



## **Policies & Procedures**

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## **Admissions Policy**

Leaps & Bounds Day Nursery aims to provide an appropriate learning opportunity, in a welcoming and safe environment, for all children.

We ensure that our admissions practice provides for children with special needs.

Leaps & Bounds Day Nursery admits children from the age of 24 months to school entry age.

All nursery places are allocated on a first come first served basis and in accordance with the Equal Opportunity Policy. In the event the nursery is fully occupied, any future vacancies will be offered to the applicant at the top of the waiting list.

Preference is given to parents who already have a child at the nursery.

Wherever possible, a place will be confirmed in writing ten weeks before the child is due to start, parents will have two weeks to decide whether to accept the place. These deadlines may be significantly shorter when places become available unexpectedly or if places are required at short notice.

If accepted the place is secured by a non returnable deposit of £50.00 which is deductible from the final month's fees providing one month's notice has been given.

If you wish to withdraw your child from the nursery, you are requested to give the nursery a month's notice in writing. Failure to do so will result in you being charged a full month's fees.

There is no refund for absences of whatever duration, for whatever reason.

A parent who has accepted a place in advance of the starting date and then decides to delay the starting date (for whatever reason), will be liable to pay the full fee from the date originally agreed, unless it is possible for the admission date to be exchanged with another child.

A parent who is offered a place at nursery and turns it down (for whatever reason), will remain in the same position on the waiting list (i.e. there is no penalty for refusing an offer).

Child numbers will be strictly regulated so the maximum legally permitted ratios are not exceeded.

**Reviewed** Jan 2016

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## **Behaviour Management Policy & Procedure**

Leaps & Bounds believes that children flourish best when their personal, social & emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others. The principles guiding management of behaviour exist within the programme for supporting personal, social & emotional development.

### **Strategies with children who engage in inconsiderate behaviour**

- We require all staff, volunteers & students to use positive strategies for handling any inconsiderate behaviour, by helping children find solutions in ways which are appropriate for the children's age & stage of development. Such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings so that they can learn a more appropriate response.
- We strive to ensure that there are enough popular toys, resources and sufficient activities available so that children are meaningfully occupied without the need for unnecessary conflict over sharing and waiting for turns.
- We acknowledge considerate behaviour such as kindness and willingness to share.
- We support each child in developing self esteem, confidence and feelings of competence.
- We support each child in developing a sense of belonging in a group so that they feel valued and welcome.
- We avoid creating situations in which children receive adult attention only in return for inconsiderate behaviour.
- When children behave in inconsiderate ways we help them to understand the outcomes of their action and support them in learning how to cope more appropriately.
- We never send children out of the room by themselves.
- We never use, or threaten to use, physical punishment such as smacking or shaking.
- We do not use techniques intended to single out and humiliate individual children.
- We will use physical restraint, such as holding, only to prevent physical injury to children or adults and/or serious damage to property.

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- Details of such an event (what happened, what action was taken & by whom and the names of witnesses) are brought to the attention of our named practitioner and are recorded in the child's personal file. The child's parent is informed on the same day.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way in response to children's inconsiderate behaviour

### **Children under three years**

- When children under three behave in inconsiderate ways we recognise that strategies for supporting them will need to be developmentally appropriate and differ from those for older children.
- We recognise that very young children are unable to regulate their own emotions such as fear, anger or distress and require sensitive adults to help them do this.
- Common inconsiderate or hurtful behaviours of young children including tantrums, biting or fighting require staff to be calm & patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.

### **Rough & tumble play and fantasy aggression**

- Children often engage in play that has aggressive themes - such as superhero & weapon play. Some children appear pre-occupied with these themes but their behaviour is not necessarily a precursor to hurtful behaviour or bullying - although it may be inconsiderate at times and may need addressing using strategies as above.
- We recognise that teasing and rough & tumble play are normal for young children and acceptable within limits. We regard these kinds of play as pro-social & not as problematic or 'aggressive'.
- We will develop strategies to contain play that are agreed with the children and understood by them - with acceptable behavioural boundaries to ensure children are not hurt.
- We recognise that fantasy play also contains many violently dramatic strategies - blowing up, shooting etc. and that themes often refer to 'goodies & baddies' that offer opportunities for us to explore concepts of right & wrong.
- We are able to tune in to the content of the play, perhaps to suggest alternative strategies for heroes & heroines, making the most of 'teachable moments' to encourage empathy and lateral thinking to explore alternative scenarios and strategies for conflict resolution.



## **Hurtful behaviour**

- We take hurtful behaviour very seriously. Most children under the age of five will at some stage hurt or say something hurtful to another child, especially if their emotions are high at the time, but it is not helpful to label this behaviour as 'bullying'. For children under five, hurtful behaviour is momentary, spontaneous and often without cognisance of the feelings of the person whom they have hurt.
- We recognise that young children behave in hurtful ways towards others because they have not yet developed the means to manage intense feelings that sometimes overwhelm them.
- We will help them manage these feelings as they have neither the biological means nor the cognitive means to do this for themselves.
- We understand that self management of intense emotions, especially of anger, happens when the brain has developed neurological systems to manage the physiological processes that take place when triggers activate responses of anger or fear.
- We help this process by offering support, calming the child who is angry as well as the one who has been hurt by the behaviour. By helping the child to return to a normal state we are helping the brain to develop the physiological response system that will help the child be able to manage his or her own feelings.
- We do not engage in punitive responses to a young child's rage as that will have the opposite effect.
- Our way of responding to pre-verbal children is to calm them through holding & cuddling. Verbal children will also respond to cuddling, to calm them down, but we offer them explanation and discuss the incident with them to their level of understanding.
- We recognise that young children require help in understanding the range of feelings experienced. We help children recognise their feelings by naming them and helping children to express them, making a connection verbally between the event and the feeling. 'Adam took your car, didn't he, and you were enjoying playing with it. You didn't like it when he took it, did you? It made you feel angry, didn't it, and you hit him'.
- We help young children learn to empathise with others, understanding that they have feelings too and that their actions impact on others' feelings. 'When you hit Adam, it hurt him, he didn't like that and it made him cry'.
- We help young children develop pro-social behaviour such as resolving conflict over who has the toy. 'I can see you are feeling better now and Adam isn't crying any more. Let's see if we can be friends and find another car, so you can both play with one.'
- We are aware that the same problem may happen over and over before skills such as sharing and turn-taking develop. In order for both the biological maturation and cognitive development to take place, children will need repeated experiences with problem solving, supported by patient adults providing clear boundaries.



- We support social skills through modelling behaviour through activities, drama and stories. We build self esteem and confidence in children, recognising their emotional needs through close and committed relationships with them.
- We help a child to understand the effect that their hurtful behaviour has had on another child. We do not force children to say sorry but encourage this where it is clear that they are genuinely sorry and wish to show this to the person they have hurt.
- When hurtful behaviour becomes problematic, we work with parents to identify the cause and find a solution together by putting in place an individual behaviour plan. The main reasons for very young children to engage in excessive hurtful behaviour are that:
  - i. they do not feel securely attached to someone who can interpret and meet their needs - this may be in the home or in the nursery;
  - ii. their parent, or carer in the nursery, does not have skills in responding appropriately and consequently negative patterns are developing where hurtful behaviour is the only response the child has to express feelings of anger;
  - iii. the child is exposed to levels of aggressive behaviour at home and may be at risk emotionally, or may be experiencing child abuse;
  - iv. the child has a developmental condition that affects how they behave.

AMENDED FEB2015



## Safeguarding Children Policy and Procedures

### 1. SETTING DETAILS/VERSION CONTROL

<b>Name of Setting</b>	Leap and Bounds Day Nursery		
<b>Document owner</b>	LSCB		
<b>Authors</b>	LSCB		
<b>Document approved by</b>	LSCB		
<b>Lead Child Protection Practitioner</b>	Margaret Myers		
<b>Local Children's Social Care Duty and Assessment Team contact details</b>	Eastbourne, Lewes and Wealden 01323 747373		
<b>Current version</b>	Version 1	<b>Date approved</b>	28 <sup>th</sup> July 2014
<b>Previous version</b>	n/a	<b>Date approved</b>	n/a
<b>Review Plan</b>	Annually		

### 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, 2013*)

### 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.

**This policy should be read alongside the document entitled *Safeguarding children: a manual for those who are for and work with children and young people (2014)* – referred to henceforth as the Manual. The Manual sets out the safeguarding procedures that all staff must follow.**

#### **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 2014*

- 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 Person for safeguarding is **Margaret Myers**. All safeguarding concerns relating to allegations against staff and volunteers should be reported to this individual 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.
- The Lead Person 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

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- 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).

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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).

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## **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

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- Social networking and e-safety
- Confidentiality
- Equality of opportunities
- Behaviour management
- Partnership 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
- Food and Drink

## **17. Prevent Duty**

The Prevent Duty aims to stop people becoming terrorists or supporting terrorism and to keep children safe from associated dangers.

Leaps and Bounds have regard to the Prevent Duty 2015. The designated lead for safeguarding has oversight of the Prevent Duty at our setting.

Senior staff has accessed the online awareness course and all staff should recognise signs of people being at risk of being recruited by terrorist or extremist groups. They can also access advice via the LSCB.

Advice Given suggests staffs are alert to

- Changes in family behaviour
- Changes in children's behaviour e.g. aggression towards others
- Comments made by a child which may cause concern e.g. What their mummy/daddy has said; talking about fighting the cause
- Comments made by family members e.g. Certain faiths beliefs /cultures
- Any other signs that family members may be showing extremism

Internet safety will be maintained at all times, alongside our social media policy.

If staff have any concerns for any child they should report it immediately to the lead for safeguarding Margaret Myers or the Senior management. They can also report to the LSCB

Duty and assessment team 01323 747373

Emergency out of hours 01273 335905

**Reviewed Jan 2016**

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## **Arrival & Departure Policy**

It is the policy of the nursery to give a warm welcome to each child on their arrival.

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure their safety. The staff member receiving the child immediately records their arrival in the daily attendance register. Any specific information should also be recorded.

If the parents request the child to be given medicine during the day, the staff member should ensure that the information is recorded on the child's individual medicine form.

If the child is not being collected by the usual parent/carer at the end of the session staff should be informed of whom will be collecting them and, if unknown to the nursery, a security question is to be asked of the nominated adult upon collection of the child.

On departure the register must be immediately marked to show that the child has left the premises.

**Reviewed** Jan 2016



## **Outings Policy & Procedure**

### **General Outings Policy**

As part of our curriculum the children are taken for local walks & visits off the premises and permission will be sought for your child to be included in such outings.

Parents/carers will be informed in writing of any visits or outings involving transportation (by public transport, private coach or car) of children away from the nursery. They will be asked to sign a consent form each time such an outing takes place and be advised of any costs.

For local outings (where children & staff walk to the destination) we ask that parents/carers give their ongoing consent for these trips by signing the relevant consent form.

A risk assessment will be carried out for each outing and staff will follow the specific procedures outlined below. When taking a child on such a trip, outing or special event the nursery will:

- i. Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
- ii. Operate an adult to children ratio of 1:2. Each adult assuming responsibility for the same two children throughout the trip.
- iii. Provide a designated person in charge, normally a senior member of staff, and a designated First Aider.
- iv. In case of a child going missing the Lost/missing Child Procedure (Outings) will be followed.

The staff members will:

- i. Ensure that the staff to children ratio of 1:2 is maintained at all times
- ii. Take a list of children (or register) with them.
- iii. Take a first aid kit.
- iv. Take a mobile phone & contact numbers for staff and children
- v. Contact the nursery at least once whilst out.
- vi. Ensure all children are wearing a badge with the contact number of the nursery.
- vii. Ensure that wrist straps are used as an extra security measure where appropriate
- viii. Take the register of children attending the trip before setting off, on arrival, half way through the visit, before departure and again on arrival back at the nursery.
- ix. Take headcounts as deemed necessary throughout the trip
- x. Make provision for children with special needs ensuring that their individual needs are properly met whilst on the outing
- xi. Ensure any incident that occurs on the outing is recorded in writing.
- xii. Inform Ofsted of any serious incidents.

### **Use of vehicles for outings**

When planning a trip or outing using vehicles, records of the vehicles and drivers including licenses, MOT certificates and business use insurance will be checked by the Nursery Manager.



If a vehicle is used for outings the following procedure will be followed:

- i. Ensure that written consent has been obtained from all parents/carers.
- ii. Ensure vehicles are fitted with seat belts, child seats, booster seats & airbags and are used correctly.
- iii. Ensure the maximum seating is not exceeded.
- iv. All children will be accompanied by staff members.
- v. No child will be left in a vehicle unattended.
- vi. Care will be taken when getting in or out of a vehicle. Where possible, the vehicle should be parked away from busy roads & children should enter & exit on the pavement side.

### **Procedure to be followed for all outings**

The staff member in charge of the outing will:

- i. Carry out a risk assessment of the destination in advance of the trip. Should this be a destination that is frequently visited (e.g. local playground), staff will complete a risk assessment once a year but be mindful of any safety concerns on every visit. The risk assessment must be counter-signed by the Nursery Manager before the outing commences.
- ii. Assign each child to an adult who will be responsible for their safety throughout the outing.
- iii. Ensure all children hold hands with an adult whilst walking and that the group stays together as one unit at all times.
- iv. Plan a safe walking route to the destination using approved pedestrian crossings.
- v. Ensure that each adult maintains a constant vigilance whilst at the destination, in particular keeping sight of the two children for whom they are responsible

Outings will only take place as long as sufficient staff remain on the nursery premises to maintain the required adult: child ratios. This will be recorded on the nursery registers.

Reviewed Jan 2016

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## **Complaints Policy**

Leaps & Bounds Day Nursery aims to provide a stimulating, safe environment for all children. We aim to deliver the highest standard of care and foster good relationships with all parents and carers.

We believe parents' views and concerns should be respected & acknowledged and understand that on occasion circumstances may result in a parent or carer wishing to make a complaint. Appropriate & prompt action will be taken on any concerns raised.

As there is regular exchange between parents & staff it is hoped that minor concerns can be resolved during this time. A senior member of staff will be informed of the complaint by the relevant staff member.

If nursery staff are unable to resolve the concern, parents & carers are able to address their concerns with the Nursery Manager Margaret Myers (or if absent, the person in charge).

If the matter is still unresolved, Leaps & Bounds Day Nursery requires the complaint in writing. The complaint will be investigated & complainants will be notified of the outcome within 20 days.

If the parent or carer is not satisfied they can refer the complaint to the registering authority (Ofsted).  
Contacted at:

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester M1 2WD

Helpline : 0300 123 1231

Website : [ofsted.gov.uk/parents](http://ofsted.gov.uk/parents)



## **Confidentiality Policy**

The nursery's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the Nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files & records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Nursery Manager or staff will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except with the necessary staff & Nursery Manager.
- Students undertaking recognised courses in the Nursery will be advised of our confidentiality policy & required to respect it.

Ofsted & Children Services also have the right to see all children's files.

All the undertakings above are subject to the paramount commitment of the nursery which is to the safety & well being of the child. Please see also our policy on child protection.

**Reviewed** Jan 2016

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## **Food and Drink Policy**

At snack & meal times we aim to provide nutritious food which meets the children's' individual dietary needs. We aim to meet the full requirements of The Children's Food Trust Eat Better Start Better Guidelines.

As all meals are provided by the nursery children are not permitted to bring packed lunches. This policy both encourages social interaction at meal times and protection of children with allergies

All staff hold a level one certificate in food safety & hygiene and all kitchen staff hold a level 2 certificate in food safety & hygiene.

- Before a child starts to attend the nursery, we find out from parents their children's dietary needs & preferences - including any allergies.
- We record information about each child's dietary needs in her/his registration record & parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up to date. Parents sign the up-dated record to signify that it is correct.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs & preferences as well as their parents' wishes.
- We display the menus of meals/snacks for the information of parents.
- We provide nutritious food for all meals and snacks, avoiding large quantities of saturated fat, sugar & salt, artificial additives, preservatives and colourings.
- The menus include a variety of foods from the four main food groups:
  - i. Starchy Food;
  - ii. Fruit and Vegetables
  - iii. Meat, fish, eggs, beans, and other non dairy sources of protein;
  - iv. Milk and dairy foods
- We include foods from the diet of each of the children's cultural backgrounds.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- We provide a vegetarian alternative on days when meat or fish are offered.



- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise meal and snack times so that they are social occasions in which children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their age and stage of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session/day.
- In accordance with parents' wishes, we offer children arriving early in the morning, and/or staying late, an appropriate meal or snack.
- In order to protect children with food allergies, we have rules about children sharing & swapping their food with one another.
- For children who drink milk, we can provide whole pasteurised milk, soya or rice milk.
- Ensure staff sit with children to eat their lunch so that the mealtime is a social occasion

After lunch all children are encouraged to brush their teeth as part of a healthy lifestyle.

Learning about food is integrated into our EYFS through many ways including food tasting, cooking, and growing vegetables.

### **Fussy Eaters**

Fussy eating and fear of new foods are part of development and affect 10 – 20% of children under 5.

We will help encourage fussy eaters in many ways:

- Seat fussy eaters with good eaters at mealtimes
- Staff will eat with children and talk enthusiastically about tastes and textures of food.
- Children will be given regular and repeated chances to taste new food.
- Small portions will be given to start with and seconds offered if wanted.
- A sticker chart reward system will be put in place

Children will never be forced to eat any foods.

Reviewed Feb 2015



## **Allergies and Intolerances**

Allergies and intolerances are less common than you would think and actually only 6 to 8 % of the under 5's population have a food allergy.

With this mind any allergies you think your child may have will have to be confirmed by a GP. With regard to intolerances we will be happy to omit certain foods but will not be able to take out a whole food group i.e. all fruit, all dairy, all wheat products, again without notification from a dietician or GP. This prevents a miss diagnosis and your child missing out on a vital part of their nutrition.

Amended August 2015



## **Emergency Procedures**

It is essential that all staff, students, visitors, contractors & others in the nursery are aware of the procedures to be followed and the actions they must take in the event of any emergency.

### **Legislation**

The Health & Safety at Work Act of 1974 places a general duty on employers to ensure, so far as is reasonably practicable, the safety of the work place.

This means that employers must provide safe routes into & out of the building and must ensure that adequate arrangements are made to deal with emergencies.

### **Responsibility**

Health & safety co-ordinators/heads of rooms are responsible for ensuring that adequate emergency arrangements are made within their rooms and that systems are in place to inform all staff, visitors, contractors & others of the details of those arrangements.

Both have a duty to assist in the development of rooms' emergency procedures for inclusion in the room's Health & Safety Policy. The HSC/head of room should also ensure that all new members of staff and visitors to the nursery are made aware of the emergency arrangements and that emergency signs are prominently displayed throughout the nursery

### **Action to take in the event of an Emergency**

#### **If you discover a fire you should:**

- i. Sound the alarm.
- ii. Dial the emergency number to summon assistance – 999
- iii. Make sure you give the message clearly and include details of your location.
- iv. Leave the building by the nearest route.
- v. Report to the appropriate assembly point.

#### **In the event of a medical emergency you should:**

- i. Contact the nearest qualified first aider.
- ii. Dial the emergency number & call for an ambulance if necessary.
- iii. Make sure you give the message clearly and include details of your location, the nature of the emergency and the assistance that you require.

### **Fire Alarm**

In the event of the fire alarm sounding, everyone should evacuate to a designated assembly point on the junction Road triangle by the autowise car service centre & the place of safety is in the train station. All personnel should ensure that they are familiar with their surroundings and know the route to take to the appropriate assembly point.

### **Visitors/Contractors**

All visitors & contractors must be informed of the action to take in an emergency.

### **Evacuation Drills**

The emergency evacuation procedure should be practised at six weekly intervals.

### **Major Incidents**

In the event of a major incident the emergency procedures outlined above should be followed.

Amended August 2015



## **Equality of Opportunities Policy**

Equality of Opportunities representative Edyta Pytlewska

Leaps and Bounds Day Nursery provides equality of opportunity for all children and families and takes positive action to eliminate discrimination in all areas of our work.

We work in accordance with all relevant legislation, including:

- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 1989
- Education Act 1996

We believe that the group's activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with, our Nursery have an equal chance to do so.

### **Admissions**

The Nursery is open to every family in the community. The waiting list operates in accordance with the order in which registration forms are completed and received by the Nursery. Families joining the Nursery are made aware of its Equality of Opportunity Policy, which is regularly reviewed.

### **Employment**

Any vacancies will be advertised. The Nursery will appoint the most suitable person for each job and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing the group's Equality of Opportunity Policy will form part of the job description for all workers.

### **Families**

The Nursery recognises that many different types of family group can and do successfully love and care for children. The Nursery aims to offer support to all families.

### **Festivals**

Our aim is to show respectful awareness of all major events in the lives of the children and families in the Nursery, and in our society as a whole, and to welcome their diversity of backgrounds from which they come.

In order to achieve this:

- We aim to acknowledge the festivals that are celebrated in our area and/or by the families involved with the Nursery.
- Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.
- Before introducing a festival with which the adults in the Nursery are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival.
- Children and adults, who celebrate at home festivals with which the rest of the Nursery is not familiar, will be invited to share their festival with the rest of the group, if they themselves wish to do so.
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations, special food and clothing involved, as part of the diversity of life.



### **The Curriculum**

All children including those with special educational needs and medical conditions will be respected, valued and supported and their individuality recognised, valued and nurtured. Reasonable adjustments to the curriculum, resources and physical environment will be made to facilitate the learning and development of any child with special educational needs. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the Nursery will ensure that both boys and girls have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

### **Resources**

These will be chosen to give the children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and by using images and words which reflect positively the contribution of all members of society.

### **Special Needs**

The Nursery recognises that the children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise. The nursery works closely with the area INCO and outside agencies to implement the SEN code of practice, following its guidelines, processes and procedures.

The named Special Educational Needs Co-ordinator is Tracey Warren

Planning for Nursery meetings and events will take into account the needs of people with special educational needs and disabilities.

### **Discriminatory Behaviour/Remarks**

Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable in the Nursery. Our response will aim to demonstrate support for the victim(s) and to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks will not be tolerated.

### **Language**

Children and parents who have English as a second or additional language will be valued and their languages recognised and respected in the Nursery. Where possible we will use language translators

### **Food**

Working in partnership with parents, children's medical, cultural and dietary needs will be met.

### **Meetings**

The Nursery will make every effort to ensure that the time, place and conduct of meetings enable the majority of parents to attend so that all families have an equal opportunity to be involved in and informed about the Nursery.



## **Health & Hygiene - Policy and Practice**

The Nursery promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and staff. This is achieved in the following ways.

### **Health**

#### **Food**

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

#### **Outdoor Play**

- Children will have the opportunity to play in the fresh air throughout the year. We fill in a Risk Assessment forms for outside play & all outings. Permission is sought to take children out of the nursery.

#### **Illness**

- If a child becomes unwell at nursery staff will take appropriate action depending on the circumstances.
    1. Temperature – in the case of a high temperature every effort will be made to reduce the temperature by stripping down and cooling with a tepid flannel. If this procedure does not reduce the temperature the child's parents will be called and Calpol can be administered. If this does not reduce the temperature after 30 minutes the parent will be requested to collect. If the temperature is very high (over 40c) we may seek medical advice.
    2. Sickness or diarrhoea – If a child is sick at nursery you will be required to collect your child immediately and the child will not be able to return to nursery for 48 hours. If your child has 2 consecutive bouts of diarrhoea within one hour you will be asked to collect your child and the child will not be able to attend nursery for 48 hours.
  - Parents are asked to keep their children at home if they have any infection and to inform the nursery as to the nature of the infection so that the nursery can alert other parents/carers and can make careful observations of any child who seems unwell.
  - Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
  - Parents are asked not to bring into the nursery any child who has viral or bacterial conjunctivitis until at least 24 hours has elapsed from the start of treatment and medical attention has been sought from their doctor's surgery.
  - If the children of nursery staff are unwell, the children will not accompany their parents/carers to work in the nursery.
  - Cuts or open sores, whether on staff or children, will be covered with sticking plaster or other dressing if necessary.
- If a child is on prescribed medication the following procedures will be followed:**
- i. If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled from the doctor with child's name, dosage and any instructions.
  - ii. Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for the named members of staff to follow the instructions.
  - iii. All medications will be kept in a safe place away from children.



- iv. With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the nursery's insurance company and only named staff will administer medicines.
- v. The nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

The only non prescribed medicine that the nursery will administer is Calpol this will only be used with signed or verbal permission from the parent/carer, this will only be administered for 3 consecutive days after which we would recommend seeing your GP

### **Accidents**

- An Accident Book is available in each area for the reporting of any incident/accident.
- All accidents are to be reported and countersigned by staff and parents/carers.
- Accidents that mark/bruise a child that occur at home must also be noted on a home accident form & countersigned.

Children will be offered comfort if they have an accident at nursery i.e. cuddle but we DO NOT kiss children on the mouth.

It is a statutory requirement to notify relevant bodies of certain infectious diseases. List available on request.

### **Medicines**

- Parents will have the opportunity to discuss health issues with nursery staff and will have access to information available to the Nursery.
- The nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.
- A Healthcare Plan is obtained for each child & kept in their relevant areas.

### **Hygiene**

To prevent the spread of all infection adults in the Nursery will ensure that the following good practices are observed:

#### **Personal Hygiene**

- Hands washed after using the toilet – staff and children.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Tissues are available and children are encouraged to blow and wipe their noses when necessary.
- Children are encouraged to shield their mouths when coughing.
- Paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections can be transmitted.

#### **Cleaning & Clearing**

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves are always used when cleaning up spills. Floors and other affected surfaces disinfected. Fabrics contaminated with body fluids thoroughly washed in hot water. Separate mops and buckets for vomit, urine, kitchen and floors which are clearly labelled.
- Spare laundered pants and other clothing available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.

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## **Food**

The Nursery will observe current legislation regarding food hygiene, registration and training. In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Aprons and gloves used when appropriate for food preparation and clearing up.
- Appropriate clothing to be worn, no jewellery.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas and use separate cutting boards.
- Keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of reach of the children.
- Wash fresh fruits and vegetables thoroughly before use.

Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated. Tea towels will be kept scrupulously clean and washed between each session. All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer. Cracked or chipped china will not be used. Rules as decreed by the environmental Health will be observed. Training will be offered in order to maintain food and hygiene standards.

Amended Mar 2015



### **Smoking Policy**

A No Smoking policy operates throughout the nursery. Smoking is not permitted in the building, enclosed outside play areas or in the immediate vicinity of the entrance.

Staff are not permitted to smoke whilst wearing the Leaps & Bounds uniform.

If staff choose to smoke during their breaks they should do so away from the premises and not wearing any clothing that would come into contact with children in their care.

On returning to the nursery staff must wash their hands and clean their teeth before handling children

**Reviewed** Jan 2016



## **Missing/Lost Children Policy**

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on a nursery outing
- Where a child escapes from the garden
- Where a child is taken from the nursery by an unapproved adult

Should a child become lost the following action should be taken:

- Alert the member of staff in charge, or proprietor, who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children with regard to supervision and security.
- Ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found within fifteen minutes then the Police and parents must be informed.
- Continue to search, opening up the area, keeping in touch with mobile phone if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

**Reviewed** Feb 2015



## **Accident & Injury Policy**

This policy concerns accidents which happen to the child whether at home or in the nursery.

Each room has a system for recording and reporting accidents.

If an accident happens at the nursery then we will record it in our "accident forms". This will tell the parent/carer what happened, when it happened and how we dealt with it. Two staff on duty at the time will administer any first aid which is required and will complete the records. The parent/carer will receive a copy of the record when they collect their child.

A parent/carer will be contacted immediately for any major injury which may need further medical treatment.

Of course we will request assistance from your General Practitioner or the emergency services if we have any grounds to believe this is needed.

All our staff are given Paediatric First Aid training.

All the classrooms have a first aid kit and these are maintained by Stephanie Myers

All parent/carers are asked to notify the nursery of any accident or injury that has happened while the child is not at the nursery. Parents/carers will be asked to record this information on the 'Home Incident Form'.

We do offer comfort to children if they injure themselves but DO NOT kiss children on the mouth.

As well as keeping records of accidents on our accident forms, the law says we must notify, report and record certain accidents to RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulation 1995). A list of these accidents can be found in the back of the staff accident book located in the office.

RIDDOR 0845 300 9923  
Internet- Form [www.riddor.gov.uk](http://www.riddor.gov.uk)

Amended Nov 2015



## **Parental Partnership Policy**

Parents are the first educators of their young children. The aim of the group is to support their essential work, not to supplant them. We will:

- Make all new parents aware of the nursery's systems and policies.
- Encourage parents, on an individual basis, to play an active part in the management of the nursery.
- Ensure that parents are informed on a regular basis about their child's progress.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the nursery.
- Involve parents in shared record keeping about their own child, either formally or informally.
- Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Consult with families about the times of meetings to avoid excluding anyone.
- Hold meetings in venues which are accessible and appropriate for all.
- Welcome the contributions of parents, whatever form these may take.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Provide opportunities for parents to learn about the nursery curriculum & about young children's learning, in Nursery and at home ,via newsletters and e-mails.

**Reviewed** Feb 2015



## **Safety – Policy, Procedure & Practice**

The Safety of young children is of paramount importance. In order to ensure the safety of both children and staff the nursery will ensure that:

- All children are supervised by staff at all times and will always be within sight of a staff member.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident record.
- All staff are aware of the system(s) in operation for children's arrivals and departures and a staff member will be at the door during these periods.
- Children will leave the nursery only with authorised adults.
- Safety checks on premises, both outdoors and indoors, are made regularly.
- If the main entrance has to be locked, there is a key close by at staff's level.
- Low-level glass will be covered, or replaced by safety glass.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and staff to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires-heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Staff do not walk about with hot drinks or place hot drinks within reach of children
- Fire drills are held regularly.
- A register of both staff and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually and the staff know how to use them.
- Whenever children are on the premises at least two staff members are present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- On outings the appropriate ratios are maintained.
- If a small group goes out, there will be sufficient staff to maintain appropriate ratios for staff and children remaining on the premises.
- Children who are sleeping are checked regularly.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of the day/session.

**Reviewed** Jan2016



## **Settling into the Nursery – Policy, Procedure & Practice**

We want children to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help & friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the nursery. In order to accomplish this from day one your child will have a key person who will be responsible for your child's individual planning along with helping them to settle.

We also:

- Encourage parents to visit the Nursery with their children during the weeks before an admission is planned.
- Make clear to families from the outset that they will be supported in the nursery for as long as it takes to settle their child.
- Re-assure parents whose children seem to be taking a long time settling into the nursery.
- Introduce new children into the nursery on a staggered basis, for example two new children a day for a week rather than 10 new children all at once
- We offer 2 sessions of an hour each to settle in your child before your start date at nursery.

Children cannot play or learn successfully if they are anxious & unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the nursery, to benefit from what it has to offer and to be confident that their parents will return at the end of the session/day.

Children moving up to a new room (e.g. babies to toddlers) should be given sufficient visits in order to settle into their new room. The parents should be involved in the decision to move their child to a new room. A member of staff will be allocated to ensure the child settles into the new room. The child's progress folder should be up to date enabling the members of staff in the new room to understand the child's stage of development.

Amended Aug 2015



## **Supporting Children With Learning Difficulties & Disabilities**

We provide an environment in which children are supported to reach their full potential.

Leaps & Bounds has regard for the DfES Special Educational Needs Code of practice. We include all children in our provision and provide a welcome and appropriate learning environment for all children.

Our staff are trained to help support parents and children with special educational needs (SEN)/disabilities.

We identify the specific needs of children with SEN/ disabilities and meet those needs through a range of strategies. We work in partnership with parents and other agencies in meeting individual children's needs. We monitor and review our practice and provision and, if necessary, make adjustments.

We designate a member of staff to be the special needs co-ordinator (SENCO).

*Tracey Warren is the identified SENCO officer and is responsible for the special educational needs provision in the nursery*

We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the nursery. We provide in - service training for our nursery staff. We ensure that our physical environment is as far as possible suitable for children with disabilities. We are prepared for children of all needs to join our nursery and think ahead about the resources we may need to supply.

We provide a broad and balanced curriculum for all children with SEN/disabilities. We provide a differentiated curriculum to meet individual needs and abilities. We work closely with parents and share concerns maintaining confidentiality.

Parents are informed at all stages of the assessment, planning, provision and review of their children's education. We work closely with parents of children with SEN/disabilities to create a positive partnership.

We provide parents with information on sources of independent advice & support. We liaise with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.

We use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEP's) for children with SEN /disabilities. We ensure that all children with SEN/disabilities are appropriately involved, taking into account their levels of ability. We use a system for keeping records of the assessment, planning, provision and review for children with SEN/ disabilities.

Reviewed Jan 2016



## **Staff Numbers Policy**

Nursery Manager - Margaret Myers

In addition and when applicable the nursery calls on a rota of professional staff to ensure child/staff ratios do not exceed the legal quota.

Leaps & Bounds is committed to maintaining and enhancing a culture in which diversity and equality of opportunity are valued and in which unlawful discrimination is not tolerated.

The Nursery seeks to continue to develop an environment that values the diversity of its students and staff.

**Reviewed** Jan 2016



## **Staffing & Employment Policy**

A high staff : child ratio is essential in providing good quality nursery care. In the nursery:

- We have at least one member of staff to each eight children, and more if there are younger children present.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- At least half of our staff hold the NNEB or an equivalent qualification.
- Regular in-service training is available to all staff, both paid and volunteer members.
- Our Nursery budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

### **Student Placement Policy**

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses as well as those on the Diploma in Pre-school Practice or Tutor Fieldworker courses.

Students are welcomed into the Nursery on the following conditions:

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



## **Staff Protection Policy**

We intend to create in our nursery an environment in which children and staff are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

The Nursery Management do not tolerate inappropriate or aggressive behaviour toward its staff.

We will take corrective action in circumstances where we feel it is necessary. In the event of an allegation made against a member of staff we will follow all procedures as previously documented in the Child Protection and Procedures document.

**Reviewed** Jan 2016



## **Policy for Uncollected Children**

The nursery obviously has an obligation to stay with any uncollected child at the end of the day, until that child is collected.

The nursery will not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting.

The authorised person should give the name, address and a physical description of the unauthorised person - the officer in charge should check this description before permitting the child to leave.

We insist on a reliable contact at all times wherever possible.

A record will be kept of all children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child and the reason given.

We operate a late pick up charge scheme as per your contract.

If no contact is made with the parent/guardian within an hour of our usual closing time Children's Services have to be contacted in order to protect the child.

Children's Services East Sussex County Council 01273 481000

Reviewed Jan2016



## **Equipment & Resources Policy**

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

In order to achieve this aim we:

- Provide play equipment & resources that are safe and - where applicable – conform to the BSEN safety standards or Toys (Safety) Regulation (1995).
- 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, which may be child/adult led.
- Select books, equipment and resources that promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.
- Provide play equipment and resources that promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children.
- Provide made, natural & recycled materials that are clean, in good condition and safe for the children to use.
- Provide furniture that is suitable for children and furniture that is suitable for adults.
- Store and display resources and equipment where children can independently choose and select them.
- Regularly check all resources and equipment that are available at each session and ensure they are put away at the end of each session. We repair and clean, or replace, any unsafe, worn out, dirty or damaged equipment.
- 
- Keep an inventory of resources and equipment. This will record the date on which each item was purchased and the price paid for it.
- Use the inventory to:
  - i. Review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning & development.
  - ii. Record the dates and results of checking the resources and equipment.
  - iii. Record the date when any item is discarded due to being worn out, damaged or unsafe.
  - iv. Provide adequate insurance cover for the nursery's resources & equipment.



- Use the local library to introduce new books a variety of resources to support children's interests.
- Plan the provision of activities and appropriate resources so that a balance of familiar equipment & resources and new exciting challenges are offered.

**Reviewed** Jan 2016

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## **Infection Control Policy**

Leaps & Bounds Day Nursery aims to maintain high standards of health, hygiene & safety, and the co-operation of parents is essential in this. We would ask that all children who are ill be kept away from the nursery until they have fully recovered.

We have trained first aiders on site in case of accidents. Please ensure your child has the necessary vaccinations & immunisations against childhood diseases at the correct ages.

Your child will not be accepted back into the nursery until they are fit & healthy, periods of exclusion maybe necessary.

Infectious diseases will be reported to the consultant in communicable disease control & Ofsted.

In the case of childhood infectious diseases we ask that you observe these minimum isolation periods:

### **CHICKEN POX**

Highly infectious, exclusion from nursery until all spots have crusted over, 7 days (dangerous to pregnant women if not immune)

### **CONJUNCTIVITIS**

Highly contagious, exclusion from the nursery until child has been seen by the doctor & an antibiotic ointment has been prescribed

### **DIARRHOEA & VOMITTING**

Exclusion from the nursery until diarrhoea & vomiting has settled for 48 hours.

### **FIFTH DISEASE (SLAP CHEEK)**

Exclusion from the nursery for 3 - 4 days. Pregnant women should consult their doctor.

### **FEVER**

A fever is a temperature of 38c (100f) or over. This is an indication that your child may have a viral or bacterial infection. Your child would need to be collected, Calpol to be administered & taken to the doctors.

### **GERMAN MEASLES**

Highly infectious, exclusion from nursery for 5 days from onset of rash. (dangerous to pregnant women if not immune)

### **HAND, FOOT & MOUTH DISEASE**

Exclusion from nursery only if the child has a fever or if the blisters are sore or weeping, usually 3-4 days.

### **HEAD LICE**

Head lice are unfortunately a common problem but regular checking & immediate action can quickly get rid of the nuisance & prevent it from spreading.

### **IMPITIGO**

Highly contagious, exclusion from the nursery until infection has been completely cleared up.

### **MUMPS**

Exclusion from nursery for up to 10 days.

### **SCARLET FEVER**

Highly infectious, exclusion from nursery for 5-7 days. Or until 1 day of antibiotics have been taken as per instruction by HPA

### **SCABIES & THREADWORM**

Highly contagious, exclusion from the nursery until treated.

### **WHOOPING COUGH**

Highly infectious, Exclusion from nursery for 5 days.

**Accidents & Injury**

Minor bumps & scrapes are inevitable accidents in the life of young children, & we cannot entirely prevent these. However, all play that involves risks is always supervised by one or more members of staff. Accidents are noted in the accident book & parents are informed & asked to sign the forms.

**Physical Contact**

Staff do not kiss children on the mouth at any stage.

**Care of a Sick Child**

A member of staff should stay with the child & care for the child appropriately

**Contact Information**

It is extremely important that parents/guardians of children at the nursery ensure that their personal contact details are correct. It is your responsibility to inform the nursery of any changes in these details. Failure to do so could result in lost time trying to contact you in case of an emergency situation arising.

The nursery constantly monitors its cleanliness throughout the nursery ensuring toys & equipment are regularly sanitised. We actively promote hand washing to the children & nursery staff wear hand sanitizers.

Amended 29/5/2015



## **Mobile Phone Policy**

All staff are required to hand their mobile phones to the office manager at the beginning of their shift.

The phones are locked in the office filing cabinet & can only be accessed during break times and at the end of their shift.

Amended Feb 2015



## **Camera Policy**

Cameras used to take pictures of children's development are not permitted to be taken off the premises under any circumstances & to be returned to the office at the end of each day.

Memory cards may be taken off the premises by senior members of staff for development purposes only if necessary.

Amended Feb 2015



## **Sun Safety Policy**

- All children have sunscreen on before going out to play.
- Shaded areas are provided in the Crèche garden.
- All the children wear protective sun hats.
- The children's activities are organised in shaded areas and children are encouraged to play within these areas.
- Staff ensure all children are given drinks frequently throughout the session.

Children are kept out of the sun between 12 & 1.30

**Reviewed Jan 2016**



## **Photograph Policy**

At Leaps & Bounds Day Nursery we like to take photographs of your children in action and their development/ learning experiences and make displays inside the nursery school. Under no circumstances will these photographs be circulated outside the nursery, used for promotional purposes unless the photograph consent form is signed by the parent or carers.

**Reviewed** Jan 2016



## **Drink & Drugs Policy**

Our setting has a policy that no alcohol is to be consumed on the premises.

- Staff are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work.
- The same applies to all drugs other than those prescribed by a doctor and considered appropriate for intake while working with children.
- Staff will ensure that all drugs are stored correctly.
- The management will respond to and investigate concerns and complaints raised in relation to alleged breaches of the welfare requirements.
- Staff will promote positive role models in health and safety practices in relation to alcohol and drugs.
- Should a member of staff be found under the influence of alcohol or drugs of any illegal form before or during the opening hours, they will be immediately asked to leave the premises and told to return home. Thereafter the normal disciplinary procedures will begin.
- This will ensure that staff are able to respond appropriately to children at all times.

We also have a nursery collection policy for a parent/carer under the influence of alcohol or drugs. The following guidelines will apply:

- We will manage the incident tactfully to ensure that the professional relationship with the family is maintained.
- If a senior staff member has any concerns regarding the child's welfare, we would endeavour to speak to the parent/carer about their child's needs.
- We will ensure that there are two staff present when speaking to a parent so that staff should not jeopardise their own safety or others in these situations.
- In the event that the parent/carer arrives at the nursery under the influence of alcohol or drugs, we will ask that someone comes with the parent/ carer to take responsibility of the child before a member of staff gives up his/her responsibility of the child.
- Should this not happen, although we have no legal right to withhold a child from a parent/ carer, however, we reserve the right to contact any relevant authorities that we may feel appropriate i.e. the police, partner, etc. Any member of staff feeling under threat should contact the police.
- A full written report will be made of the incident.

Your child's safety is our main concern and as such this will determine the course of action taken.

Amended Feb 2015



## **Policy on a Human Influenza Pandemic**

This policy has been created after consulting the DCSF Guidance for Schools.

### **Prevention of Influenza**

At Leaps & Bounds we wish all children, staff and parents to stay healthy. Therefore we promote preventative methods from catching a virus such as swine flu.

- All staff and parents to ensure that children wash their hands on a regular basis especially before eating food.
- Children to be guided not to put their fingers in their mouth.
- All classes to have supplies of tissues so that children can '**Catch it, Bin it, Kill it**'
- Cleaning staff will be extra vigilant in cleaning all surfaces thoroughly.

### **Cases of Swine Flu**

The symptoms of swine flu are:-

- **Fever**
- **Two or more of the following:-**
- **Cough**
- **Shortness of breath**
- **headache**
- **sore throat**
- **tiredness**
- **aching muscles**
- **chills**
- **sneezing**
- **runny nose**
- **loss of appetite**

In the event of a suspected case of a child or member of staff suffering from Swine Flu the Nursery Manager or anyone deputising for her to be informed immediately.

- The Nursery Manager to contact:-
- The child's parents & GP
- NHS Direct
- The suspected case will be kept in isolation until further guidance has been given and parents have arrived to take the child home.

### **Nursery to run as normal as possible**

The first objective of ensuring children and staff are not infected is then followed by the second objective of keeping the school running as normal as possible. Therefore if an isolated case of swine flu has been identified and diagnosed then they are kept away from school. The rest of the school should carry on as normal still ensuring the preventative methods are kept in place.

### **Nursery Closure**

- The closure of the Nursery is seen as a last resort and it is preferable if at all possible to run the school with a diminished service rather than close. The Governing Body have delegated responsibility to the Nursery Manager to manage any school closure.
- The nursery would be closed to children if there were a number of cases of flu and it was advised by the local authority. If a high proportion of staff are absent due to having flu or are having to look after dependents with swine flu then the school may also be closed to children.



- Families would be notified by phone if the school was to close on a day to day basis. The aim would be to have the school opening as soon as possible. It is important that parents/carers ensure we have the correct mobile phone number for us to contact you on.

### **Absence of Staff**

- In the event of the Nursery Manager Margaret Myers being absent with Swine Flu then the Deputy Manager Gemma Fry would take her place. If the Deputy Manager was also ill One of the nursery nurses would take her place.
- A member of staff who believes they have swine flu must not come into the nursery. They should follow the Staff Sickness Policy, as usual.
- Any member of staff who is absent with swine flu would need to send in a doctor's note.
- Staff should still attend for work even if the Nursery is closed for children. This is guidance from the DCSF and local authority. Advice would be sought from the Local Authority if the school should also be closed for staff as well as children.

The following websites are available for staff and parents to contact if they require further advice:-

[www.direct.gov.uk/swineflu](http://www.direct.gov.uk/swineflu) Advice for parents

[www.hpa.org.uk](http://www.hpa.org.uk) Health Protection Agency

[www.bhwp.nhs.uk](http://www.bhwp.nhs.uk) Public Health Agency

[www.teachernet.gov.uk](http://www.teachernet.gov.uk) Teachernet

**Reviewed Jan 2016**



## **Nappy Changing Policy & Procedure**

Leaps & Bounds Day Nursery nappy changing policy are in accordance with the families requests, consistent with the children's physical and emotional abilities and in compliance with Ofsted regulations.

### **Methods**

A child's nappy must be changed promptly when wet or soiled. Along side regular changes at 10.30, 12.30, 2.30, & 4.30. Staff must wear disposable gloves on both hands and a disposable apron for all nappy changes and a new set of gloves and apron for each child. Both child and staff member must wash their hands after changing a nappy. The nappy changing area must be away from the food preparation area.

### **CHILDREN MUST NEVER BE LEFT ON A CHANGING MAT.**

### **Procedure**

1. Make sure you have a clean nappy, wipes and any other supplies before changing the child.
2. Put a new set of gloves and a new disposable apron on.
3. Remove the child's nappy and dispose of the liner in the toilet.
4. Wash and dry the child using the appropriate washing materials, such as wipes or cotton wool.
5. If requested by parents/carer apply nappy cream. Use a clean set of gloves to apply the cream.
6. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parents/carer.
7. Dispose of the nappy in the nappy bin provided along with the gloves and the apron in the nappy bin.
8. Wash the child's hands thoroughly with liquid soap and running water. Dry the child's hands with a disposable towel.
9. Place the nappy creams back in the storage area.
10. Wash down thoroughly the changing table ready for the next person to use.
11. Wash your hands thoroughly with liquid soap and running water. Dry your hands on a disposable paper towel.
12. Write down the nappy change on the child's nappy chart and daily communication form.

Reviewed Jan 2016



## **Medication Procedure**

It is our aim to safeguard and maintain the well-being of all children within the Nursery and the staff who look after them. Leaps & Bounds Day Nursery works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

### **Method**

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine.

Leaps & Bounds Day Nursery requires written consent in advance from parents which clearly shows the date, dosage and expiry date. The label must have the name of the child on it. If the medicine has not been prescribed for the child, Leaps & Bounds Day Nursery will not administer it.

Leaps & Bounds Day Nursery hold Calpol on the premises in a locked medicine cabinet and a form and all parents will have to sign the Calpol consent form which you receive in the settling in pack before we can administer it.

The staff will administer non-prescribed medication for a maximum of 3 days, after which time they will no longer be able to continue giving the medication. At any time during the 3 days, if the staff deem that the child's health has deteriorated or they have concerns for his/her health, the parent will receive a telephone call to collect the child (or make arrangements for the child to be collected by another named person).

A consent form requesting permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis.

Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.

Only senior members of the staff will administer medicines. The Nursery Manager will make parents aware of any changes in information.

In an emergency situation, an ambulance will be called for and parents informed immediately.

**Reviewed** March 2015



## **Key Person Policy**

At the Leaps & Bounds Day Nursery, we greatly value the strong positive relationships we build up with the children in our setting and their families. Children's emotional wellbeing is an essential foundation for their health, happiness & ability to learn. Every child who attends the Nursery is assigned a key person to act as the bridge for the child between their home and the setting. The key person will get to know the child well, become attuned to their likes & dislikes, attitudes & preferences, & will provide the child with particular support at key times. – At the time they join the setting, whenever they make a transition & whenever there has been a significant event in the child's life.

The Key Person will support the child & monitor their learning, emotional & physical development. They will be the key point of contact for the parents/carers of the child. Training will be provided for staff to enable them to carry out the Key Person role, & arrangements will be in place to balance out the number of children assigned to each Key Person, & to accommodate shift patterns, holiday & sickness absences.

Children between the ages of 2 - 5 years will, as far as is possible, have the same Key Person throughout their time in each room.

Children will become the responsibility of another Key Person when they change rooms. A careful procedure of transfer of responsibility and room induction will be followed to ensure a smooth transfer from room to room.

Throughout the Nursery the regular care of all children is a shared staff responsibility, which ensures we can cover shifts, holidays and sickness absence.

The Key Person is responsible for the child's records and acts as a bridge between home and the setting.

Key Person lists are posted on the parent's notice board.



## **Visitor Policy & Procedure**

At Leaps & Bounds Day Nursery we welcome visitors to come to our nursery in a variety of ways. Some will be prospective parents wishing to view the nursery and others may be outside agencies. Security to the children and staff is our up most concern, therefore it is necessary for them to sign in our 'Visitors Book' where they state the purpose of the visit and times in/out.

All visitors will be escorted around the premises and will not at any time be left unsupervised with the children in the setting

### **Procedure**

When a visitor comes to the setting the following procedure must take place:

1. Welcome the visitor and ask the purpose of their visit, if not known, or if they have not booked an appointment.
2. Where appropriate check the visitors' identification.
3. Ask the visitor to sign in the 'Visitors Book'.
4. Show the visitor around the setting, if appropriate, staying with the visitor at all times.
5. At end of visit get the visitor to sign out the 'Visitors Book' and show them to the exit.
6. Ensure the visitor is aware of our fire exits and evacuation procedure

Reviewed April 2015



## **WHISTLE BLOWING PROCEDURE**

There are existing procedures in place to enable staff to raise a grievance relating to their employment and procedures to ensure the working environment is free from harassment and bullying. This Policy is intended to cover major concerns that fall outside the scope of these procedures. These include:

- conduct which a member of staff may consider to be a criminal offence;
- disclosure relating to miscarriages of justice;
- health and safety risks, including risks to the public as well as other staff;
- possible fraud or corruption;
- breaches of procedures;
- environmental risks;
- failure to comply with legal obligations;
- sexual, physical or verbal abuse of children, parents, staff or any other behaviour which a member of staff genuinely finds unacceptable or inappropriate;
- other unethical conduct;
- the deliberate concealing of information relating to any of the above matters.

In short, any serious concerns that a member of staff has about any aspect of their employment can be reported under this Policy.

These procedures are in addition to any other statutory reporting procedures that may be applicable.

### **Protection**

This Policy makes it clear that staff can speak up without fear of harassment, victimisation (including informal pressure), discrimination or disadvantage. Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or other procedures that already affect the member of staff. There will be no 'come back' if a member of staff reasonably believes that they have made a disclosure in good faith.

### **Roles and responsibilities**

The Nursery accepts that the decision to report a concern can be very difficult and uncomfortable. The Nursery is committed to supporting individuals through the process and protecting them from any 'come back', victimisation or harassment. Concerns reported to Margaret Myers will be taken seriously and treated sensitively. Staffs who genuinely believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service will be doing their duty and acting in the public interest by speaking out.

### **How to raise a concern**

The procedure seeks to encourage and enable individuals to disclose information through appropriate channels first, rather than going directly to an outside person or body. As a first step, concerns should normally be raised with Margaret Myers. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing. Staff can raise concerns with the Director Lennie Scott or appropriate governing body as a third option.

Concerns may be raised verbally or in writing. Staff who wish to make a written report are advised to set out the background and history of the concern, giving names, dates and places, where possible, and the reasons for making the disclosure. This will make the investigation easier to complete.

Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.



You may also want to report your concerns to Ofsted you can do this by following this link:  
[whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

You can also call **03001233155 Mon – Fri 8am – 6pm**

Or write to **WBHL, Ofsted, Piccadilly Gate, Store Street Manchester M1 2WD**

### **Procedure**

The Nursery will respond to any concerns raised. In order to protect a member of staff who raises a concern and those accused of wrong-doing, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Staff will be told how the Nursery proposes to deal with a concern within ten working days of the concern being brought to the Nursery's attention.

### **Confidentiality**

All concerns will be treated in confidentiality and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm. Complainants should be aware however, that their identity may be revealed by inference.

### **Untrue allegations**

The Nursery accepts that deciding to report a concern can be very difficult and uncomfortable. If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them. If a member of staff does not report their concerns to Margaret Myers they may take them direct to the appropriate organisation or body



## **GRIEVANCE PROCEDURE**

A Grievance Procedure is in place within Leaps & Bounds Day Nursery. This Grievance Procedure will ensure that, should you feel at any time during the duration of your employment you are being unfairly treated or discriminated against in any way, you can raise a grievance with the Company and an investigation will be carried out.

The procedure allows an employee the opportunity of discussing any issue or problem directly with a member of the Management Team. Below are step by step guidelines for a Grievance Procedure.

Step 1: The Employee should write to the Employer outlining the details of the grievance.

Step 2: The Employer will set up a formal meeting to discuss the grievance. The Employee will have the right to accompanied at the meeting. This representative should be a colleague or an Accredited Trade Union Representative.

Before concluding the meeting, the Employer should give you the outcome / decision (Please note that an adjournment may be required before a conclusion is reached to allow further investigation / discussions).

Step 3: The Employer will advise the Employee in writing the outcome of the original hearing and offer the right to appeal. The letter should include who the appeal should be written to and by what date. Upon receipt of the letter an appeal hearing should be arranged.

Please be assured that every effort will be made to resolve your grievance. However, in the unlikely event that the grievance reaches the Directors, the decision will be final. There will be no appeal process at this stage.

Added July 2015



## **Manual Handling Policy**

To comply with Occupational Health and Safety Act 1991, which requires the nursery to follow the guidelines set out in this legislation.

**Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, holding or restraining any object, animal or person.**

Procedures for managing and monitoring safe manual handling.

- Staff are encouraged to use their common sense and not to take unnecessary risks when handling large/heavy objects. When lifting a child or object weighing more than 15 kilos, staff are required to seek assistance.
- Manual Handling and correct lifting/back care training will be provided regularly.
- It is the responsibility of all staff to follow the procedures below and to assist by identifying manual handling hazards and risks.
- Regular checks to monitor use of manual handling at the nursery. Any difficulties noted will then be dealt with immediately.
- Managing risks for manual handling.
- Identifying risks - discuss issues with staff and check past incidents/accidents records.
- Assess risks – how much strain, pressure, stress, weight, force, grip, skill and duration is required for each activity.
- A risk assessment will be undertaken for any expectant student or staff member within the setting during their pregnancy.
- Control risks – when designing tasks in order to minimise injury, look at changing the way jobs are done, change the layout of the workplace, and change the equipment.
- Correct Lifting Procedures.

### **IF IN DOUBT, DO NOT LIFT!**

- Staff must never twist while lifting.
- When staff lift a child or object they should not stretch over and lift, but lean close and raise as close as possible to their body.
- When lifting staff must:-
  - Place their feet apart in a striding position
  - Keep their breastbone elevated
  - Bend their knees
  - Brace their stomach muscles
  - Hold the child or object close to their body
  - Move their feet not their spine, to stand up
  - Prepare to move in a forwards direction.
- Staff should transfer heavy items to smaller containers to reduce weight.
- Staff should:-
  - Kneel where possible
  - Avoid sitting on child sized chairs where possible
  - Refrain from carrying children on their hip
  - Lift children with one arm under their buttocks and the other arm under their backs, with the child facing them.

Reviewed Jan 2016

**CHILDCARE AND NURSERY EDUCATION FOR THE UNDER FIVES**



## **Risk Assessment Policy and Procedure**

A senior member of staff will carry out risk assessments on a daily basis, before the nursery opens at 8am and before the nursery closes at 6pm. The contents of this risk assessment can be found on the AM/ PM Checklist Sheet.

All staff are required to be vigilant throughout the nursery day, ensuring that the nursery is safe and secure for children, staff, and all visitors. If any risks are identified they must be dealt with instantly and reported to the nursery manager.

Any risks that are identified will be recorded on the Risk Assessment Sheet and any further course of action will be decided by the nursery manager. The risks that are identified will be made aware to all staff/ students/ volunteers and discussed.

All staff will partake in half termly risk assessments, where they will be asked to make observations in the nursery of any potential hazards and any action that can be taken to combat them. The nursery manager is responsible for monitoring the risks and dealing with them correctly.

**Reviewed** Feb 2016



### **Staff Medication Policy & Procedures**

Leaps and Bounds Day Nursery cannot allow practitioners to be under the influence of alcohol or any other substance that may affect their ability to care for children.

- If practitioners are taking medication which may affect their ability to care for children they must seek medical advice
- The nursery will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly

#### ***Storage of said medication***

- Staff medication must be stored in the locked cupboard in the office - out of reach of children at all times.

Added March 2015



## **Social Networking Policy**

It is important that staff ensure proper practice when using the internet including social networking sites. This is to protect the children, parents and other staff in the nursery. It is also to guard the nursery and your personal reputation.

Leaps and Bounds facebook page - We would like to confirm before we post pictures of children on our Facebook page we have consent from the parents/guardians. The consents are gathered initially in the registration/contract form. It is then reconfirmed when settling with the settling in pack. We then re confirm annually with our change of details form. Any parent who does not want a picture on FB is listed in both offices.

Leaps and Bounds Day Nursery 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 must not publicly mention any of the children from the nursery on their online profiles;
- Staff must avoid writing indirect suggestive comments about the nursery on their social networking sites e.g. "I've had a bad day at work";
- Staff must not publish photos of the children on their online profiles;
- Staff must not publish photos of other staff in the nursery on their online profiles;
- Staff must not publicly write anything about other staff members on their social networking sites;
- Staff must not use their mobile phones to take photos or go on social networking sites whilst in the nursery;
- Staff must not mention any of the companies that Leaps and Bounds Day Nursery works with on their social networking site;
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use the nursery unless they know them in a personal capacity.
- Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.
- Please be aware that serious breach of the Social Networking policy could result in disciplinary action.

Amended September 2015



## **Staff Appraisals & Supervisions Policy**

The main objective of the nurseries appraisal and supervision system is to review employee's performance and potential, to identify suitable and appropriate training and development needs.

Appraisals take the form of annual meetings between staff and managers. They will be used to identify current knowledge skills, areas for future development and potential training needs.

Supervisions are carried out on a termly basis by the manager. They are used to for professional development and to identify any issues arising with their colleagues or children in their care.

Staff supervisions are carried out by the Manager: Margaret Myers  
The Manager's supervision will be carried out by the owner: Lenni Scott

All supervisions will be held in the office.

Reviewed April 2015



## **Policies and Procedures for babies under 24 months**

- Ask the parents for any additional information on the child when handing out the settle pack in addition when giving out the baby menu discuss weaning and show the puree menu.
- Ask the parent what stage and type of formula milk they use ie cow and gate stage 2, in addition to this ask the parent if she is breast feeding and explain we have the facilities to store breast milk for the infant.
- If the child attends afternoon sessions as well as mornings explain that we provide a selection of puree's both vegetable and fruit for tea that change with seasons, and that we can blend it down to the consistency of the parents preference ie lumpy or smooth, we can also cater for cultural and allergies within the room to.
- All babies have individual feeding schedules. The pattern established at home will be adopted within the nursery. The nursery supports all mothers who wish to continue breastfeeding their babies and we will provide private facilities for these Parents. During the weaning period our staff will work closely with Parents/Carers, to ensure that the weaning Process meets the needs of the child.
- Babies should be given new foods at home before they are given to them at nursery in case of any allergic reactions. Please discuss your child's diet with their key person or senior member of staff in the room and keep them up to date regularly.
- Following advice from the National health service breast milk can be stored in a fridge for up to 24 hours providing that the temperature of the fridge remains between 2 and 4°C, Which practitioners will check daily. Parents should advise staff of when the milk was expressed to ensure milk is not stored for longer than this. Staff must label each bottle with the date and time the milk must be disposed of if not already done by the parent.
- Bottle feeding babies:
  - Babies must be supervised at all times when they are feeding.
  - Bottles should only be prepared in the milk kitchen.
  - Bottles need to be kept in the fridge in the milk kitchen.
  - Staff should check the details of the child whose bottle is being made.
  - Bottles are to be labelled individually. Bottles should be sterilised before they are made following the instructions displayed in the milk kitchen.
  - Bottles should be made in accordance with the guidance provided with the formula
- Ask the parents what size nappies their child wears and whether they are can use pampers nappies and pampers sensitive wipes, if not explain to the parents they will have to provide their own when bringing their child into nursery ie terry nappies or Huggies, in addition to this explain we can use Sudocream and check for any allergies or preferences on creams and nappies and ask the parents to fill in a creams and lotions form.
- On the Childs first settle ask the parents if their child uses any comforters and their routine they have at home with the child ie do they sleep if so how are they used to sleeping and what time, in addition to this show the parents the sleep room with cots provided if the parent requests to see the room. Explain to the parents our sleep procedures ie the sleep records and show them the milk kitchen to if they wish to see it in the settle, when showing them the milk kitchen explain our equipment is sterilised after every use and that we use Tommie Tippiie bottles. If the parent wishes to use a different bottle it is fine to bring in each time the child attends the session.

Added September 2015

**CHILDCARE AND NURSERY EDUCATION FOR THE UNDER FIVES**



## **Active play/Physical Activity Policy**

At Leaps and Bounds Nursery we are committed to encouraging our children to lead active and healthy lifestyles. We believe that regular physical activity during the early years provides immediate and long-term benefits for physical and psychological wellbeing.

This is the best way for young children to be physically active and suits the sporadic nature of young children's movement patterns.

Physically active play opportunities should encourage young children to:

- use their large muscle groups, e.g. back, shoulders, legs, arms
- practise a wide range of movements, e.g. loco motor, stability and object control skills
- experience a variety of play spaces and equipment
- set up their own play areas
- make up their own physically active play
- have fun and feel good about themselves and what they can do.

It can take on many forms of play including energetic play and continuous activities

Energetic play, e.g. running and chasing games will make children 'huff and puff' which:

- strengthens their heart and lungs (good for their health)
- burns calories (important to help them maintain a healthy weight).

Encourage energetic play through short bouts of activity, rather than for extended periods

Continuous activities tend not to be quite as energetic and can therefore be carried out for longer bouts without needing to rest. These include walking, cycling (trikes and bikes), dancing, scooting, obstacle courses, action rhymes, activity trails, and challenges. All these help children develop stamina and maintain a healthy weight.

Active play during free play includes bikes, slide and activity gym. Opportunities to run, jump etc outside, small equipment such as balls, bats, hopscotch, small parachute, tunnel, den building, and gardening.

Planned small and large group activities include: Large parachute, music and dance/movement, physical activity games which include running, jumping, hopping etc , throwing and catching games, obstacles course, exploring and walking in the outside environment.

Added September 2015



## Risky Play Policy

This is the risky play policy applies to all staff, children and parents within the nursery.

### Aim:

- The aim of this policy is to make sure children are given access to risky play to extend their learning and development whilst being supported by a capable and confident adult.

### Objectives:

- For children to explore and extend their development through taking risks in a controlled environment.
- For staff to supervise children to ensure they are able to access risky play whilst staying safe.
- For children to become confident in taking risks and developing their skills and independence.

### Guidelines for Implementation:

- At Leaps and Bounds day nursery we recognise that taking risks forms a vital part of building children's learning and development.
- We will encourage children to take risks and challenge themselves in the safety of the nursery environment.
- To ensure children can learn skills in a safe environment staff will always adhere to ratios.
- These are for children aged:
  - 0 – 2 = 1:3,
  - 2 – 3 = 1:4
  - 3+ = 1:8.
- These ratios ensure that children can always be properly supervised.
- At Leaps and Bounds day nursery there are three rooms. Each area contains toys that are suitable for the children's ages and stages of development.
- Staff also make sure that they are positioned around the nursery both indoors and outdoors so that they are always where the children are and can watch and support them.
- Each child has a key person and that person is responsible for planning activities that the children will enjoy and that will stimulate and develop their skills.
- At the beginning of each session both morning and afternoon a risk assessment of all areas within the nursery, including outdoors is carried out. This is to ensure that the nursery is safe for children to access.
- At Leaps and Bounds we carry out risk assessments on all pieces of equipment and resources that are used within the nursery.
- Any pieces of equipment that are classed as having a moderately high risk will have a risk assessment attached to them to keep them aware.
- Every month we carry out an accident analysis to find out where any accidents may have occurred and if there are any areas where a new risk assessment needs to be carried out or another action taken.
- Staff are always alert and aware to the children's needs and will support them as much as they can.
- Types of risky play that the children may be involved in includes building and using balancing beams using natural materials such as wood and tree stumps.



**Roles and Responsibilities:**

It is the role and responsibility of all members of staff to ensure they are aware of any risks in the nursery and that they position themselves with the children so that they are able to help, support and encourage as and when needed. It is the responsibility of Margaret Myers the nursery Manager to ensure staffing ratios are always adhered to within the nursery.

Added September 2015



## Safe recruitment of staff

EYFS: 3.9 – 3.20

At Leaps and Bounds we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

### Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the child protection/safeguarding policy for further information.

### Advertising

- We use reputable newspapers, websites and the local job centre to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced DBS check and at least two independent references for every new employee.

### Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview
- The manager will decide the most appropriate people for the interview panel. There will be at least two people involved and both are involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care
- Candidates will be given a score for their answers.
- Every shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff and where appropriate parents
- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery



- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

### **Starting work**

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference.
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files
- After the job has been offered a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role. Please see the absence management policy for more details about how the nursery manages health problems including access to medical records
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this, the new starter will not be allowed to change the nappy of any child without an up-to-date enhanced DBS check (whether supervised or not)
- The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the criminal records disclosure reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:
  - seriousness of the offence or other information
  - accuracy of the person's self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the DBS system since 17 July 2013 managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- New starters are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so; and that, to the best of their knowledge, no-one living in their household has been disqualified from working with children
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and be assigned a 'mentor/ buddy' who will introduce them to the way in which the nursery operates
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedure, emergency evacuation procedures, equality policy and health and safety issues
- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.

### **Ongoing support and checks**

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also

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be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery or involving people they live in a household with. Staff will face disciplinary action should they fail to notify the manager with **immediate effect**

- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions/review meetings. Management may require this more regularly where health circumstances change. There are more details about how the nursery deals with any health problems in the absence management policy.
- The nursery manager\*/owner\* will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy for further details
- Every member of staff will have meetings throughout year with the manager: a formal appraisal and some more informal Supervision. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2015</i>		<i>Annually</i>



## **Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary stage that commonly occurs between thirteen and twenty- four months of age. The safety of the children at the nursery is our primary concern. The Nursery's biting policy addresses the actions the staff will take if a biting incident occurs.

### **Children bite for many reasons:**

**Teething** – Swelling gums can be painful and cause discomfort, this can be relieved by biting.

**Exploration** – babies and children explore the world using their senses this can sometimes result in biting.

**Attention** – When children are in situations where they feel they are not receiving enough attention biting is a quick way of becoming the centre of attention.

**Frustration** – children can be frustrated by a number of things for example wanting to be independent but not having the vocabulary to express themselves clearly

### **The following procedures will be taken:**

- The biting will be interrupted with a firm "No...we don't bite!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be redirected into another environment.
- The wound of the bitten child shall be assessed and cold compress applied if needed. The parents of both children will be notified of the biting incident. Appropriate forms will be filled out.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- If we have a child who is biting on a regular basis we shall put a behaviour management program into place with the **full involvement** of the parents/carer. And may involve support agencies.
- If a child's recurring behaviour is having a negative impact on theirs or other children's nursery experience, after we have exhausted all areas of support and procedures we may have no choice but to re-evaluate if the nursery is able to meet the child's needs

Reviewed Jan 2016

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## **British Values**

The DfE have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The government set out its definition of British values in the 2011 'Prevent Strategy', and these values have been reiterated by the Prime Minister in 2014 and added to Ofsted inspection guidance in July 2014.

### **Promoting British Values at Leaps and Bounds.**

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

#### **Democracy**

We respect, listen to and act on children's and parent's voice. Children are Involved in making class rules and they are expected to contribute and Cooperate with them, taking into account the views of others.

#### **The Rule of Law**

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

#### **Individual Liberty**

A Leaps and Bounds nursery children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young children to make choices, to manage risks, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms and are given opportunities to resolve conflicts effectively.

#### **Mutual Respect**

At Leaps and Bounds we value all of our children and families. We celebrate our rich cultural and religious diversity and promote mutual respect. Children are modelled respect through caring, sharing and listening to others. Adults help children to understand how actions and words effect others. All children, including those with special educational needs and disabilities are valued for their individuality and supported to achieve their best. Children are taught that life is not the same for everyone and we support charities such as 'Red Nose Day', 'Children in Need', 'Shoe-Box Appeal'.

#### **Tolerance of those of Different Faiths and Beliefs**

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



our multi-cultural events.

We ensure that posters, displays, messages of welcome reflect the wide range of languages and cultures that we are fortunate to have in our school family. We monitor all forms of bullying and harassment and actively promote courtesy and good manners towards all. At Leaps and Bounds nursery, embedded in everything we do, is our determination to develop skills of empathy and tolerance to make everyone at our setting feel valued and respected.

Added Jan 2016

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## Tapestry Policy

### **Welfare Requirement: Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

### **Statement of Intent**

Leaps and Bounds Day Nursery use an online Learning Journey system (Tapestry); this allows staff and parents to access the information from any computer via a personal, password-protected login.

**Staff access** allows input of new observations and photos or amendment of existing observations and photos.

**Parent access** allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system are moderated by a member of the management team (**Edyta, Pauline, Christine**) before being added to the child's Learning Journey.

- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.
- The Learning Journey is started once the child has started Nursery. During the first term, entries will be made more frequently as staff get to know the children.
- In all written observations, other children will not be referred to by name.
- Staff will be provided with tablets to access Tapestry wirelessly while working. These tablets are for work use only and not allowed to be taken home.
- Tapestry is not used as a general communication tool between Nursery and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Parents may contact us through the usual channels for any other day-to-day matters, property, etc.



## **Security**

- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Photos and observation are not stored on the individual tablet or computer.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Staff can only access tapestry when someone from the management of the nursery is logged into tapestry.
- When a member of staff leaves the company their login is deleted.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Added Feb 2016