harvest Festival, Christmas assemblies, the Nativity, Easter services, Sports Day. Rising 5's are invited to numerous settling in and story session in the Reception class and the Reception teachers visit them at nursery. The teachers have the opportunity to look through the children's Learning Journeys and talk to their Key Person. When a child is leaving to go to a new setting we support the child and family in every way we can. We recommend a photo book from the new setting so we can familiarize the child with it. We talk to the child about new beginnings, making new friends etc. A moving on assessment is filled out to be given to the new setting and their online Learning Journey can be accessed.

- **Give us your views about this information**

Contact [localoffer@eastsussex.gov.uk](mailto:localoffer@eastsussex.gov.uk) or call Information for Families 0345 60 80 192

- **More information, advice and support**

The local offer- what is available for children and young people with special educational needs in East Sussex

- [www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer)

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Date issued: 05/11/2018

Review due (one year): 01/11/2019

## Promoting Equal Opportunities and Valuing Diversity

At Parsonage Farm we welcome children from all ethnic groups, cultures, religions and family groups. We welcome children and their families who have English as an additional language. We aim to give positive images of other cultures using various methods, including celebrating different festivals and incorporating multicultural play into our themes and activities. We provide a good selection of multicultural toys and equipment, pictures and photographs of people from other countries and cultures. Parents are encouraged to come and share their skills and knowledge that can help broaden our knowledge and understanding of diversities which then can be learnt in a positive way throughout the nursery.

### At Parsonage Farm Day Nursery;

- Each child will be recognised and appreciated on an individual basis.
- Gender, disability, race, colour, background, origins will not affect any child's access to the full range of activities and learning opportunities, or be used to differentiate such access.
- We will not tolerate inappropriate, discriminatory behaviour and attitude.

Staff plan for all children individually, enabling all children to develop their skills and knowledge to their full potential, with personal high standards of achievement. We recognise and welcome individual differences. These enrich the positive contributions, which a wide diversity of culture can contribute to the community. We feel that by having a caring ethos it is fundamental to the development of good relationships between children and adults; recognising strengths and areas which need to be developed; appreciating what each child is capable of or achieves and being proud of each other and oneself, celebrating achievement, however small. Children's confidence and self-esteem needs to be matured in a positive caring way.

Our policy for equal opportunities encourages adults as well as children. All adults will be welcomed to the group whatever capacity, i.e. parents, carers, visitors, helpers, applicants for jobs and no-one will be discriminated against. All staff are encouraged to enhance personal development through further training as we are aware of the need to acknowledge our own bias and welcome opportunities to counter it.

## Healthy Eating Policy

At Parsonage Farm Day Nursery, we encourage children to develop a positive attitude to food and healthy lifestyles. This is achieved through adopting a whole nursery approach which encompasses children, their families and staff. We are passionate about raising awareness of healthy eating and always aim to promote healthy eating on nursery premises. Aspects of Healthy Eating are raised with parents in a number of ways including written information, displays, surveys and conversations with key staff.

### Introduction ~

This Policy recognises that children under the age of 5 years have different nutritional needs from those of older children and adults. They have a high energy and nutrient requirement in relation to their size. Early Years is an important time to shape food preferences and habits, by allowing children to make their own selections through guided choice: this can have a positive impact on health in later life. This policy covers general nutritional guidance: children have individual needs which should be acknowledged. If parents/carers have any concerns they should discuss these with their Health Visitor, GP or Dietician.

At Parsonage Farm Day Nursery, we offer our children breakfast, morning snack, a hot cooked lunch with dessert supplied by Zebedee's, afternoon snack and a light tea with a dessert of yoghurt and fruit daily. Our Lunch and tea menu follow a three-weekly rota and is changed every six months so make the foods as seasonal as possible.

### Aims and Objectives ~

- To inform parents and children of healthy eating. Where possible we ensure parents receive information via handouts, verbally and from display boards.
- To promote healthy eating on nursery premises.
- We do allow our children to have a second helping of main meals where available.
- Parents/carers will be advised if their child is not eating well.
- Cultural differences in eating habits will be respected.
- Staff will sit with children while they eat and provide a good role model for healthy eating. Staff do not always eat with the children but they encourage their eating.
- Withholding food will not be used as a form of punishment.
- Children will be encouraged to develop good eating skills and table manners, and will be given plenty of time to eat.
- Those responsible for food preparation and handling of food must be competent to do so and must have completed the online training as directed by management.
- Information is available to parents/carers regarding food and drinks provided to the children. Menus will be displayed for parents/carers to see
- No nuts will be used in any of the recipes for meals produced on site, however we cannot guarantee an environment free from any food product including nuts due to manufacturers disclaimers on most products.

## Zebedee's ~

Our lunches are provided by Zebedee's. You can find out more about Zebedee's at [www.zebedees.co.uk](http://www.zebedees.co.uk) or you can follow them on Facebook.

Zebedee's are the UK's leading nursery meal provider. Experts in food and nutrition, they prepare and deliver fresh, delicious meals that provide children with all the nutrients they need for a busy day of play, learning and development. All of their meals are freshly cooked on the day of delivery by their team of experienced chefs. The meals are then transported in temperature-controlled containers, ensuring food remains hot until served.

Zebedee's are the only early years food provider to employ a full time in-house Nutritionist to ensure that our meals are low in salt and added sugars and contain the right amount of nutrients to support the high energy requirements of pre-school children. We follow the "Eat Better, Do Better" guidelines set out by the **Children's Food Trust** who independently review and approve all of our standard nursery menus. Our menus are analysed using specialist software to ensure they meet minimum standards for iron, zinc, carbohydrate, protein, fibre, vitamin A, vitamin C, folate and calcium, and maximum levels for sodium, sugar, fat and energy, as per the **Caroline Walker Trust** guidelines.

## Children aged under 1 year ~

Children attending Parsonage Farm Day Nursery aged under 1 year of age are as per our terms and conditions asked to provide their own food from home. As soon as a child has their first birthday, they are then allowed to be served the food provided by nursery.

## Allergies/Food preferences/Special Diets ~

When children start Parsonage Farm Day Nursery the parents are to inform us of any dietary requirements or allergies their child may have during the induction process. If a parent tells us that their child has an allergy to certain foods we discuss this with them and ask if they have medical confirmation of allergies, this is all documented on an allergy form. An overall list of allergies for the Nursery is maintained by the Operations Manager and copies of this list are displayed in the office, kitchen, haybarn and in each classroom. When a child who uses an EpiPen comes to Nursery training is arranged for all staff on the procedures to be followed and the administering of the medication. We discuss with the parent any measures we need to take within the nursery to keep the child safe such as being particularly careful about washing hands after handling any food which may cause an allergic reaction. Please note that we also cater for all cultural and religious requirements.

## Nutrition ~

- The nursery will provide healthy, balanced and nutritious meals, snacks and drinks which have been nutritionally analysed to provide a healthy balanced choice across the weekly menu.
- Food from the four main food groups will be offered every day (starchy carbohydrates, fruit and vegetables, milk, dairy foods and proteins).
- Main meals will include foods from the following food groups: starchy carbohydrates, protein, dairy and fruit and vegetables.
- No salt will be added to foods and foods high in salt will be used as little as possible. If these products are used (e.g. gravy granules, stock cubes, etc) they will be the lowest salt variety available.

- Foods containing added sugar will be confined to meal times to reduce the risk of dental decay.

### Food groups ~

Starchy Carbohydrates include: breads, pasta, rice, and potatoes- these provide a good source of energy. Fruit and vegetables include: Fresh, frozen, tinned (fruit in juice, vegetables in water with no added salt or sugar) dried and juiced fruit and vegetables (dried and juiced fruit will only be consumed as part of a meal)- these provide a good source of vitamins and minerals.

Dairy foods include: Milk, cheese and yogurts- these provide a good source of calcium for healthy teeth and bones. Foods containing protein include: meats, fish, eggs and pulses- these are required for growth and repair.

### Meal Times ~

- Nursery staff will pro-actively involve children at meal times to create a social occasion which provides opportunities to promote children's social and emotional development as well as encourage good eating habits and table manners.
- Fussy eaters will be encouraged (but not forced) to eat. Praise will be given when the child eats; food will be removed without judgement if the child refuses food.
- Children will be given as much time as they need to finish their meals.
- Children will be given the appropriate utensils and crockery according to the meal served. Where it is part of a child's culture, or developmentally appropriate, to eat with their fingers or particular utensils, this will be encouraged and supported.

### Snack time ~

Our snack menu follows a three-weekly rota and we ensure seasonal fruits are used throughout the year. Snacks are offered between meals where required to ensure children receive appropriate levels of energy and nutrition, for example at mid-morning and mid-afternoon. Our morning snack is a Carbohydrate. We offer Ritz type crackers/rice cakes/oat cakes/tuc biscuits/bread sticks. Afternoon snack is a vegetable with a fruit, for example; Carrot sticks and plums, cucumber and bananas. Milk and Water is served with all meals and water is available freely during the day. More often than not we aim to offer a rolling snack so that we do not interrupt a child's play process. Rolling snack involves the children choosing when they have snack and often serving themselves rather than all being seated at the same time with no choice. The benefits of having a rolling snack include:

- Giving children a choice.
- Promoting British Values such as individual liberty.
- Builds independence, confidence, esteem and self-awareness.
- Language, communication and conversation rich period of the day.
- Develops motor skills and self-help skills if children are allowed to prepare the snack and pour own drinks.

### Drinks ~

- Children will have access to drinking water at all times throughout the sessions.
- Children will be offered milk or water during snack time.

- Juice/squash is only provided at party occasions and is one part squash to 10 parts water.
- Fizzy drinks are never provided or offered.

### Provision for Staff ~

Staff whilst working are permitted to have a hot or cold drink. All hot drinks have to be in safe lidded cup to minimise risk of spillage or children coming into contact with hot liquids or surfaces. Cold drinks are in plastic cups and where possible these should have a lid too. Staff are welcome to eat with the children at snack times as long as the food they are eating is healthy and matches up to what the children are being given. Staff lunch breaks are on site in an area away from the children. The staff have facilities for making hot drinks, a fridge for the staff to store food and a microwave for heating lunches.

### Festivals and celebrations including Birthdays ~

At PFDN we celebrate children's birthdays if parents want us to by singing 'Happy Birthday' to the child at snack time accompanied by a cake brought in from home with candles. We take photos and video where possible so that it can be shared on Tapestry. We have treats for any children with dietary needs or allergies who may not be able to have a piece of the cake. When we celebrate other festivals, we aim to incorporate foods by cookery or just top taste. For example, for Chinese New Year the children all participate in making a noodle stir fry which they could then taste.

### Our Special dates ~

At Parsonage Farm Day Nursery we have an annual summer Teddy Bears picnic where all children in Cow Shed and Pig Pen are invited to come in for our summer party lunch. On this day we provide a party food themed banquet for everyone to enjoy together and the bring along their favourite teddy to join in with the fun. After our picnic we have party games before collection time. In the summer at the end of term we also have a Leavers party for our pig pen children heading off to school. In the years gone by we have asked the children what they would like to eat at their leavers party. Sometimes we have had the normal lunch, sometimes a party lunch and sometimes a treat such as hotdogs. At Christmas we have a Christmas dinner day provided by Zebedee's where the children can all enjoy a traditional Christmas lunch. The staff are invited to have this dinner too and eat alongside the children. With the fun of Christmas songs and crackers for all. We also have a Christmas party lunch on the last day of term to celebrate.

### Cookery ~

All classes incorporate cookery and food into their planning. Whether it be tasting, mixing, exploring smells, baking, cutting, preparing etc. The children have access to the kitchen whilst supervised in small numbers by a member of staff e.g. Pancake day is a favourite for being in the kitchen tossing pancakes. During the late spring into summer the classes ensure they cover growing and planting. We always aim to grow our own vegetables and fruits. Our sunny front gardens are a great place for tomatoes and strawberries to grow and we have had success over the years with growing potatoes and very tall sunflowers.

### Breast feeding ~

At PFDN we aim to provide education and training for all staff to enable them to promote, protect and support breastfeeding. Our objective is to raise awareness of the benefits of breastfeeding and to provide a welcoming atmosphere for breastfeeding families. We ensure that we provide information for our families regarding local breast-feeding support groups and are happy to recommend our local health visiting team for support. Parents are more than welcome to breast feed onsite. They are welcome to do so in the comfort of the Ducklings area or if they wish to have privacy, we are more than happy to arrange the library area free for them to do so. Parents are always welcome and encouraged to bring in breast milk for their baby's feeds.

### Oral health ~

Parsonage Farm Day Nursery strives to raise awareness of the importance of good oral health for children. These early years for children are when many of the good (and bad) routines are formed and are often carried through to adulthood. Therefore, nursery is a very important place to introduce a good oral health routine. At PFDN we aim to:

- Include oral health in nursery work and any learning opportunities where it is appropriate.
- Arrange where possible visits from a dentist, hygienist or someone who can talk about oral health.
- Feature dental health as a theme at nursery prior to, during or after these visits. e.g. dental corner, stories, songs, poems, art etc.
- Encourage good oral hygiene at all times.

At times we are offered training for Oral health via our local hub. Where possible with this training we send at least two staff members who can return to nursery with information that they can cascade to the whole team. This is a great help as it keeps us all fresh with the current expectations and requirements regarding oral health.

### Health lifestyles ~

At Parsonage Farm Day Nursery we endeavour to promote healthy lifestyles. Our team are regularly reinforced about being good role models and attend training where possible. We encourage an active healthy outlook and always ensure we keep parents up to date with information we receive. We support parents wishes regarding their child but always ensure the child's needs are put first. Equally we encourage children to continue the healthy lifestyle when not at nursery and so children and parents are welcome to borrow resources from nursery to assist in this e.g. plates, cups, cutlery, books, food themed games. We also allow children to take home our active equipment e.g. balance bikes and sports bags full of games to keep active.

For more information see the 'Eat better, Start better' webpage. This is a practical guide for Early Years Settings in England can be viewed on:

<https://www.foundationyears.org.uk/wp-content/uploads/2017/11/Eat-Better-Start-Better1.pdf>

## Bottle Policy - Formula Milk preparation and feeding

At PFDN we follow the guidelines for preparing formula milk for infants in accordance with policy published by The Food Standards Agency and The Department of Health.

We ask that parents help with this in the following ways:

- 1) Bring in your child's bottle sterilised and fully assembled with the teat and lid in place. This prevents the inside of the sterilised bottle and the inside and outside of the teat from being contaminated. (Alternatively, the Nursery can provide a fully sterilised bottle for feeding your child, if required or sterilise your bottle as and when required for each feed.)
- 2) Provide the formula powder inside its original container; this is the best way for practitioners to ensure they are preparing feeds correctly, in accordance with the guidelines detailed on the packet or tin.
- 3) Label to formula container with child's full name and date of opening.
- 4) You can also bring in expressed breast milk if you would like to and we will store it in the fridge. Please make sure it is labelled with your child's name.

According to the Food Standard Agency and Department Of Health, the best way to prevent a baby becoming ill is to make up all formula feeds fresh, as and when they are required by the baby.

PFDN will follow the routine below to ensure best practice when carrying out this task:

- 1) Clean the surface thoroughly on which to prepare the feed.
- 2) Wash hands with soap and water and then dry.
- 3) Boil fresh tap water in a kettle. Important: Allow the boiled water to cool to no less than 70° C. This means in practice using water that has been left covered, for less than 30 minutes after boiling. Pour the amount of boiled water required into the sterilised bottle.
- 4) Add the exact amount of formula as instructed on the label.
- 5) Re-assemble the bottle following manufacturer's instructions.
- 6) Shake the bottle well to mix the contents.
- 7) Cool quickly to feeding temperature by holding under a running tap, or placing in a container of cold water.
- 8) Check the temperature by shaking a few drops onto the inside of your wrist - it should feel lukewarm, not hot.
- 9) Discard any feed that has not been used within two hours.

Please note that we are unable to reheat or serve pre-prepared formula brought in from home. We recognise that parents may wish to provide pre- prepared milk in sealed cartons so when warming milk feeds for babies, the practitioners will carry out the following guidelines:

- 1) Transfer the formula to a sterile bottle
- 2) Re-warm using a bottle warmer, or by placing in a container of warm water. (In accordance with The Food Standards Agency and the Department Of Health:

Microwaves should never be used for re-warming a feed.)

- 3) Shake the bottle to ensure the feed has heated evenly.
- 4) Check the feeding temperature by shaking a few drops onto the inside of the wrist - it should be lukewarm, not hot.
- 5) It is bad practice to leave a bottle warming for longer than 15 minutes. Therefore, any feed that is accidentally left to heat for longer than 15 minutes will be discarded.

Food Standards Agency and Department of Health, found at:  
<http://www.food.gov.uk/multimedia/pdfs/formulaguidance.pdf> 2

## Prevent Duty and British Values

### Prevent Duty

At Parsonage Farm Day Nursery we follow the document 'The Prevent Duty' which is departmental advice for schools and childcare providers. "The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism".

This document is reviewed annually at the time of reviewing the policies and procedures we adhere to and follow. (This document can be found at the back of this file to refer to if needed or wished).

### British values

All Educational establishments including nurseries have to be aware and show that the FUNDAMENTAL BRITISH VALUES as outlined by the government are part of our practice and also we show regard to the need to prevent people from being drawn into terrorism.

The values are;

**Democracy:** making decisions together.

**Rule of Law:** understanding rules matter as cited in Personal, Social and Emotional development.

**Individual Liberty:** freedom for all.

**Mutual Respect and Tolerance:** treat others as you want to be treated.

These might not seem very nursery friendly but they do filter into our practice and in fact are already part of nursery e.g. sharing, taking turns, working together, learning right from wrong, rules of behaviour, encouraging self esteem/confidence, expressing feelings, taking responsibilities, being tolerant and promote diversity.

## Settling In Procedure

At Parsonage Farm Day Nursery we thrive on children feeling safe, stimulated and happy in the setting and to feel secure and comfortable with all staff members. We also want our parents to have confidence in both their children's well being and them to be as active partners with the nursery.

Our aim is to make our nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### Our methods areas follows;

- Before a child starts attending nursery parents need complete the application and the registration forms.
- For the visit we encourage the parents to bring along their child/children with them. During the visit we show parents around the whole nursery, talking about our day to day routines, special events and opportunities we provide for the children.
- If the parent/s are interested in their child attending our nursery they must then complete our application form. It is at this point that we arrange a start date and book the settling in sessions once the deposit and admin fee required have been paid.
- All children are different therefore it takes different time scales for children to settle. We aim to do what is best for your child and therefore we do all we can to comfort and settle each child. Parent and staff communication is vital at this stage as we need to get to know what your child likes/dislikes. From how they prefer to go to sleep to their dietary requirements and or preferences.
- We offer up to three settling in sessions that are free of charge; The first settling in session that we offer is 09.30-11.30am. We invite parents to drop off at 9.30am, stay and settle for a short while. We then invite you down to our library with a member of the staff to run through our paperwork and routine etc. This is a chance for you to get to know us a bit more, ask any questions and for us to learn about your child a bit more. You are welcome to stay for a cup of tea/cold drink after a chat and complete the relevant paperwork here or you may if wished leave and return to collect at 11.30am. The second is 09.30-12.00, this time we believe a swift drop off is key. You are obviously more than welcome to call during the visit to check up on how your child is doing. The third settling in session is 09.30-12.00, this is only offered if we feel the child will benefit from coming for a third trial day.
- Once the staff are happy that the child is settling well they consult the parents.
- Once the child has started at Parsonage Farm Day Nursery, he/she is allocated a key worker who will continue to settle the child into the nursery routine.

For Settling in sessions we ask that every child attending the settling in sessions brings with them a bag of spare clothes, nappies, wipes and if aged under 1 year any food or drink/bottles they may require during their time with us. Children are welcome to bring a comforter from home if you feel this will assist them in settling.

## Confidentiality

It is our intention to respect the privacy of children and their parents and carers, while ensuring they access high quality early years care and education in our setting.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### Methods:

We keep records on the children for the following reasons:

- Development records to be used for planning activities and next development focus.
- Personal records such as registration forms/admission forms, signed consents, correspondence, observations, child protection matters.

These records are confidential and are kept safe and secure. Parents have access to their own children's records where appropriate but not to other children's and staff will not be provided with this information unless it is relevant to the child's development. During their induction new staff are made aware of our policy relating to confidentiality.

Staff records are confidential and are only available to those involved in making personnel decisions.

### Parents access to records:

If you wish to see you child's records please refer to the following procedure:

- If you hold parental responsibility please make you request in writing to the owner.
- Access will be made within 14 days.
- Any third parties mentioned in the records to be disclosed will be written to and informed. A copy of these letters will be kept on file. A refusal from these parties could be received.
- A photocopy of the file is gone through and given to the person who requested it. (With any parts that need to be removed).
- Legal advice may be sought.

Please also see our Safeguarding Children Policy,  
in all cases the welfare of the child is paramount.

## Safeguarding Children

Parsonage Farm Day Nursery work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Within the curriculum we introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children. Our aim is to promote the children to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe. In the nursery we create a culture of value and respect for each individual. We ensure that this is carried out in a way that is developmentally appropriate for all the children.

### Our child protection policy for safeguarding children is:

- 1) Building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
- 2) We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies.
- 3) Being committed to promoting awareness of child abuse issues this includes training. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

### We carry out this policy by:

- Promoting children's right to be strong, resilient and listened to by creating an environment in the nursery that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- Promoting children's rights to be strong, resilient and listened to be encouraging children to develop a sense of autonomy and independence.
- Promoting children's rights to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safe guarding all our children who attend Parsonage Farm Day Nursery.

### Bumps and bruises:

If your child comes to nursery with a bump or bruise etc. on them then it is likely we will ask you how they did this. The reason we ask this is because noticeable marks are recorded by the staff in our bumps and bruises file. This is then overseen by the child protection officer.

### Training;

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We also ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### Disclosures;

Where a child makes a disclosure to a member of staff, that member of staff;

- Offers reassurance to the child.
- Listens to the child.
- Gives reassurance that she/he will take action.
- The member of staff does not question the child.

### Recording suspicions of abuse and disclosures;

Staff make a record of the following;

- The child's name, address and age.
- The date and time of the observation or the disclosure.
- An objective record of the observation or the disclosure.
- The exact words spoken by the child as far as possible.
- The name of the person to whom the concern was reported, with date and time.
- The names of any other person present at the time.

These records are signed and dated and over-viewed by the child protection officer. They are then filed in a locked cupboard.

On informing the parents they are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Area Safeguarding Children Committee does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

- For East Sussex procedures please see their current Safeguarding Childcare Policy and Procedures document.

### Staff related issues;

- Parsonage Farm Day Nursery have a duty to make a referral to the Disclosure and Barring Service when a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.
- As a childcare provider Parsonage Farm Day Nursery will notify Ofsted with information of any significant event (this includes disqualification of work) which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided.

## Parental Involvement Policy

### Statement of Intent;

We believe that children benefit the most from early years education and care when parents and settings work together in partnership.

### Aim;

Our aim is to support their children's first and most important educators by involving them in their children's education in the full life of the setting. We also aim to support parent's in their own education and personal development.

### Methods;

In order to fulfil these aims we:

- Are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- Inform parents about how the setting is run and its policies/procedures through written communication and through regular informal communication.
- Inform all parents on a regular basis about their children's progress.
- Involve parents in the shared record keeping about their children and ensure parents have access to their children's written development records.
- Provide and welcome opportunities for the parents to contribute from their own lives to the setting.
- Make information accessible to all.

In compliance with National Standard 12, the following documentation is in place;

- Admissions Policy
- Complaints Procedure
- Record of complaints
- Activities provided for children

## Non Collection Of Children

In the event a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner. We will ensure that the child receive a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Methods:

- Parents of children starting at the setting are asked to provide specific information which is recorded on our registration forms.
- On occasions when parents are aware that they will not be at home or their usual place of work, they record how they can be contacted with a staff member in our daily notes book.
- On occasions when parents/authorised collectors are not able to collect the child we ask that you provide details of the person who will be collecting and how we could verify their identity.
- Parents are informed that if they are not able to collect the child as planned, they must inform us as soon as possible. If that means we can no longer supervise the child on our premises our child protection procedures apply. In this instance we will undertake the following:
  - ❖ The daily book is checked for any information about changes to the normal routine.
  - ❖ If no information is available, parents/carers are contacted at home/work/mobile.
  - ❖ If no contact is made individuals authorised by the parents/carers will then be contacted.
  - ❖ The child will not be released to anyone not authorised or noted in the daily book.
  - ❖ If none of the above results in contact and the end of the session is reached we contact the owner of the nursery and then the local authority social services department.
  - ❖ The child will remain with two vetted workers until safely collected by the parents or a social worker.
  - ❖ Social services will aim to find the parent or relative and if unable to do so the child will be taken into the care of the local authority.
  - ❖ Under no circumstances would staff go to look for the parents or take the child home with them.
  - ❖ A full written report of the incident is recorded in the child's file.
  - ❖ Ofsted may be informed.

Where late collection becomes regular, we will seek to meet with the parent/guardian to enable an effective solution to be reached.

Children should only be collected by an agreed adult who is "fit" to be responsible for them. This requires them to be emotionally capable and not under the influence of drugs or alcohol.

If we feel the adult collecting isn't in a fit state we will confidentially discuss alternative arrangements. If a solution can not be found we will follow child protection guidelines.

## Internet and E Safety

At Parsonage Farm Day Nursery we endeavour to ensure that personal information about the children is only accessed by people who have the right to see it. It is just as important to us to ensure that our staff members follow guidelines when it comes to technology regarding personal information and footage.

### Internet policy:

Where internet services are accessible within the nursery setting, and where these are available for use by children, this policy defines the arrangement in place to minimise the vulnerability of the children to inappropriate websites:

- 1). All computers have a user-name and password to get on to the computer which only staff members have access to. Under no circumstances will children be left with unsupervised access to the internet and after each session the internet will be disconnected.
2. The internet can be a vulnerable place for children and it is entirely possible to in adversely access website containing 'adult'/ offensive , or other wise inappropriate, material. For this reason, children's use of internet is restricted to educational and learning purposes only.
3. Preventing children from being exposed to inappropriate material is considered to be a critical issue of child protection and is considered to be implicit in our duty of care. Therefore, any instance of a staff member deliberately accessing 'adult' or offensive material through the nursery computer system will be viewed as a serious offence, leading to summary dismissal of the offender and possible criminal prosecution.

For staff the computer in the office which is connected to the internet can be freely accessed for nursery matters (including finding resources, planning etc.) during working hours. All classes also have a 'Hudl' which is used for updating the online learning journeys and taking photos and videos to instantly upload. Pig Pen also have an Ipad which other classes are welcome to borrow for use.

### E-Safety:

Parsonage Farm Day Nursery has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

- The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.
- It is important for children to learn to be e-safe from an early age and the nursery can play a vital part in starting this process.
- In line with other nursery policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

The internet is becoming as commonplace as the telephone or TV and its effectiveness use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

The E-Safety Policy is built on the following care principles:

- Guided educational use = Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.
- Risk assessment = We have a duty to ensure children in the nursery are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.
- Responsibility = Internet safety in the nursery depends on staff, parents, carers and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

### Why is it important for children to access the internet?

The internet is an essential element in 21st century life for education, business and social interaction. The nursery has a duty to provide children with quality internet access as part of their learning experience. The internet access for our children will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journeys. The internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.

### How will filtering be managed?

Nursery management ensure where necessary appropriate filters are applied to the PC and tablets in the nursery and to the PCs in the office.

Staff will monitor the websites being used by the children during nursery sessions. If staff or children discover unsuitable sites have been accessed on the classroom PC or tablets, they must be reported to management immediately so that filters can be reviewed.

### Managing Content

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.

The point of contact on the website should be the nursery address, nursery e-mail and telephone number. Staff or the children's home information will not be published. Pupils full names will not be used anywhere on the website, particularly in association with photographs.

### Managing e-mail -

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

### Parents and e-safety

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

### Handling Complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaints procedure.

## Technology Policy

### Mobile Phones, Cameras, Photographers, USB's etc. and Social Networking

It is our intention to provide an environment in which children, parents/guardians and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone cameras or other image recording equipment, around children

Our aim is to have a clear policy on technology that is understood and adhered to by all parties concerned without exception. In order to achieve this aim, we operate by following these rules;

#### Mobile Phones:

- All staff members mobile phones must be switched to silent and go in to the lockable box in the office before their shift starts. Management or whoever is present and in charge on the day accordingly to our lists is responsible for checking phones are in the box and locked away.
- If staff don't want to bring their phone into nursery they can leave it in their car (not in any other place in the nursery).
- Staff are allowed access to their phones during their lunch break where no children are present this will ensure the safety and welfare of all the children within our care, we operate a no mobile phone policy when children are present in a room/outdoors of the nursery. This policy is also to protect our staff members against possible allegations.
- Before your shift/lunch break/after your shift, when you have your phone, you may not take ANY pictures at nursery/tag yourself into the premises on any social media site.
- Facetime is also not permitted.
- You may only use your phone in a room without parents/children/visitors.
- Staff are allowed to give out the nursery number as an emergency contact 01580 201263.
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- Staff members will need to ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students will be requested to follow the same policy.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager or Deputy Manager.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- The Manager or Deputy Manager in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

## Tapestry:

Staff have secure pin logins to access Tapestry (not email and password). Access to Tapestry is only available on nursery devices on site.

## Digital Camera's:

Photographs and videos are taken for the purpose of recording a child or a group of children participating in activities, celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery cameras or tablets are to be used to take any photo or video within the setting or on outings.
- Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Photos are never taken of Pig Pen and Cow Shed children semi undressed. Ducklings may be photographed in just nappies for water/messy play but there must only be one child in a photo at a time.
- Images taken and stored on the cameras/tablets must be downloaded as soon as possible, ideally daily or a minimum of once a week.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Leader. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

## The right of parents to take photographs and videos:

Parents/Guardians will not be covered by the Data Protection Act 1998 if they are to take photographs or make a video recording for their own private use. The Act will therefore not prevent parents from taking photographs or making video recordings of their own children within the setting environment, for example, during nativity plays. The right to refuse parents/guardians the opportunity to take photographs and make videos is however to be reserved on health and safety grounds. This right will be implemented should it be deemed appropriate. For example, if an excessive use of flash lights and/or bulky and noisy equipment are to be considered a potential health and safety risk.

## Procedures -

Permission from all parents/guardians will be sought if a parent or guardian should wish to take or make any recordings within the setting environment. Authorised use will only be permitted on agreed dates and times, and within designated areas of the setting. Before a photography request can be authorised, consent will need to be obtained from all parents/guardians of other children who may be captured in any photograph or video. Should it not be possible, to gain consent from the parents/guardians of all children who may be implicated, there will be no option but to refuse an open request to take or make images. Consideration will however be given to organising a one-off photograph opportunity which will only involve those children for who consent has been obtained. Parents/guardians will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and

recordings for any other purpose, without express permission, will be a breach of the Data Protection Act 1998.

Parents/guardians who are to be authorised to use photographic equipment must be encouraged to be mindful of others when making and taking such images. This will be to ensure minimum disruption to other parents during any event or production. Care must be taken to ensure the view of others will not be obscured and intrusive photography or filming must be avoided at all times. The right to withdraw consent will be maintained and any images or filming must be open to scrutiny at any time. Every effort must be made to ensure that individuals with no connection to the early years setting are to be given no opportunity to film covertly. Nursery staff have the authority to question anybody they do not recognise (subject to their own safety being ensured) should they be observed using any photographic equipment at events and productions or within the general vicinity. Care will be taken at all times to prevent any opportunist photography or filming taking place.

### Use of a professional photographer -

Parsonage Farm Day Nursery will ensure that any professional photographer who is to be engaged to record any events will be prepared to work according to the terms of this policy document and the following guidelines:

- In the context of data protection legislation, the photographer will be considered a 'data processor' and any agreement with them will be in accordance with the Data Protection Act 1998.
- Photographers will only be used where they will guarantee to act appropriately to prevent unauthorised or unlawful processing of images; and will insure against accidental loss or destruction of, or damage to, personal data.

### Procedures -

Photographers will be asked to sign an agreement which will aim to ensure:

- Compliance with the Data Protection Act 1998.
- Images are only to be used for a specified purpose and will not be used in any other context.
- Images will not be disclosed to any third party unless it is to be a specific requirement to do so in order to fulfil the requirements of the agreement. Such use will also be subject to parental permission.
- Only reputable photography agencies and/or professional photographers will be used. Evidence of such authenticity will be required.
- Details of any checks regarding suitability, which are to include evidence of Criminal Record Bureau checks, will be requested. Photographic identity will be checked on arrival. Should there be any concerns in respect of the authenticity of any photographer, entry will be refused. Such concerns will be reported as is to be deemed appropriate.
- Photographers are to be treated as any other visitor. As such, appropriate levels of supervision will be in place at all times. This will ensure that no unsupervised access to children will be given.

### USB Memory Sticks and other portable devices;

- We only use encrypted portable devices, such as USB memory sticks and CD's, if used for storing or carrying confidential information.
- We do not allow unauthorised people to use the devices.

- We do not hold confidential information on the portable device for longer than necessary.

### Social Networking;

Parsonage Farm Day Nursery's policy states that staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on the nursery. Failure to comply with the above is an invasion of privacy and may infringe Confidentiality Policy. The guidelines include but are not limited to:

- Staff CAN NOT be friends with any current parents or carers on any form of social media sites for example Facebook and Instagram.
- You may not mention the nursery name/children/parents or nursery practice on social media sites this includes putting on photos of the children in an 'out of work' environment.
- Staff are not to download images or publish any photographs, videos or other forms of image from the setting, including the children and staff, which may identify the setting in any way. (Remembering about logo's and staff uniform).
- Staff must not mention the nursery, staff, parents or children during discussions on any social networking sites. Publish details relating to the setting which are work related.
- Staff must not use social networking sites during working hours unless you are on your break.
- Staff are to consider personal comments made on any social networking sites.
- Staff must not disclose their employer's details.
- Staff should always be aware of their responsibilities when accessing social networking sites.
- You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your job and your personal interests.
- Any disclosures impacting on children's welfare should be dealt with in accordance with our policies and procedures.
- Staff are not to discuss information about the children at Parsonage Farm Day Nursery or the children's families on your personal social networking site.
- Staff must not disclose information they have access to as part of their work on any social networking site. This includes information relating to your employer or your colleagues or any information that could be used to identify PFDN.
- It is reminded to staff that they should always keep in mind the duty of confidentiality that they owe to the children of PFDN, their families, the staff's colleagues and employer. Gossiping about people you have professional dealings with could be a breach of confidentiality.
- Any inappropriate disclosures affecting children's and other people's welfare will be dealt with in accordance with PFDN's disciplinary policies and procedures.
- You should always be aware that once your personal information and opinions are on the internet you may not be able to control what happens to them. So take care what you post on social networking sites.
- Make sure to set the privacy settings of your personal site as strictly as you can and don't reveal your home address, telephone number, date of birth, where you work and your work address.
- Use a separate email address for social networking so that you don't have to give any other contact details. Don't use your work email address.

- We advise that you read the privacy policies and user agreement on your personal site regularly to understand how they use your personal information; for example, do they pass it on to marketing companies?

Please look up this link to view the 'Online safety tips for parents of pre-school children 0-5 Year Olds' <file:///C:/Users/User/Documents/Ellen%20bits%20and%20pieces/Internet-matters-parent-Age-Guides-0-5.pdf>

## Data Protection Policy

Parsonage Farm Day Nursery recognise and accepts its responsibility as set out in the Data Protection Act 1998 and sub-legislation contained therein. The Nursery, as a Data Controller, will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. In particular the Nursery will comply with the Data Protection Principles set out in the 1998 Act.

This policy statement applies to the Owner and employees, and individuals about whom the Nursery processes personal information, as well as other partners and companies with which the Nursery undertakes its business.

The Nursery needs to collect and use certain types of personal information about people with whom it deals in order to operate. These include current, past and prospective employees, parents/carers, suppliers, clients, and others with whom it communicates. In addition, it may be required by law to collect and use certain types of information to comply with the requirements of government departments. This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information by the Nursery as very important in order to secure the successful carrying out of operations and the delivery of our services, and to maintaining confidence with those whom we deal. The Nursery wishes to ensure that it treats personal information lawfully, correctly and in compliance with the 1998 Act.

To this end we fully endorse the obligations of the Act and adhere to the Principles of data protection, as enumerated in the 1998 Act.

The following paragraphs provide a brief aid to the Data Protection Act 1998.

1. Main Provisions of the 1998 Legislation Ensuring Data Controllers notify their processing of personal data with the Information Commissioners Office. The Nursery must supply certain information to the Commissioner who maintains a public register of the types of information organisations process, where it gets it from and what it does with it.

### Observing the eight Data Protection Principles (more detail below).

- 1. Allowing the data subject to exercise his/her rights and have right of access to their personal information, what is held, how it is processed, to whom it is disclosed and to be told of the logic behind automated decisions. Such access requests must be complied within 40 days .
- 2. Definitions Data Controller: Any individual or organisation who controls personal data, in this instance the Nursery. Personal Data: Information held on a relevant filing system, accessible record or computerized record (as well as digital audio or video equipment), which identifies living individuals. Sensitive Personal Data: Personal data relating to an individual's race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership, sexual life and criminal activities. Relevant Filing System: Also known as manual records i.e. a set of records which are organised by reference to the individual/their criteria and are structured in such a way as to make specific information readily accessible e.g. personnel records, microfiches. Data Subject: An individual who is the subject of the personal data, for example, employees, pupils,

claimants etc. Processing: Obtaining, recording or holding data or carrying out any operation on the data including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying the data. Accessible Records: Any records which are kept by the Organisation as part of a statutory duty, eg pupil records, housing tenancy records, social services records.

- 3. Data Protection Principles Specifically, the Principles require that personal information:
  - shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions as set out in the 1998 Act are met;
  - shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
  - shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
  - shall be accurate and, where necessary, kept up to date;
  - shall not be kept for longer than is necessary for that purpose or those purposes;
  - shall be processed in accordance with the rights of the data subject under the 1998 Act and that: Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The Nursery will, through appropriate management and application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.
- Ensure the quality of information used, including its accuracy and relevancy for the purpose(s) specified; Data Protection Policy Written October 2013
- Apply strict checks to determine the length of time information is held.
- Ensure that the rights of people about whom information is held can be fully exercised under the 1998 Act. (These include: the right to be informed that processing is being undertaken; the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, block or erase information which is regarded as erroneous).
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

We do not encourage staff to take home mobile devices such as laptops home but if the need arises then the following needs to be adhered to:

- They never leave it in the car or on any form of transport
- They keep it locked securely when not using the device
- They do not let anyone use or see documents
- If anyone is over the age of 16 years in the house they ensure again it locked away securely
- Computer passwords are used not shared and also fire walls and security is kept up to date on the device
- If it gets lost or stolen they must report it immediately to Manager or Owner

In addition, the Nursery takes steps to ensure that:

- There is someone with specific responsibility for data protection in the organisation. (Caron Trohear)
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are clearly described
- A regular review and audit is made of the way personal information is managed
- Methods of handling personal information are regularly assessed and evaluated
- Performance of handling personal information is regularly assessed and evaluated
- It disseminates to employees, information on good practice in respect of handling, using and storing personal information.

A copy of this policy statement will be issued to all employees. It will be reviewed annually, added to, or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular groups of workers.



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## Parsonage Farm Day Nursery - Privacy Notice

### How we use children's information:

Parsonage Farm Day Nursery processes personal information about its children and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about your child from their previous setting.

### The categories of child level information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information
- Assessment information
- Behavioural information
- Special educational needs information

### Why we collect and use this information:

We use the children's data:

- to support children's learning
- to monitor and report on children's progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use children's information where we have a lawful reason to do so. In most cases, this will be 'processing is necessary for the performance of a task carried out in the public interest' Article 6 (1) e. There may be other times the nursery has to comply with an additional condition as we are processing 'special category' personal information. To meet this legal requirement our lawful basis for processing personal data will be processing is necessary for the performance of a task carried out in the public interest' Article 6 (1) e. and:

- we have your explicit consent; or
- we need to comply with social protection laws (e.g under the Children Acts); or

### Collecting children's information:

Whilst the majority of child level information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain child level information to us or if you have a choice in this.

### Storing pupil data:

We hold children's data for 8 years from a child's leaving date. We follow Preschool Learning Alliance Retention periods for all our records. Details are in our GDPR policy.

### Who we share children's information with:

We routinely share children's information with:

- Settings/schools that the children attend after leaving us
- our local authority
- the Department for Education (DfE)

- Health visitors
- Additional needs providers

### Why we share children's information:

We do not share information about our children without consent unless the law and our policies allow us to do so. We share children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins the settings funding and educational attainment policy and monitoring.

### Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early years census) goes to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### The National Pupil Database (NPD):

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our children from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data?
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### Requesting access to your personal data:

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Parsonage Farm Day Nursery in writing. We will endeavour to honour this within 1 month.

### You also have the right to:

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

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

### Data Protection Officer

Ellen McLaughlin

## General Data Protection Regulation (GDPR)

The GDPR will apply in the UK from 25 May 2018 and will be unaffected by the UK's decision to leave the EU. The GDPR is a new data protection regulations that's designed to strengthen and unify the safety and security of all data held within the School. The GDPR will replace the current Data Protection Act, making radical changes to many existing data protection rules and regulations.

Whilst there are similarities between the GDPR and the DPA, there will be some significant different that will have a real impact on the way the date is handled and ultimately the way in which we manage information.

Whilst the GDPR's main principles are similar to those in the DPA, there will inevitably be some new elements and enhancements to be made.

In accordance with the ICO's guidance, the nursery will prepare for the changes by:

- Awareness - ensure that decision makers and key people in the school are aware that the DPA is changing to the GDPR. We appreciate the impact it will have and will be investigating how the new legislation will affect the nursery.
- Information held - organising an information audit and document personal staff and children's data held, where it came from and who it is shared with.
- Communicating privacy information - review the nurseries' current privacy guidance and put a plan in place for making any necessary changes in time for when GDPR comes into force
- Individuals' right - check the nursery's current procedures to ensure they cover all the rights individuals have, including how you to delete personal data or provide data electronically
- Subject access requests - update the nursery's procedures and plan how to handle requests within the new timescales and provide any additional information
- Legal basis for processing personal data - look at the various types of data processing the School carried out carries out, identify the legal basis for carrying it out and document it
- Consent - review how the nursery seeks, obtains and records consent and whether the nursery needs to make any changes
- Students - begin to think about what systems the nursery will put in place to verify individuals' ages and to gather parental or guardian consent for the data processing activity.
- Data breaches - make sure the nursery has the right procedures in place to detect, report and investigate a personal data breach
- Data protection by design and data protection impact assessments - begin to work out when to start implementing Privacy Impact Assessments into the nursery.
- Data Protection Officers - designate a Data Protection Officer or someone to take responsibility for data protection compliance

## Parsonage Farm Day Nursery - GDPR Policy

### Statement -

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Parsonage Farm Day Nursery Limited is committed to protecting the rights and freedoms of individuals with respect to the processing of the children , parents, visitors and our staffs personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Parsonage Farm Day Nursery Limited is registered with the ICO (Information Commissioners Office) Our certificate is on display in our nursery lobby for reference.

### GDPR includes 7 rights for individuals -

#### 1)The right to be informed -

Parsonage Farm Day Nursery Limited is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's' full names, addresses, date of birth and Birth Certificate number. For parents claiming the free nursery entitlement we are requested to provide this data to East Sussex County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our nursery. We need to know visits names and have a telephone number for contact. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Parsonage Farm Day Nursery Limited is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to UKCRBs for the processing of DBS checks.

## 2) The right of access -

At any point an individual can make a request relating to their data and Parsonage Farm Day Nursery Limited will need to provide a response (within 1 month). PFDN Limited can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

## 3) The right to erasure -

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However PFDN Limited has a legal duty to keep children's and parents details for a reasonable time \* PFDN Limited retain these records for 8 years after leaving nursery, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

## 4) The right to restrict processing -

Parents, visitors and staff can object to PFDN Limited processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

## 5) The right to data portability -

PFDN Limited requires data to be transferred from one IT system to another; such as from PFDN Limited to the Local Authority, to shared settings and to Tapestry' Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

## 6) The right to object -

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

## 7) The right not to be subject to automated decision-making including profiling -

Automated decisions and profiling are used for marketing based organisations. PFDN Limited does not use personal data for such purposes.

## Storage and use of personal information

All paper copies of children's and staff records are kept in a locked cupboard in the office at Parsonage Farm Day Nursery. Members of staff can have access to these files but information taken from the files about individual children is confidential and these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

PFDN Limited collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked cupboard in the office. These records are shredded after the relevant retention period.

Upon a child leaving PFDN Limited and moving on to school or moving settings, data held on the child may be shared with the receiving school/nursery. Such information will be sent via a secure file transfer system or by hand. For children attending school/other settings outside our area the parent/carer will be given the data to deliver to the receiving school/setting.

PFDN Limited stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via the Model Release form. No names are stored with images in photo albums, displays, or on our website.

Access to all Office computers and Tapestry Online Learning Journal is password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in our locked office cupboard.

GDPR means Parsonage Farm Day Nursery Limited must:

- \* Manage and process personal data properly
- \* Protect the individual's rights to privacy
- \* Provide an individual with access to all personal information held on them

This Policy was adapted by the Management team on 24/05/2018

Policy review date: April 2019 with all our other policies and procedures

\* Please refer to the following link for Preschool Learning Alliance's retention periods for records:

[www.pre-school.org.uk/sites/default/files/retention\\_periods\\_for\\_records\\_may\\_2018.pdf](http://www.pre-school.org.uk/sites/default/files/retention_periods_for_records_may_2018.pdf)

## Whistle Blowing Policy

At Parsonage Farm Day Nursery we subscribe to the Following definition of "Whistle Blowing" :-

"Whistle Blowing in the context of the UK Public Interest Disclosure Act is the disclosure by an employee (or trainee, agency staff, contractor, home worker and all NHS employees) about malpractice in the workplace. A Whistleblower can blow the whistle about crime, civil offence (including negligence, breach of contract etc), miscarriage of justice, danger to health and safety or the environment and to cover up of any of these. It does not matter whether or not the information is confidential and whistle blowing can extend to malpractice occurring in the UK and any other country or territory".

### Rationale;

At Parsonage Farm Day Nursery a lot of importance is put on team work. The staff work in all areas of the nursery and at times with any other member of staff. The layout is very open to staff, children and parents/carers. We feel that if any member of staff noticed or saw anything that may give cause for concern that they can go in confidence to the Owner or member of management at any time to voice concerns without retribution or worry.

### Within the policy of whistle blowing we aim to;

- Create an atmosphere and open door policy where staff can feel comfortable coming forward to talk.
- Ensure staff do not have any fears or worries about voicing concerns.

### Objectives;

Within the policy of whistle blowing we will:

- Ensure staff know about the whistle blowing policy.
- Ensure staff know who they can talk to.
- Ensure staff know where and when they can talk.
- Reassure staff about raising concerns.

### Implementation;

At Parsonage Farm Day Nursery we will implement the policy using the following:

- On joining the team ensure staff understand whistle blowing.
- Annually review the policy with staff
- Explain to staff all conversations will be in private and confidential, however will be documented.
- Ensure staff understand that there will not be any reason for concern or backlash against them for such whistle blowing.

Concerns should be investigated and resolves as quickly as possible. If an employee or volunteer feels that the matter cannot be discussed with the managers then Ofsted should be contacted by email - [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or by phone on 0300 123 1231

Other important contacts

- Multi-Agency Safeguarding Hub (MASH) - 01424 724144 / 01323 747373
- Local Authority designated Officer (LADO) - 01323 466606 / 07825 782793

## Health, Safety and Environmental Business Policy

Parsonage Farm Day Nursery recognises and, is fully committed to, its legal and moral health, safety and environmental obligations. More than this it is recognised that effective management is not only common sense but also is based on a common understanding of risks and how to control them, brought about through good management. The development of a positive safety culture and environmental awareness is, therefore, essential to continued success.

Therefore as an integral part of the business we will;

- Develop and implement a strategy that will drive us to manage responsibilities/ obligations.
- Comply with all relevant legislation as a minimum standard.
- Demonstrate top level commitment to this policy.
- Ensure all individuals who have a role within this policy have the necessary competencies.
- Provide and maintain safe working environments that are without risk to health, safety and welfare as far as is reasonably practicable.
- Ensure that new substances, equipment, processes and premises are risk assessed prior to their introduction to ensure that they are appropriate and that any unnecessary risks are introduced in to the facility.
- Ensure that health and or safety has equal status with timescales and cost at all times.
- Support any employee who makes a decision not to proceed with a task on reasonable health or safety grounds.
- Provide an incident/accident reporting and investigating mechanism.
- Provide effective and appropriate emergency procedures.
- Avoid the use of hazardous materials.
- Promote the efficient use of resources and conserve energy throughout the facility.
- Give due regard to the health and safety of persons with special needs, young persons and pregnant/nursing mothers.

**Caron Trohear** is ultimately responsible for the health and safety along with developing, monitoring and reviewing the policy.

- One other person is appointed to also fulfil the function with annual performance objectives that are set and monitored.
- All staff are given adequate information, instruction, training and supervision to carry out tasks safely.
- Accidents/incidents reported are sufficiently investigated to identify failings and any required improvements to prevent repetition.
- Employee's are set clear health and safety objectives appropriate to their role and that any additional roles e.g. first aid, fire wardens are recognised within their job specifications.
- Each employee will cooperate with the manager to achieve the objectives.
- Ensure their work activities do not endanger themselves or other persons around them.
- Carry out their work activities in accordance with their training and instruction.
- Report to the manager all accidents/incidents and instances of ill health, pain or discomfort associated with work activities.
- Encourage new employees to have a positive attitude towards health, safety and the environment.

## Staff Equal Opportunities Policy

### Policy Statement:

Parsonage Farm Day Nursery is committed to creating an inclusive working environment to maximise the potential of all staff, providing equal opportunities in all aspects of employment and avoiding unlawful discrimination at work. We will not tolerate discrimination, harassment, bullying or victimisation of employees or third parties who do work on PFDN's behalf.

### Principles:

The key principles of this equal opportunities policy are to:

- Provide equality for all
- Promote an inclusive culture
- Respect and value differences of everyone
- Prevent discrimination, harassment and victimisation
- Promote and foster good relations across the workforce and with partners

This means being aware of the impact of our behaviour and thinking about the impact of employment policies on people from the protected groups listed below.

### The Law:

Our policy is governed by the Equality Act 2010, which makes it unlawful to discriminate directly or indirectly, in recruitment or employment because of a protected characteristic. The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex or Sexual orientation
- Pregnancy and maternity
- Marriage and civil partnership

The Equality Act 2010 places the public sector under a statutory Equality Duty to eliminate discrimination, harassment and victimisation, advance equality of opportunity between people from different groups and foster good relations between people of different groups. As a result public organisations will be required to publish equality objectives every four years and publish information/data annually to demonstrate their compliance with the general Equality Duty.

Parsonage Farm Day Nursery is opposed to all forms of illegal discrimination. Decisions will be made objectively and without unlawful discrimination. It will be a disciplinary offence for any employee, member or volunteer to discriminate on these grounds during the course of carrying out their duties with or for PFDN, including recruitment, selection, salaries, employment, development, working processes, breaks and holidays, and purchasing done on behalf of PFDN.

## Equal Opportunities Policy = Types of unlawful discrimination:

The equality Act 2010 defines the different types of discrimination that are unlawful;

- Direct Discrimination
- Occupational requirement
- Indirect discrimination
- Associative discrimination
- Perceptive discrimination
- Discrimination arising from disability
- Harassment
- Victimisation
- Reasonable adjustments

## Responsibility of PFDN employees and volunteers:

Although the primary responsibility for providing equal opportunities rests with the employer, individual employees and volunteers at all levels have a responsibility to assist in the prevention of discrimination.

Employees and volunteers should help promote equality, assist in preventing discrimination and help protect themselves, and the company from allegations of discrimination by:

- 1) Taking personal responsibility to create a good and harmonious working environment in which all people are treated with respect.
- 2) Co-operation with measures introduced by the company to ensure equal opportunities and non-discrimination.
- 3) Drawing the attention of management and where appropriate, trade unions to suspected discriminatory acts or practices of this Equal Opportunities Policy.
- 4) Refraining from harassment, victimisation, or intimidation of colleagues, volunteers, other employees and job applicant on any grounds.

Discriminatory offences, committed by employees or volunteers in the course of their employment will be viewed in a serious light and if proven will result in disciplinary action being taken against the employee or volunteer which may lead to dismissal.

## Fire and Evacuation Policy

Parsonage Farm Day Nursery has a clear procedure in place in the event of needing to evacuate the premises. The procedure is clearly displayed in each room in the nursery for staff to refer to and follow if required.

### Fire and Evacuation Procedure;

#### If you discover a fire...

- 1) Sound the alarm.
- 2) Call the fire brigade by dialling 999.
- 3) Leave the building via the nearest available exit.
- 4) Report to your assembly point at the corner of the Dutch barn.
- 5) Do not stop to collect personal belongings.
- 6) Do not return to the building until authorised to do so.

### Fire Prevention Tips;

- Dusty atmospheres must be kept well ventilated (shed)
- No Smoking on the premises or surrounding grounds.
- In case of emergency **ALL** fire exits **MUST** be kept clear at **ALL** times.

### Be careful in the kitchen;

The kitchen is rife with ways for a fire to start: food left unsupervised on a stove or microwave; grease spills; a dish towel too close to the hob; a toaster can flare-up; a coffee pot accidentally left on ect. Staff should practice safe cooking habits, like turning all pot handles in so they can't be accidentally knocked over and making sure only the devises being used are switched on. We do have a fire blanket on the wall in the kitchen for use if ever required. Waste and rubbish should be removed regularly.

### Electrical Items;

There are many dangers when it comes to electrical items, below are some steps in place for prevention;

- Check that the electrical items you are using are in good condition, without loose or frayed cords or plugs.
- Do not run electrical wires under any rugs.
- Ensure that **ALL** plug sockets that are not in use have plastic safety covers on them.
- Make sure that lamps and lights e.g. fairy lights are not touching fabrics.
- Ensure that children are at all times supervised, taking special note when in the kitchen with children.
- Check that the outlets are not overloaded with plugs.
- Never fiddle with any electric within the setting, always come to Management if you find an electrical problem. Management will arrange for a qualified electrician to come to the nursery to deal with the problem a.s.a.p.

### Matches;

We have one box of matches on the premises; this is stored out of the children's reach in the staff bathroom. Never let the children play with matches, they are to be used by senior members of staff only (Management and Room Leaders).

### Accident Records;

Our accident folder is kept safely and accessibly in the office. All of our staff members and volunteers know where it is kept and they are all knowledgeable on how it is completed. The accident folder is checked by the Child Protection Officer and by the Health and Safety Officer.

### Incident Records;

We have an incident folder which records all incidents that take place at Parsonage Farm Day Nursery. This includes those that are reportable to the Health and Safety Executives.

### Fire Safety;

All of our fire doors are clearly marked. They are never obstructed and easily opened from the inside. The smoke detectors / alarms and fire fighting equipment conform to BSEN standards. These are fitted in the appropriate areas and are checked as specified by the manufacturer.

**Our emergency evacuation procedures are approved by the fire and safety officer and are:**

- Clearly displayed in every room in the premises.
- Explained to all members of staff, volunteers and visitors.
- Our procedure is practised a minimum of once each term (around every 6-8 weeks).
- All records are kept of fire drills and the servicing of our fire safety equipment.

### Sickness;

- We do not provide care for children who are unwell - please see our Sick Children Policy
- We notify parents in a suitable way if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the nursery. Staff may or may not be informed about this. Children or families are not excluded because of HIV.
- Good hygiene practice concerning the cleaning of any spilled bodily fluids is carried out at all times.
- Ofsted is notified of any infectious diseases that a qualified medical person considers a necessary action.

### Records;

In accordance with the National Standards for Day Care, we keep records of:

#### Adults -

- Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- All records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

#### Children -

- Names, addresses and telephone numbers of parents and adults authorised to collect children from the nursery.

## Physical Activity and Active Play Policy

### Introduction:

Physical Activity can include any active play. To improve children's health, Government guidelines recommend that children should aim to be physically active for one hour every day; this one hour target doesn't have to be done all at once but can be built up over the day.

### Definition:

We make a commitment to being a physically active nursery, and adopt a holistic approach to the promotion of Physical activity and we will work towards offering all children many opportunities to take part in a variety of physical activity.

### Ethos and Values:

- To promote positive attitudes towards participation in physical activity.
- Increase children's knowledge and understanding of the importance of physical activity.
- To improve mental health and well being.
- To develop social skills

### Aims and Objectives:

We aim to raise the physical activity levels of the whole nursery through the provision of a supportive environment conducive to the promotion of physical activity.

### Objectives:

- Get outdoors as much as possible and let the children explore the natural environment.
- Provision of safe and stimulating areas in which children can be active. We have 5 outdoor areas consisting of (forest fun garden, Pig Pen courtyard, front astro-turf garden area, large back garden with climbing mound which can be divided into two areas and the Ducklings garden).
- Provide suitable clothing to enable children to explore the outdoors in all weathers.
- Provide 'active' toys such as balls, bats, scooters, bikes, etc
- Include active games for indoor and outdoor play
- Dance to music for a variety of occasions
- Daily all classes participate in early movers
- Provide action songs and nursery rhymes for all ages

### Implementation:

Through effective preparation, planning and assessing we will provide regular opportunities for both structured and spontaneous active play throughout the day.

### Community Links:

We work closely with the HEPA/HALO co-ordinator and are part of the Nursery Grants Programme delivered by East Sussex.

Our children are all encouraged to play outside everyday whatever the weather and so we ask parents to always bring them prepared for outdoor play.

## Biting Policy

Biting is fairly common in young children and it evokes strong emotions in adults, both parents and educators. Biting is often very painful and frightening for the child who is bitten. It can also be very frightening for the child who bites.

Biting happens for different reasons with different children under different circumstances. The first step in learning to control it is to look at why it is happening and looking at the child as a whole to see if there is an underlying reason for them to bite.

Teething aside, children may bite for a number of reasons including:

- **Curiosity** - toddlers may bite to see what their friends arm may taste like or to see the reaction.
- **Frustration** -inability to express themselves verbally. Instead of hitting another child with whom they are fighting, the child may bite them. Or if things are not going their way, toddlers may get very angry and frustrated and lash out by biting.
- **Copying** - children who see another child or adult biting may think that this is a good idea, therefore we recommend parents do not play bite or nibble as a sign of affection.
- **Seeking attention** - biting is a good way of getting others to take notice, even if the attention gained is negative.

Stopping a child from biting is not easy. It is important that you are calm and consistent in your handling of it. At PFDN we acknowledge that biting is a common behaviour among young children. We recognise that the majority of children will learn not to bite in time and we are very clear, calm and firm when a child does bite and offer praise and warmth when they don't. If an incident of biting does occur, the parents of both children will be informed of the event. This will also be recorded on an incident form (for the child who bites) and on an accident form (for the child who is bitten). If your child has bitten another child, we strongly recommend that you do not bite them as punishment. It sends a confused message to your child. When a child bites we show disapproval and very firmly and calmly say "No we do not bite. It hurts and it is not nice". We use gesture and facial expression to reinforce the message. We would suggest they give the child they have bitten a hug or gentle stroke to show they are sorry. Extra support is given to the biting child who may be shadowed closely until the phase passes. We would share books with all the children e.g. "Teeth are not for biting!" these are also available for parents to borrow and read at home.

If a child is a victim of biting, our staff are trained to deal with this situation and they will immediately comfort the child saying "I am very sorry (name of child) has bitten you." Biting is always taken seriously and staff do their best to ensure that it is stopped as soon as possible. We prefer not to disclose to parents the name of the child who has bitten. It is unnecessary to know their identity, however if a parent find outs who has bitten their child we strongly recommend they do not complain directly to the other parents. Try to remember that all young children are potential biters.

## Sleep and Rest Policy and Procedure

### Aim:

To ensure all children have enough sleep for them to develop and to promote best practice for all children in a safe environment.

### Methods:

Parsonage Farm Day Nursery adopts a policy of practice recommended by The Cot Death Society to minimise the risk of Sudden Infant Death.

The safety of babies sleeping is paramount, we promote good practice and ensure that we work in partnership with the parents.

### Babies should sleep:

- On their backs
- At the bottom of the cot
- In a well ventilated room
- With NO duvets or bumpers to the sides of the cots
- With sheets or blankets that cannot become tangled
- Without any large soft toys that have the potential to smother a baby
- With a comforter and or soother if they normally have one

### Procedure:

Child individual routine sheets are filled out with the parent and key worker when they are settling into the nursery. If a baby has an unusual sleeping routine or position that we would not use in the setting i.e. babies sleeping on their tummies we will explain our policy.

Staff should be aware of individual needs of the babies and children. Sleep routines are a very intimate part of a baby's day. Babies should not be left to cry themselves to sleep or be left for long periods of time to "drop" off to sleep.

When getting a baby or child ready to sleep the staff need to ensure a number of things happen:

- A clean nappy
- Outer clothes removed including shoes and remove hairclips and hair bands.
- Fed or had a drink
- All bibs/dribble bibs removed
- A comforter and or soother if needed
- Not too warm

### Daytime Rest Policy and Procedure:

Staff should prepare the baby for sleep time by moving to a quieter part of the nursery, usually the sleep room, having a story or having a cuddle.

Some babies like to be patted to go to sleep.

If the baby has not gone to sleep after 15 minutes the staff member should consider getting them up and maybe trying them later for another sleep.

The room lead or key worker should discuss this with the parent and establish a time limit for trying to get the baby to sleep which should be communicated to all staff members.

If a baby falls asleep in the arms of a staff member they should be placed in the cot or on a large floor cushion so they can continue to sleep. If they have fallen asleep unexpectedly and it has not been possible to remove their outer clothes or have their nappy changed, the baby's clothes should be loosened. Staff within the area should be made aware that the baby needs their nappy changing when they wake up.

Some parents may ask for their baby to go to sleep in a bouncy chair or pushchair. When settling the baby into the nursery the room lead or key person should explain the difficulties of this to the parent. Once a baby can sit up or move forward they are too big for the bouncy chair. They may have difficulties transferring to a cot later on. We can use a pushchair to get a child off to sleep however once asleep they will be transferred to a cot or floor cushion.

The cots are regularly cleaned and maintained by the room lead and Duckling staff.

### Older Children:

Children need sleep and rest periods to help development. Children all develop at different rates and we must meet their needs throughout the day at the nursery. As they grow they will usually develop a routine in which reducing the length or the frequency of their daytime sleeps.

Children at Parsonage Farm Day Nursery have the opportunity to rest or sleep if they need or want to throughout the day. The staff need to create an environment for the children to rest or sleep i.e. a quiet area to cuddle up with a book, cots for younger babies or cushions for older children. Parental wishes should be taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against his or her will. The Cow Shed 2-3 year age group tend to have their sleep time from 12.45-2.00

### Sleep monitoring:

All sleeping children must be checked at 10 minute intervals, Staff who are working in the rooms are all responsible for checking the children.

Checking a child while sleeping should involve:

- Placing a hand on their chest to check they are breathing or putting the back of their hand near to the child's mouth to feel for breath
- Ensuring that each child is well
- Ensuring that each child is not too hot or too cold
- Ensuring that all sheets or blankets are not wrapped around the child

The Ducklings have a sleep chart that is used to record the checks and is signed by the member of staff carrying out the check. A record of each child's daily sleep pattern is recorded too.

## Lockdown Procedure

### Definition:

A lockdown occurs when circumstances dictate that the safety of the children and staff is better insured inside the building, with doors and windows locked and curtains drawn. Children would be moved away from windows and doors for prime safety. This could occur as a result of a chemical spill, weapons crisis, or criminal activity.

### Procedure:

Management of the situation will depend on the circumstances presented.

- Remain calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

### Staff will be informed and correct protocol will be followed:

1. The manager (or designated deputy) will contact the police on 999.
2. The manager (or designated deputy) will quietly inform staff of the situation. With the code word: LOCKDOWN
3. Depending on the circumstances, staff will ensure that children will be directed into the library, closing the doors and will await police response.
4. The Police Officer in charge will evaluate the situation and notify the Manager when the setting is safe and/or if any further action is needed.
5. The Manager/Director will need to report the incident directly to the Local Authority Health and Safety team.

## Outing Procedure

Outings are an important part of the education of children. Where practical Parsonage Farm Day Nursery will arrange outings to broaden the children's experiences. Before any outing can take place the following procedure will be instigated;

- A member of staff who is suitably qualified will agree with the person in charge of the nursery that they wish to be in charge of a trip out.
- Using the laid down ratios in the National Standards to make sure that there will remain sufficient staff to maintain the correct staff/child ratio in the nursery.

The person in charge will have all relevant information regarding individual children and have adequate communication i.e. a mobile telephone.

The nursery will have a detailed account of the itinerary.

A risk assessment will have been carried out.

## Moving and Handling

When moving and handling heavy objects such as small children, heavy large toys or other items, you should always bend from your knees and keep your back straight to give as much support to your body as possible. This will prevent any damage in the future. If any lifting appears too much for you, always ask for help either as a joint effort with another member of staff or ask somebody of more suitability to move the item.

The following dress code is strongly recommended for staff who are involved in moving and handling tasks:

- Flat, supportive footwear with non-slip sole. Open toed sandals should not be worn.
- Trousers or shorts for staff instead of dresses and skirts.
- Personal protective equipment e.g. gloves and protective aprons should also be worn in accordance to risk assessments and product/item information.
- Fingernails should be short so as not to cause any trauma to the person's skin.
- Staff should not wear jewellery, which may cause harm to themselves or the person being moved. Examples of inappropriate jewellery include: watches and rings with sharp edges, large hoop and dangly earrings.

Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do. Staff must therefore:

- Work within their own limitations and not carry out any activity for which they are not competent.
- Co-operate with their manager in performing risk assessments for moving and handling.
- Look out for hazards.
- Use equipment provided e.g. hippy chicks, waist level surfaces etc.
- Follow safe working practices.
- Not interfere with or misuse any equipment or aids that have been provided.
- Not use equipment that they have not been trained to use.
- Look out for hazards and report any unsafe situation to management.

For example: faulty equipment

- : unsafe working practices
- : environmental problems
- : lack of staff

- Report pregnancy or any medical conditions, which may affect their ability to perform moving and handling to management.

## Missing Child

Children being children are not always where they should be, or where you expect them to be. Rarely is this anything other than the child having moved unexpectedly, but staff need to establish a procedure to ensure that the child is located and returned to staff control as quickly as possible.

In the highly unlikely event that we could not see or hear a child, the Room Leader, supported by the Manager is to FULLY search the nursery and surrounding area.

- 1). They are to call out for the child and to do this in a calm manner, so as not to distress or upset the missing child or any of the other children or staff members.
- 2). After a reasonable time, if the missing child has not been found, The Manager, Deputy Manager or Owner will immediately call the Police describing the child and the child's appearance in detail. The child's parent/guardian must then be called to make them aware of the situation and that we have informed the police. Please ensure that this is done in a calm manner and reassure the parent/guardian that we are doing all we can and that we will stay in touch approximately every 10 - 15 minutes. It is important to keep this conversation as short as possible without out being rude or offensive as it is more important to look for the child than speak to the parent.
- 3). The Manager, Deputy Manger or Owner should then join in the search for the child and should keep staff as calm as possible and rearrange rotas to enable some staff to help look for the child. The other children must be looked after by the member(s) of staff not assisting with the search and should keep them happy, occupied and calm.

## Found Child Procedures:

When child is found immediately inform parents, staff and police. (In this order) Expect to give a verbal account of what happened to any of the above in a calm and reasonable manner. Inform Ofsted and give similar account as above. Write report, attaching statements from appropriate members of staff, to keep in Issues and Complaints Folder. In a review, we would discuss what we have learnt from this and what procedures could be implemented to ensure that this never happens again?

## Nappy Changing

All children's nappies are changed as per their rooms routine and when obviously wet or soiled. Every child has their own nappies and wipes in a basket or in their blue bags. All nappies are disposed of in the yellow lidded nappy bin.

### Nappy changing routine:

- Put on a plastic disposable apron and disposable gloves.
- Place a piece of the white/blue roll onto the changing mat.
- Change nappy as required.
- Dispose of the nappy into a nappy sack and then place this into the bin.
- Remove apron, gloves and white roll and place in the bin.
- Wipe down the changing mat with anti-bacterial spray.
- Thoroughly wash your hands with soap.
- Record child's nappy as required via class instructions (contact books/daily checklist).

All of the above stock is stored underneath the changing table. When stock is running noticeably low staff must alert management so that an order can be placed.

Please ensure that when lifting each child onto the changing mat that you bend at the knees. If you feel the child you are about to change is too heavy for you, lift the changing mat onto the floor to change them or use the steps that are attached to the changing station in the children's bathroom.

## Toilet Training

At Parsonage Farm Day Nursery we aim for all of the children to feel that they are in a safe and caring environment. During their time at nursery each child will go through many different stages of development. Each child needs to be given time, support and praise during these stages.

Toilet training is encouraged at Parsonage Farm Day Nursery, however we never rush any child into it. We feel the children are ready to begin toilet training when they are comfortable to do so. For some children this time can come at the age of 2 years or at the age of over 3 years.

All children are assisted whilst toilet training, however we aim to give them independence and therefore encourage the children go alone once they are familiar with the routine. We assist each child to provide them with support and praise and also we are there as a helping hand. Staff are all aware never to rush a child as this can cause them to feel pressurised. If they can't go, we can try again in a little while. During toilet training each child also gets to learn about general hygiene, e.g. hand washing. Staff remain present in the bathroom the whole time so that they can assist and promote hand washing with the child.

We aim to make toilet training fun for the children. They are rewarded by receiving stickers and stamps.

If your child is about to begin toilet training please ensure that they come to nursery well equipped E.g. spares clothes and pants/knickers (socks too please). We recommend that all parents who are thinking about toilet training their child to have a talk with their child's key worker so that we can liaise to make this process as smooth as possible.

## Staff Sickness Procedure

1. If more than 2 occasions in a 3 month period this will trigger a meeting to discuss any health related issues.
2. If in 6 months one condition occurs 4 or more times a meeting will be held to discuss its implications on your role and possible further actions.
3. If in 6 months 2 or more meetings have been held further action and information will be sourced. This could result in steps to dismissal if as a result of your illness you are no longer able to fulfil your role.

## Staff Lateness Procedure

You must arrive around 10 minutes before the beginning of your shift time in order to be ready to begin work at the correct start time as displayed on the rota. If you are 2 or more minutes late for the start of your shift you must complete a late form. If you are late more than twice in a month we will arrange a meeting to discuss why this has occurred.

After this meeting if you are late in the month following, a verbal warning will be given. If however the month remains clear the above procedure will then begin again should it be necessary.

After 2 verbal warnings within 6 months from the date of the first late occasion a written warning will be issued. After this if there are 2 or more late occasions within 3 months of the written warning a final written warning will be given. If another late occurs after this within the next 3 months dismissal could take place.

Private arrangements have been made with some staff on shift times due to outside circumstances. If anyone should need this option they are free to ask at any time to discuss the possibility of implementing this.

## Sickness / Blood / Diarrhoea Procedure

Parsonage Farm Day Nursery's procedure for cleaning up sickness / blood / diarrhoea is as follows;

- 1) Firstly ensure that you are taking the appropriate measures e.g. you **MUST** wear gloves and a disposable apron.
- 2) Assess the situation and ensure no others will come of any harm e.g. corner off the area from other children.
- 3) Remove as much as possible with blue paper roll and dispose of in a plastic bag / nappy bag that is to be put in the outside dustbin.
- 4) Now clean the area with correct cleaning products and thoroughly mop the floor with the correct mop (see sign in cleaning cupboard).
- 5) Dispose of gloves and apron in correct bin and wash hands thoroughly.
- 6) If it is an incident/accident or in relation to a child being ill and needing to be sent home, please record in the office daily message book.

## Complaints Procedure

At Parsonage Farm Day Nursery we believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We anticipate that most concerns will be resolved quickly and satisfactorily by an informal approach to the appropriate members of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We also welcome suggestions on how to improve our nursery.

We aim to bring all concerns about the running of our nursery to a satisfactory conclusion for all parties involved.

In order to achieve this, we operate the following complaints procedure. All settings are required to keep a 'summary log' of all complaints that reach stage two or beyond. This is to be made available to parents as well as Ofsted inspectors. A full procedure is set out to the Pre-school Learning Alliance publication 'complaints summary record'. The publication acts as a summary log for this purpose.

### How to complain;

#### Stage 1

- Any parent who is uneasy about an aspect of the nursery should initially raise their concerns with the relevant nursery manager.
- Most complaints will be resolved amicably and informally at this stage.

#### Stage 2

- Should the complaint not be resolved during stage one the parent/guardian should then put their complaint in writing to the setting owner.
- This complaint will then be investigated by the setting owner and manager. The investigation will be completed within 28 days and the setting manager/owner will provide the complainant with details of their findings.
- When the investigation is complete the setting manager/owner will meet with the parent/guardian to discuss the outcome.
- When the complaint is resolved at this stage the summertime findings are logged in the 'complaints summary' record.

#### Stage 3

- If the parent/guardian is not satisfied with the outcome of the investigation he/she requests a further meeting with the settings owner . The parent/guardian should have a friend or partner present if required and the owner should have the support of the manager present.
- An agreed written record of the discussion is made as well as a decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy.
- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage the summertime findings are logged in the 'complaints summary' record.

#### Stage 4

- If at the stage three meeting the parent/guardian and setting cannot reach agreement an external mediator is invited to help settle the complaint. This person should be acceptable to both parties and should listen to both sides and offer advice. A mediator has no legal powers but can help define the problem, review the action so far and suggest further ways in which the complaint may be resolved.
- The mediator keeps all discussions confidential, they can hold separate meetings with the settings personnel and the parent/guardian, if this is required. The mediator keeps an agreed written record of any meetings that are held and of any advice they give.

#### Stage 5

- If at the conclusion of stage four the parent/guardian is not satisfied by the outcome to their complaint they are advised to contact OFSTED directly (this can be done at any stage of this complaints procedure).
- In addition where there seems to be a possible breach of our registration requirements, it is essential to involve OFSTED as the registration and inspection body with a duty to ensure the National Standards for day-care are adhered to.

National Ofsted Complaints - 0300 123 4666

National Ofsted General Helpline - 0300 123 1231

Address - Ofsted Early Years Section

Picadilly Gate

Store Street

Manchester

M1 2WD

Website - [www.ofsted.gov.uk](http://www.ofsted.gov.uk) email - [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## Staff Disciplinary and Grievance Procedure

### Grievance procedure:

Any grievance relating to your employment may be referred to the nursery manager who will arrange a private interview at the earliest possible convenience.

### Disciplinary Procedure:

Where a number of people work together for a company it is considered necessary to have a code of rules to ensure that reasonable standard of behaviour are observed.

- All staff, therefore, must observe the following rules and behave in a reasonable manner towards their fellow employees, the company and its property.
- These rules and procedures are issued in order to comply with current legislation and codes of practice.

### a) Gross Misconduct:

This will be sufficient cause for instant dismissal without notice. The following offences will be considered acts of gross misconduct:

- i) Theft of employer's property or property belonging to another.
- ii) Obscene language, insolence or offensive or violent behaviour towards a parent or child, a visitor or fellow employee.
- iii) Seriously affecting the safe and efficient working of others and/or the company.
- iv) Serious misconduct outside working hours prejudicial to the interests or reputation of the company.
- v) Any other reason sufficiently serious to warrant instant dismissal.

### b) Other reasons leading to dismissal, via warning procedures: (see later)

- i) Habitual absenteeism
- ii) Habitual lateness
- iii) Non-attainment of appropriate qualification for the job.
- iv) Misconduct, including
  - bad language
  - insolence
  - refusal to obey a reasonable order
  - breach of safety rules
  - inability to perform job function to management satisfaction
  - smoking at work contrary to company's satisfaction
  - wilful damage to company or third party property
  - taking, or being under the influence of drink or drugs whilst at work
  - breach of confidence
  - use of company's time, materials or equipment for any work not authorised by the company.
  - any other substantial or justifiable reason.

### c) Procedure:

- i) An employee will not, except in cases of gross misconduct, be dismissed for a first offence.
- ii) The normal procedure for dismissal will be

Step 1. A verbal warning/reprimand.

Step 2. A written warning. The employee will be written to notifying them of the allegations against them, the basis of the allegations against them and will be invited to a meeting to discuss the matter. The employee will have the right to be accompanied by a work colleague or trade union representative and must inform the employer before the meeting if wishing to do so.

Step 3. A meeting will be held to discuss the allegations and a decision will be notified to the employee with writing.

Step 4. The employee will have the right to appeal and may be accompanied. An appeal meeting will be held and a final decision made, which will be notified to the employee within 5 days.

All written or verbal warnings that are recorded within a staff members file are to be reviewed a minimum of yearly. These records do stay on a staff files.

## Allegations against Staff

What happens if an allegation of abuse is made against a member of Parsonage Farm Day Nursery

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegations being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both the Early Years Foundation Stage (2012) and Safeguarding Children Board Procedures (2007)

### How we can protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on an accident form as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident form.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this on a Bumps and Bruises form.
- We will ensure that all staff undertake regular child protection training - we currently have all staff refreshing their child protection knowledge yearly with an online training programme under Educare.
- We will ensure that all parents understand our role and responsibility in child protection.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms within the setting.
- We will try to avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.
- We will avoid engaging in rough physical play with children- as this may be misconstrued and could cause accidental injury to a child.
- We will avoid doing things of a personal nature for children that they can do for themselves.
- We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history.
- We will encourage an open door ethos, to enable staff to talk to management if they have concerns about the conduct of any of their colleagues.

### What happens if an allegation of abuse is made against a member of staff in the Setting?

Firstly staff are immediately suspended while the allegation is being dealt with.

If anyone makes an allegation of abuse against a member of our staff, The Designated Safeguarding Officer (DSO) will need to be informed immediately and will contact the LADO, (Local Authority Designated Officer) with immediate effect. They will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

The DSO will complete the attached form for recording allegations or complaints made against staff.

The DSO will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.

All staff needs to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt - always ask.

If SPOA and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. Parsonage farm Day Nursery could also invoke their disciplinary procedure.

We will not carry out an investigation ourselves unless Children's Social Services and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

*Always remember: The welfare of the child is Paramount.*

## Allegations against Staff - Management Guidance sheet

Guidance for management completing the check list for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care.

1. Record the name and position of member of staff against whom the allegation or complaint has been made.
2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
3. It is important to identify who made the complaint and whether it was received first hand or is a concern that is passed on from somebody else. If this is the case it is better that you receive the information first hand. If a parent/guardian or a member of staff at Parsonage Farm Day Nursery makes a complaint against you it must be passed immediately to the another member of management or the nursery owner.
4. Record the full name, age and date of birth of the child.
5. The address recorded should be the address at which the child lives with the main carer.
6. If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
7. Check the attendance register/ diary of work to see if the child was present/seen on that day and the shift patterns of the staff member involved to see if they were working at that time. This will confirm the likelihood of the incident having taken place.
8. If you have received the complaint in writing attach it to the checklist. You can then summarise it on the form.
9. Any other information should be factual. It will be helpful if you can confirm things such as the level of contact that the staff member has with the child and any other minor concerns that may have been raised previously. Do not attempt to investigate the complaint yourself.
10. Remember that if an allegation of abuse is made against a member of our staff you must inform the DSO who will contact the Children's Safeguarding Team for further advice.
11. Ofsted must be informed if an allegation is made against a member of our staff, even if the Children's Safeguards Team decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met.
12. Make a note of any actions the LADO or SPOA or Ofsted advise you to take and the date or times at which you implemented them.
13. If the allegation is against the Designated Person then you should speak to the Owner who will follow the procedures above.

## Further Information

**SENCO** Hannah Parker-Read

**Behaviour Management** Kellie Compton

**Equal Opportunities** Kellie Compton

**Health and Safety Officer** Ellen McLaughlin

**Safeguarding Leads**

Hannah Parker-Read / Ellen McLaughlin / Kellie Compton

**Head of First Aid** Hannah Parker-Read

Parsonage Farm Day Nursery - Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care

Name and position of staff who is the subject of allegations/complaint:	
Is the complaint: Written or verbal?	
Complaint made by:	
Relationship to child	
Name of child	
Age and date of birth	
Parent's/carers name(s) and address	
Date of alleged incident/s	
Did the child attend on this/these date/s:	
Nature of complaint (if received in writing see guidance)	
Other relevant information (continue on a separate sheet if needed):	
Social Services information	
Ofsted contacted at (date and time)	
Further actions advised by Social Services Department and Ofsted	

Name ..... Signature .....

Position within setting ..... Today's date and time.....

# Parsonage Farm Day Nursery

## Safeguarding Children Policy and Procedures

### 1. SETTING DETAILS/VERSION CONTROL

<b>Name of Setting</b>	Parsonage Farm Day Nursery	
<b>Safeguarding Leads</b>	Hannah Parker-Read Ellen McLaughlin Kellie Compton	
<b>SPOA Single Point of Advice</b>	Phone: 01323 464222 Email: <a href="mailto:0-19.SPOA@eastsussex.gov.uk">0-19.SPOA@eastsussex.gov.uk</a> or Secure email: <a href="mailto:0-19.SPOA@eastsussex.gcsx.gov.uk">0-19.SPOA@eastsussex.gcsx.gov.uk</a>  Opening hours: Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm For out of hours enquiries please contact our <a href="#">Emergency Duty Service</a> . The Council doesn't normally offer advice about Level 1 and 2 needs – instead we have a page on <a href="#">advice for families</a> .	
<b>Emergency Duty Service (outside of office hours)</b>	Phone: 01273 335906 or 01273 335905	
<b>Current version</b>		<b>Date approved</b> <b>15th May 2019</b>
<b>Previous version</b>		<b>Date approved</b> <b>17th April 2018</b>
<b>Review Plan</b>	April/May 2020 (when all policies and procedures are for renewal)	

### 2. INTRODUCTION

In this policy, safeguarding and promoting the welfare of children is defined as:

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

(Definition taken from the HM Government guidance *Working Together to Safeguard Children, 2015*)

### 3. THE SETTING'S VALUES AND PRINCIPLES

Children and young people have the right be protected from neglect and abuse. **Everyone** has a responsibility to protect children and young people and to report concerns.

Children's needs are paramount and take precedence over the needs of adults in any conflict between the two. This setting's policy and procedure are to safeguard all children, to ensure they are all equally valued and to give them the best start in life.

All allegations and concerns are taken seriously and dealt with appropriately in accordance with this policy and procedure.

This setting has a comprehensive set of policies and procedures that are available to parents or carers in the setting at all times.

This policy must be adhered to by all staff, volunteers, trustees, board members, employees (contracted and non-contracted), trainees, service providers, contractors, etc.

#### 4. LEGAL FRAMEWORK

**This policy is based on the following laws and statutory guidance:**

*Children Acts 1989 and 2004* define safeguarding and promoting the welfare of children as

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

*Working Together to Safeguard Children (2013)* sets out how organisations and individuals must work together to safeguard and promote the welfare of children and young people in accordance with Children Acts 1989 and 2004

*East Sussex Local Safeguarding Children Board's (LSCB) Pan-Sussex Child Protection and Safeguarding Procedures:*

- ensure that there are prompt methods for alerting, reporting, investigating and managing a child's protection. The Procedures are available at <http://pansussexscb.proceduresonline.com/chapters/contents.html>

*Statutory Framework for the Early Years Foundation Stage 2017*

- the mandatory framework for all early years providers, maintained schools, non-maintained schools, independent schools and all providers on the Early Years Register. The safeguarding and welfare requirements are given legal force by regulations made under Section 39(1)(b) of the Childcare Act 2006

#### 5. ROLES AND RESPONSIBILITIES

- The Ofsted 'Registered Person' is named on the first page and has overall legal responsibility for safeguarding. If concerns relate to the 'Registered Person', Ofsted should be contacted through their whistle-blowing policy.
- The Lead Persons for safeguarding are **Hannah Parker-Read / Ellen McLaughlin / Kellie Compton**. All safeguarding concerns relating to allegations against staff and volunteers should be reported to one of these individuals and recorded (see section 20 of the Manual). If the concerns relate to the lead person then the Registered Person (owner, Chair of Committee, Company Director, etc) should be contacted.
- One of the Lead Persons will usually be responsible for passing on concerns, or making referrals, to the Duty and Assessment Team. In their absence the next most senior member of staff on will assume responsibility
- All staff, volunteers, or contractors must adhere to the procedure for reporting concerns to the Lead Person or Registered Person
- All staff, volunteers, contractors and visitors to the setting must sign a register and record their exact time of arrival and departure

## 6. REPORTING PROCEDURES AND MAKING A REFERRAL

- Refer to the Manual when making a referral (see sections 9 to 11).
- The police will be informed immediately if it is suspected a criminal offence has been committed
- The Lead Person will contact the Children's Social Care Duty and Assessment Team to either discuss a concern or report an incident.
- The timing of referrals will reflect the level of perceived risk and will always be **within one working day** of recognition of risk.
- All referrals made verbally must be confirmed in writing by the referrer within 24 hours (the next section defines how records will be kept).
- Any allegation or concern about a member of staff or volunteer must be reported immediately to Ofsted and the Local Authority Designated Officer (LADO) by the Lead Person.

## 7. RECORD KEEPING AND RECORDS MANAGEMENT

- All staff will record and report concerns in line with the Manual (see section 16) and *Keeping Records of Child Protection and Welfare Concerns: Guidance for Early Years Settings, Schools and Colleges (2014)*.
- The Lead Person will telephone the Duty and Assessment Team to notify them of a safeguarding concern and follow instructions on completion of paperwork. Further guidance on what information to provide is in the Manual.
- Where concerns relate to an allegation against a member of staff, or volunteer the referral should include the child's name, address, gender and date of birth together with full details of the complaint or allegation, including witness statements
- All records will be held confidentially but will be shared with other agencies, e.g. the police, Children's Social Care, Ofsted, where this assists an ongoing investigation. Records will be held for a reasonable period of time after children or staff members have left the provision in case they are needed for any future investigation.

## 8. SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST PEOPLE WORKING WITH CHILDREN

All management, staff, volunteers and contractors working at this childcare setting will undergo rigorous suitability checks in line with the Manual (see section 19).

Allegations against people working with children will be managed in line with section 20 of the Manual.

## 9. TRAINING AND DEVELOPMENT

We are committed to ensuring all staff are qualified, have opportunities for professional development and have relevant up-to-date training in safeguarding children (see section 18 of the Manual).

- All new staff, volunteers and students will participate in an induction programme before taking up their duties and will be allocated an experienced member of staff to mentor them for the duration of the induction.
- All staff will be required to complete online child protection training upon appointment. This will

be consolidated by formal East Sussex County Council-approved training at Level 1 as soon as possible.

- All volunteers and students will be required to complete the online child protection training.
- The Lead Person will be required to complete East Sussex County Council-approved Level 1 and Level 2 safeguarding training.
- All training must reflect the requirements of *Working Together to Safeguard Children 2013* and informed by the East Sussex Local Safeguarding Children Board training strategy and plans.
- Staff are required to update their knowledge by attending East Sussex County Council-approved training every two years.
- Staff supervision meetings will record discussions regarding continuing professional development and subsequent identification and planning of training to meet those needs.

## 10. INFORMATION SHARING AND WORKING TOGETHER WITH OTHER AGENCIES

The setting respects confidentiality at all times and complies with the Data Protection Act 1998.

However the setting will share information as part of its day to day work in order to safeguard and protect children from harm but also to work together to support families to improve outcomes for all. This may involve liaison with Police, Children's Social Care, participation in multi-agency meetings, e.g. case conferences and participation in serious case reviews, if requested to do so (see section 17 of the Manual).

## 11. QUALITY ASSURANCE

This setting is registered with Ofsted **Early Years Register** and is required to meet **[the Requirements of the Early Years Foundation Stage 2012]**. These registers clearly state the minimum standards that must be met by law.

As a consequence, the setting is subject to routine and regular inspection by Ofsted. The most recent Ofsted report is available to view in the setting or online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## 12. COMMISSIONING AND PROCUREMENT

Any external agencies visiting the premises must respect this setting's policies and procedures at all times and not discuss overheard conversations or information regarding children and families outside the setting. Any concerns regarding safeguarding must immediately be advised to the Lead Person or if concerns relate to that member of staff the complainant must contact the Local Authority Designated Officer (see section 20 of the Manual).

Breaches of this Safeguarding Policy by external contractors or visitors will be taken very seriously and appropriate action will be taken.

## 13. WHISTLE-BLOWING AND COMPLAINTS

- A separate complaints procedure exists which should be followed by any individual who has concerns about staff or practice in the setting.
- All concerns regarding Safeguarding must be directed to the Lead Person.
- If the complaint relates to the Lead Person, the complaint must be directed to the Registered Person.

- If the complaint relates to the Registered Person, the complainant must contact the Local Authority Designated Officer and Ofsted. See also section 20 of the Manual.

#### **14. BREACHES OF POLICY**

Breaches of this policy will be taken very seriously and disciplinary action will ensue for members of staff. A separate Code of Conduct describes this process in more detail.

#### **15. POLICY REVIEW**

This policy will be reviewed annually and involve participation of staff in order to promote continuing awareness of safeguarding policies and procedures. Parents will be informed when the policy has been renewed.

#### **16. RELATED POLICIES**

The following policies are required by law and also support safeguarding at this setting:

- Recruitment: including vetting and induction
- Complaints
- Missing child
- Failure to collect a child
- Photographs and digital images
- Mobile telephones
- Social networking and e-safety
- Confidentiality and secure data in transit
- Equality of opportunities
- Behaviour management
- Communicating with parents
- Supporting children with learning difficulties and disabilities
- Emergency evacuation
- Administering medicines
- Ill or infectious children/infection control
- Health and safety including risk assessment
- Smoking
- Drugs, alcohol and medication (for adults)
- Sun safety
- Healthy eating