

# CHRIST CHURCH NURSERY

The Annexe  
Ingles Way  
Coolinge Road  
Folkestone  
Kent  
CT20 1ER

Telephone: 01303 244055



## SETTING POLICIES AND PROCEDURES

**Christchurch Nursery School (Folkestone) Ltd**

Registered Address: The Annexe, Ingles Way, Coolinge Road, Folkestone, Kent CT20 1ER

Email: [christchurch20@btconnect.com](mailto:christchurch20@btconnect.com)

Website: [christchurchnursery.co.uk](http://christchurchnursery.co.uk)

Company Number: 3869375



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## **ADMISSIONS AND SETTLING-IN**

It is our intention to make the setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures as detailed in our Diversity and Equality Policy.

### **Procedures**

#### *Admission*

- We ensure that the existence of the setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about the setting is accessible, in written and spoken form and, where appropriate, in different languages.
- We arrange our waiting list on a first come first served basis, taking into account date of birth and siblings of children already attending the setting. We call/email prospective parents inviting them to a registration visit.
- We describe the setting and its practices in terms which make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders.
- We have a registration checklist for practitioners to ensure important information regarding the setting is communicated to all prospective parents and carers.
- We describe the setting and its practices in terms of how we include individuals in the life of the nursery, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English as detailed in our Diversity and Equality Policy.
- We monitor the gender and ethnic background of children joining the nursery to ensure no accidental discrimination is taking place.
- We make our Diversity and Equality policy widely known.
- The Government funding is for the first 15 hours the child attends for the 38 weeks of the Kent County Council academic calendar, and up to 30 hours funded for 38 weeks for parents who are eligible and who have submitted their code to the office be verified.

#### ***Settling-In***

- Before a child starts to attend the setting, we provide parents with information about the setting during a registration visit. A prospectus is emailed out to the parents prior to the registration visit. A full policy booklet is attached to the FAMLY app for parent to locate and read if they wish. A registration form is completed fully and there must be at least 2 phone number for contact contacting on the form before a child can start.
- We allocate a key person to each child and his/her family before they are registered. The key person welcomes the family to the registration and shows the family around. The key person supports the parents completing the registration form, getting to know you form and funding declaration where needed. Key people can change if the child bonds with another adult
- We recommend a minimum of two play-visits to help with the settling-in process and to jointly decide the best way to help the child settle into the setting.
- We expect the parent/carer to stay on the premises for the play-visits, gradually taking time away from the child, increasing this as and when the child is able to cope. We expect the parent to work with us until their child can stay for a full session happily without them.
- We believe a child to be settled when they have formed a relationship with their key person and is also familiar with their surroundings, at ease with their peer group and participating in activities.
- Children can book the required sessions at the registration visit, but will only be allowed to attend for two sessions for the first week or two so the key person can assess for SEND. Or how the child can move forward to being left for 15+ hours.

**Date Adopted: 23/6/23 Review Date: 23/6/2025 Signed By: J Leigh**



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## ADMINISTERING MEDICATION POLICY

Although we believe sick children should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness. As far as possible, administering prescribed medicines will only be done where it would be detrimental to the child's health if not given in the setting.

The key person is responsible for the correct administration of medication to children whom they are the key person. This includes ensuring the medication form on the Family app has been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the secondary key person is responsible for the overseeing of administering medicines.

### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication and creams are administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines must be stored in their original containers, with the original prescription label and kept the child's personal box on a high shelf or in a locked tin in the fridge.
- Parents must acknowledge the medication details listed on the Family app prior to the medication being administered. No medication may be given without these details being provided:
  - Child's name, and Date of Birth
  - Name of, strength and possible side effects of medication
  - Storage instructions and expiry date
  - Dosage and times to be administered.
  - Acknowledgment from parent of medication form on the Family app.
- The administration is recorded accurately each time it is given on the Family app by the key person and then the parent can acknowledge it as been administered.

### *Long-term Medication*

*(Medication that is kept in the Nursery)*

- All procedures above are followed.
- After three months the parent must renew the consent for us to administer the medication, to ensure that the details are still correct.
- It is the responsibility of the designated First Aid person to renew the medication consent every three month's and check the expiry dates of the medication held on the premises.
- We ensure the spacers for the asthma pumps are cleaned and air-dried after every use by the designated First Aid person.

### *Storage of medicines*

- All medication is stored safely high on a shelf inaccessible to children or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a locked tin.
- The child's key person is responsible for ensuring medicines are handed back at the end of the session to the parent.
- If administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

### *Children who have long term medical conditions and who may require ongoing medication*

- An assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the SENCO alongside the key person. Other medical or social care personnel may need to be involved in the assessment.



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- Parents should also contribute to an assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. This should form part of the assessment.
- The assessment should include activities that may give cause for concern regarding an individual child's health needs and include arrangements for taking medicines on outings.
- Where appropriate, a healthcare plan for the child will be sort from the healthcare professional outlining.
  - The key persons role and information to be shared with other staff.
  - Measures to be taken in an emergency.
- If a healthcare plan is required, this must be in place prior to the child starting the setting.

## *Managing Medicines on outings*

- If a child with a long-term medical condition and/or medication is going on an outing, staff accompanying the child must include the key person, or another member of staff who is fully informed about the child's condition/medication.
- Medication for a child must be taken in a sealed container clearly labelled, along with the consent form/book and record sheet and on returning to the setting the record sheet must be signed by the parent.
- If a child on medication has to be taken to hospital, the child's medication must be taken in a sealed container clearly labelled and a copy of the consent form.

**Date Adopted: 23/6/23**

**Review Date: 23/6/25**

**Signed By: Jill Leigh**



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## **AGGRESSIVE OR ABUSIVE PARENTS**

At this setting we believe that we have a strong partnership with our parents and an open door policy to discuss any matters arising.

CCTV has been installed into the nursery to aid the safety of the children and practitioners. It allows us to view who is entering the building and what is happening in the outside areas. It keeps practitioners active in an area where practice is sometimes dropped. It also allows us to view accidents if they are missed by practitioners and also helps with risk assessing.

### **Procedure**

In the unlikely event that a parent starts to act in an aggressive or abusive way at the setting, our policy is to:

- Direct the parent away from the children and into a private area.
- Ensure that a second member of staff be in attendance, where possible whilst ensuring the safe supervision of the children.
- Act in a calm and professional way and ask the parent to stay calm and make it clear that we do not tolerate aggressive or abusive language or behaviour.
- Contact the police if the behaviour does not diffuse.
- Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately.
- An incident form will be completed detailing the time, reason and action taken.
- Management will signpost parents to further support if applicable.
- We do not tolerate aggressive or abusive parents. If we do experience this unwanted behaviour, we will follow our procedures written in our Parent's Code of Conduct policy.
- If this policy is not followed it may result in you and your child being withdrawn from our registration.

**Date Adopted: 23/6/2023**

**Review Date: 23/6/2025**

**Signed By: Jill Leigh**



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## BEHAVIOUR MANAGEMENT POLICY

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 of their behaviour, wellbeing and involvement.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the curriculum for promoting personal, social and emotional development.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the setting we aim to set boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both in their own environment and those around them. Restrictions to the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

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

### **Procedures**

We designate a member of staff who has overall responsibility for our curriculum for supporting personal, social and emotional development, including issues concerning behaviour.

- Our designated person is **Katie Blomfield**
- We require the named person along with each room leader to:
  - keep up-to-date with legislation, research and support changes to policies and procedures in the setting;
  - access relevant sources of expertise where required on promoting positive behaviour and act as a central information source for all involved;
  - attend regular external training events and ensure all staff have relevant in-service training or external training for behaviour management. We keep a record of staff's attendance at this training.
- We expect all members of the setting - children, parents, staff, volunteers and students to keep to the setting rules e.g. class room rules, parent code of conduct etc ; requiring these to be applied consistently.
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of, and respect, those used by members of the setting.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key person. We work with parents to address recurring,





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inconsiderate behaviour using objective observation records to help us to understand the cause and decide jointly on how to respond appropriately.

## *Strategies when children behave in unacceptable ways*

- We never use or threaten physical punishment, such as smacking or shaking.
- We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property, and when this happens it must be recorded on the appropriate form.
- We do not use techniques intended to single out and humiliate individual children in any way. Staff within the setting will re-direct the children towards alternative activities. Discussions will take place respecting their level of understanding and maturity. Time out is used and supported by adults for reflection on the unwanted behaviour.
- We do not shout or raise our voices in a threatening way to respond to children's inconsiderate behaviour.
- In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome.
- How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he/she has done. It may also include the child apologising for their actions if this concept is familiar to them, but it is not forced, this could include a cuddle or a gesture as well as /instead of, a verbal apology.
- Parents will be informed if their child is unkind to others or if their child has been upset. In all cases inappropriate behaviour will be dealt with in the setting at the time. Parents may be asked to meet with staff to discuss their child's behaviour so that if there are any difficulties we can work together to ensure consistency between their home and the setting. In some cases we may request additional advice and support from other professionals, such as an educational psychologist or child guidance counsellors.
- Children need to develop non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them. They need to be given opportunities to release their feelings more creatively. We encourage the children to say "Stop I do not like it" in order to tell others that they do not like their inconsiderate behaviour. This method is used by children and practitioners throughout the setting and is accompanied with the Makaton sign for stop.
- Confidential records, like ABC forms and behaviour tracking sheets, are kept and parents will be informed and asked to read and sign any entries concerning their child.
- If a child requires help to develop positive behaviour, every effort will be made to provide for their needs.
- Through partnership with parents and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions, individual strategies will be implemented. Sometimes a child has not settled in well and the behaviour may be a result of "separation anxiety".
- Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.
- In some cases, a plan may be put in place, in agreement with the parent, key person and behaviour management co-ordinator, with both preventative and management strategies to support the child. These will be reviewed termly.

## *Rough and tumble play*

Young children often engage in play that has aggressive themes – such as superhero and 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 mentioned in this policy.





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## *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. Hurtful behaviour for children under five is momentary, spontaneous and often without thought for the feelings of the person whom they have hurt.

## *Anti-Bullying*

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children’s feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want to recognise that certain actions are right and others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. It is characterised by intent to hurt, often planned and accompanied by an awareness of the impact of the bullying behaviour and usually occurs in children aged five years and over.

Any form of bullying is unacceptable and will be dealt with immediately. At our setting, all staff follow the procedure below to enable them to deal with challenging behaviour;

- Staff are encouraged to ensure all children feel safe, happy and secure
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child’s development and that it should be channelled in a positive way.
- Children need to be helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems other ways
- Our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or harmless it may seem
- Staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors and out
- Any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behaviour
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in nursery
- All concerns will be treated in the strictest confidence.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

**Date Adopted: 27/06/2023**

**Review Date: 27/06/2025**



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## CHILD PROTECTION AND SAFEGUARDING POLICY (INCLUDING ALLEGATIONS AGAINST STAFF)

Our setting will work with children, parents and the community to ensure the rights and safety of all the children in our care and to give them the best start in life. We safeguard and promote the welfare of all the children and young people entrusted to our care.

### Procedures:

The designated safeguarding lead who has overall responsibility for child protection practice is **Carly Smith** and is supported by **Paul Harding**.

The setting's designated safeguarding lead for child protection is responsible for:

- Co-ordinating child protection action within the setting;
- Liaising with other agencies;
- Ensuring the locally established procedures are followed including reporting and referral processes;
- Acting as a consultant for other setting staff to discuss concerns;
- Making referrals as necessary;
- Maintaining a confidential record system;
- Representing or ensuring the setting is represented at inter-agency meetings in particular Strategy Discussions and Child Protection Conferences, where possible.
- Managing and monitoring the setting's part in child care and child protection plans;
- Ensuring all setting staff have received appropriate and up to date child protection training;
- Liaising with other professionals.

As part of the ethos of the setting we are committed to:

- Maintaining children's welfare as our paramount concern;
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulty.
- Using learning at the setting to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Working with parents to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the setting's procedures and lines of communication;
- Monitoring children who have been identified as "in need" including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.
- Helping agencies to work together in taking a common approach to assessment and service planning.

### *What is child abuse?*

The Children Act 1989 refers to "Significant Harm" rather than abuse. However, abuse is any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and can occur in any family, in any society, regardless of social class or geographical location.



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Abuse falls into four main categories (the following definitions are from Working Together to Safeguard Children 2018):

## *Physical Abuse*

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## *Emotional Abuse*

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being made and/or include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## *Sexual Abuse*

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## *Neglect*

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The leaflet "Child Protection Guidelines for Early Years" which describes signs and symptoms of abuse is distributed to all staff.



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## *What may give cause for concern:*

- Bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby), etc.
- Any bruising or injury to a very young, immobile baby.
- Burns or scalds
- Bite marks
- Any injuries or swellings, which do not have a plausible explanation.
- Bruising or soreness to the genital area.
- Faltering growth, weight loss and slow development.
- Unusual lethargy.
- Any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn.
- A child whose play and language indicates a sexual knowledge beyond his/her years.
- A child who flinches away from sudden movement.
- A child who gives over rehearsed answers to explain how his/her injuries were caused.
- An accumulation of a number of minor injuries and/or concerns.
- A child who discloses something which may indicate he/she is being abused.

## *Responding to suspicions of abuse*

- Where such evidence is apparent, the child's key person completes a safeguarding form of any concerns and discusses what to do with the designated person. If there are serious concerns and the designated person is not available but immediate advice is needed then we contact the local Children's Social Services and/or Area Children's Officer (Safeguarding) details of which are on the leaflet "**Child Protection Guidelines for Early Years**" situated in the office. We co-operate fully in any subsequent investigation. In some cases this may mean the police or other agencies identified by the local Safeguarding Children's Board.
- The record should be signed and dated for future reference and stored in the incident folder kept in the office.
- If appropriate, the key person should share any initial concerns with the parent/carer about their suspicions/worries, as there may be a perfectly innocent explanation, and the parent/carers response should be commented on the record.

## *Concerns or uncertainties*

- If we have a concern about a child, which does not appear to justify a referral of suspected child abuse, but nonetheless makes us feel uncomfortable, following discussion with the designated person, we will contact either:
  - Area Children's Officer (Safeguarding) – see poster on office wall
  - Children's Social Services and ask for the Duty and Assessment Team for Children and Families stating we want "**A consultation with the Duty Social Worker on a child protection issue**"
- We have to give the child's name at this point and the Duty Social Worker will advise whether or not our concerns justify making a child protection referral.
- If the Duty Social Worker considers the child to be a "Child in Need" rather than a "Child at Risk of Significant Harm", we will make a referral to Children's Social **with the parent's agreement**.
- We recognise that families experiencing difficulties need to be given help and support and our influence and guidance in the referral process is very important.
- Where the family concerned is reluctant for Children's Social Services to be contacted, following discussion with the designated person, we will ask the parents/carer's permission to contact another relevant agency on their behalf e.g. Health Visitor. We will ensure the parent's permission is obtained and recorded.
- A referral to Early Help can be made if child does not make the threshold for Social Services



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## *Serious Concerns and Referral to the Local Authority Care Team*

- If we have a serious concern about a child and we;
  - suspect abuse;
  - do not get an explanation which we feel is consistent or acceptable from the parents/carer;
  - feel discussing the issue with the parents may put the child at further risk of significant harm;
  - think a criminal offence has been committed
- The designated person will contact Children's Social Services **immediately** asking to speak to the Duty and Assessment Team for Children and Families stating we want **"A consultation with the Duty Social Worker on a child protection issue"**
- If the designated person is not available then staff should speak to the most senior manager on duty.
- Children's Social Services are open Monday to Friday 9-5pm and can be contacted on 03000411111. The Out of Hours Social Services can be contacted on the same number.
- When making a referral the designated person will need to provide the following information when telephoning:
  - The name, address, date of birth, ethnic origin and gender of child
  - The names and contact telephone numbers of parents, and other carers or close family members if known.
  - The name, address and telephone number of the child's Doctor and Health Visitor if applicable
  - The nature of the injuries observed, and/or the reason for your concerns.
- We will follow up the telephone referral in writing within 24 hours by completing an inter-agency referral form, which are available from the Kent Safeguarding Children Board website. ([www.kscb.org.uk](http://www.kscb.org.uk)).
- Under Section 47 of the Children Act 1989, Local Authorities have a statutory duty to make enquiries where they have "reasonable cause to suspect that a child is suffering or is likely to suffer significant harm". The Children's Social Services carries this responsibility on behalf of the Local Authority.
- Once we have made the referral, the statutory responsibility to the child has been fulfilled.
- Social Services take all referrals seriously, and the needs of the child and family will be assessed, so that the appropriate enquiries are followed up and support can be put in place.
- Enquiries will be made to other professionals and the child's family.
- We may be included in these enquiries and may be part of the ongoing support for the child. Under Section 47 (9) all staff at the setting has a duty to co-operate fully with these enquiries if required to do so.
- The designated person or the child's Key Person should be invited to participate in any meetings set up for the child and for confidentially reasons any information regarding the referral will be given to us on a "need to know" basis only.

## **Internet access**

The Nursery has purchased 4 IPADS for the setting to assist the children in their learning and sharing skills. The usage of IPADS is strictly timed and monitored and always supervised by a key person; they are turned off and kept in a private storage space when not in use.

The WI-FI password is only given to visitors at the setting in specific circumstances, i.e.-a tutor assisting an apprentice with some work.

## **Female genital mutilation (FGM):**

FGM can happen to women and girls at any age before getting married or having a baby; some girls are babies when FGM is carried out.

FGM is illegal and must never be carried out either here or abroad; it is also illegal to help someone carry out FGM in any way.

Anyone found guilty of this faces up to 14 years in prison and may be fined.



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All staff will have training in this area.

## **Signs, symptoms and effects:**

A girl or woman who's had FGM may:

- Have difficulty walking, sitting or standing
- Spend longer than usual in the bathroom or toilet
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment or fear

## **What to look out for before FGM happens:**

A girl at immediate risk of FGM may not know what's going to happen; but she might talk about:

- Being taken "home" to visit family
- A special occasion to become a woman
- An older female relative visiting the UK

She may ask a teacher or another adult for help or she may run away from home or miss school. If you are worried a child is at risk of, or had had, FGM you must share this information with social care or the police; or email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

FGM is abuse and so if staff at Christ Church Nursery are worried about a child at our setting being at risk we shall also take the appropriate steps and involve the relevant authorities immediately.

## **Radicalisation**

**Under the Governments "Prevent duty" Christ Church Nursery has a duty to help to protect children from signs of radicalisation.**

The 'Prevent duty' states that 'protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

### **Signs of vulnerability**

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are number of signs that together increase the risk. Signs of vulnerability include:

- underachievement
- being in possession of extremist literature
- poverty
- social exclusion
- traumatic events
- global or national events
- religious conversion
- change in behaviour
- extremist influences
- conflict with family over lifestyle
- confused identify
- victim or witness to race or hate crimes
- rejection by peers, family, social groups or faith

## **Recognising Extremism**

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school





# Christ Church Nursery

- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, artwork or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others
- All staff are having training in this area.

We are very aware of **Breast ironing** or **Breast Flattening** in Pubescent girls and although this would not usually be seen in children aged two to five years, we need to be aware of it due to sibling safety. The child who is experiencing this may have abscesses, Cysts, Itching, Tissue Damage, Infection, Discharge of milk, Dissymmetry in Breast, severe fever, Disappearance of one breast.

## Allegations of abuse against Staff or Volunteers in the Setting

- If an allegation of abuse against a member of staff or volunteer is made, the designated person will be informed immediately who will report to the director and complete the form “**Recording Allegations or Complaints made against Staff**”. A copy of the form is kept in the office
- The designated person will contact the **Local Area Children’s Officer (LADO), details of which are held in the office.**
- The Area Children’s Officer (Safeguarding) will assess whether the allegation reaches the threshold for referral to the Police/Children’s Social Services and will advise us accordingly regarding further action to be taken in respect of the child and member of staff or volunteer.
- The designated person will **not** discuss the allegation with the member of staff or volunteer concerned, unless advised to do so by Area Children’s Officer (Safeguarding) or Children’s Social Services.
- All staff are made aware that it is a **disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.** If a member of staff or volunteer has any concerns they must speak to the designated person immediately.
- If Children’s Social Services and/or the Police decide to carry out an investigation, the member of staff or volunteer may be suspended whilst the enquiries are carried out. If this is the case, we will invoke the Company’s Disciplinary Procedure.
- We will not carry out an investigation **unless** Children’s Social Services and the Police decide it is not appropriate for them to do so. If we do carry out our own investigation, it will be in line with the Company’s Disciplinary Procedure.
- We understand that Ofsted may wish to undertake further investigations.

### *Independent Barring Board*

- Where a member of staff or volunteer is dismissed from the setting because of misconduct relating to a child or through association or concern about a judgement, we notify the Independent Barring Board administrators so that their name can be included on the list for the Protection of Children and Vulnerable Adults Barred List.

### **The legal framework:**

Children’s Act (1989, 2004, 2006)

- The Early Years Foundation Stage





# Christ Church Nursery

- Section 175 and 176 Education Act 2002, and related guidance including The Framework for the Assessment of Children in Need and their Families (1999)
- Working together to Safeguard Children (2010)
- Protection of Children's Act (1999)
- Data Protection Act (1998)...UKGDPR
- Safeguarding Vulnerable Groups Act (2006)

**Date Adopted: 23/6/23**

**Review Date: 23/6/25**

**Signed By: Jill Leigh**



# Christ Church Nursery

## COMPUTERS AND ELECTRONIC COMMUNICATIONS

### **Procedures**

#### E-mail and Internet Use

E-mail access is strictly forbidden by any member of staff other than the Management Team, due to the nature of the business, unless prior permission is obtained from the Director.

#### Internet

Due to all key persons using the Family App on an IPad the internet is in constant use. It is only to be used for the workings off the Family app and for no other reason

#### Personal Blogs

You are free to set up personal weblogs or “blogs” on the internet, provided they do not breach the law or disclose any of the company’s confidential information, breach copyright, defame the company or it’s suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.(UKDPGS)

#### Social Networking websites

The company respects employees have a right to a private life. However, the company must also ensure that confidentiality and its reputation are protected. It therefore requires that if members of staff use social networking websites to:

- refrain from identifying yourself as working for the setting or even that you are a nursery practitioner for fear of your own safety and being targeted by on line paedophiles
- ensure you do not conduct yourself in a way that is detrimental to the setting; and
- take care not to allow interaction on these websites to damage working relationships between members of staff and service users of the setting.

If a practitioner finds themselves in a situation where they can be associated to a person who should not be near children, due to former convictions/investigations of violence, abuse or drugs, then they should speak to their Line Manager, Setting Manager or Director as soon as possible, so the local authority Child Protection team can be contacted for support. It will be seen as Gross Misconduct if it is known if a practitioner is withholding vital information.

The Nursery has purchased 4 IPADS for the children in the setting to assist the children in their learning and sharing skills. The usage of IPADS is strictly timed and monitored and always supervised by a key person; they are turned off and kept in a private storage space when not in use.

The WI-FI password is only given to visitors at the setting in specific circumstances, i.e.-a tutor assisting an apprentice with some work.

#### Telephone Use (including Mobile Telephones)

The company provides its employees with access to the telephone for work-related purposes. It is the policy of the company that mobile telephones are not to be used during working hours and must be locked away in a secure place at the start of the staff’s working session. However, if there is an urgent personal call that you need to make, then staff will be able to use the settings telephone or use their personal mobile, but this must be put back into the locker straight away, provided that this does not interfere with their work, nor take up an unreasonable amount of time. Staff will need permission from the Director or the most senior member of staff on duty.

#### Cameras

It is the policy of the company that personal cameras are not to be used in the setting. If photographic evidence is needed to aid children’s learning and development then only the settings Ipads can be used.

#### Smart watches

The company forbids the wearing of smart watches and any other electronic devices by staff members and will ask parents not to use these whilst in the nursery



# Christ Church Nursery

## Monitoring

The company reserves the right, but not duty, to monitor any and all aspects of its electronic resources. This includes data, email and electronic storage systems. The company also reserves the right for business and security purposes to audit and monitor information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. The company also reserves the right to retrieve the contents of any employee communication in these systems.

**Failure to comply with any of the above procedures is a serious matter and will be dealt with in accordance with the Company's disciplinary procedure.**

Date Adopted: 23/6/23

Review Date: 23/6/25

Signed By: Jill Leigh



# Christ Church Nursery

## **CHILDREN WITH ALLERGIES, WHO ARE SICK OR INFECTIOUS**

We promote the health and wellbeing of the children in our care by requesting details of any known allergies, preventing contact with allergenic substances and through preventing cross infection of viruses and bacterial infections.

### **Procedures for Children with Allergies**

- When parents start their children at the setting they are asked if their child suffers from any known allergies, the nature of the allergic reactions and any medication required. This is recorded on the registration form and a list of children with allergies is kept in the nursery and on the Family app.
- Parents and medical professionals train staff in how to administer special medication in the event of an allergic reaction.
- All staff are trained in administering medication.

### **Procedures for children who are sick or infectious**

- If a child appears unwell during the day – has a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the key person calls the parent or main carer and after discussion with the parent or main carer, we may ask them to collect the child, or send a known carer to collect them on their behalf. The key person will also message the parent on the Family App and a sick form is completed and submitted for the parent to acknowledge on the child's profile on the Family App
- If a child has a temperature (above 37°C), they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.
- Temperature is taken using a digital thermometer on their forehead. The thermometer is kept in the office and is sterilised after use each time.
- In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed.
- We recommend parents take their child to the doctor before returning them to the nursery; the nursery can refuse admittance to children who have a temperature, sickness and diarrhoea or contagious infection or disease in order to prevent cross infection.
- After sickness and diarrhoea parents are asked to keep children home for 48 hours or until a formed stool is passed as recommended by the Health Protection Agency.
- If a child is poorly with a childhood disease then the nursery googles the up to date exclusion times to prevent cross infection

### *Reporting notifiable diseases*

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on the advice given by the Health Protection Agency.

### **Body fluids procedure**

- Viruses, including HIV, Hepatitis A, B and C are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective gloves and aprons are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and bagged for parents to collect.



# Christ Church Nursery

- Spills of blood, urine, faeces or vomit are cleared using paper towels and/or “Emergency” and any cloths used are disposed of with the clinical waste. The area is cleaned using a mild disinfectant (Milton Fluid).
- Tables and other furniture, furnishings or toys affected with blood, urine, faeces or vomit are cleaned using a mild disinfectant (Milton Fluid).

## Nits and head lice

- Nits and head lice are not an excludable condition, although we will speak to parents regarding treatment of continuous infestations.
- On identifying cases of head lice, a message is placed on the Family app informing all parents and asking them to treat their child if they are found to have head lice.
- In extreme cases if no preventative action has been taken by the parent after advice from the key worker we may exclude the child until the treatment has been carried out as per our policy.

Date Adopted: 23/6/2023

Review Date: 23/6/25

Signed By: Jill Leigh



# Christ Church Nursery

## CHILDREN'S SAFETY AND SECURITY

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### Procedures

#### *Children's personal safety*

- Adults sometimes supervise children on their own and are given a walkie talkie to aid communication. Each adult is responsible for ensuring their walkie talkie is in good working order and kept on them at all times.
- The indoor and outdoor areas are available to the children simultaneously for the majority of the day and staff must ensure that all areas are adequately supervised at all times.
- Whenever children are on the premises at least two adults are present.
- Staff must ensure that children are adequately protected from extremes in weather i.e. sunhats and suncream in hot weather and appropriate clothing and footwear when wet.
- We ensure children understand how to keep themselves safe and others safe by adults using activities to help them learn about safety and talk with them about how accidents can happen by encouraging;
  - Children not to open the gates, doors or go into unrestricted areas by using red hand visual aids.
- We ensure that children's concerns are taken seriously by treating the children with respect, valuing their views and feelings and listening and responding positively to every child. Adults ensure that children learn about the boundaries of acceptable language and behaviour.
- We ensure all staff and parents are clearly informed of the settings responsibilities and policies regarding safeguarding children. The child protection and safeguarding policy is readily accessible and includes detailed steps on what to do if we are worried about child abuse and what to do if an allegation is made against adults in the setting. The policy is reviewed annually.
- If we are worried about a child's appearance or behaviour we will talk to the child's parents or main carer. We will keep written records of our worries. These records will be kept confidential to nursery staff and we will show them to the child's parents or main carer and ask them for their comments.
- If we are seriously worried about a child we may ask the advice of the Duty Officer at Social Services about our concerns. If this happens we will advise the child's parents or other carer at the same time, unless there is a situation where to do this would put the child at more risk.
- We operate efficient recruitment and vetting procedures to ensure all adults are suitable to work with or to be in regular contact with children. All adults will be interviewed by an interview panel, including the Director and will request references from people asking if they know whether the adult is safe to work with children. All adults within the setting will have an enhanced DBS checks to ensure they have not committed a violent offence or hurt children in the past. All new members of staff will have an induction and regular mentoring to ensure they are suitable to be working with children.
- We ensure the majority of adults within the settings are fully qualified and properly trained to look after children. Students and volunteers are not permitted to ever be in sole charge of a child/children or take children off the nursery site without a qualified member of staff.
- We ensure the majority of adults within the settings have current training in child protection, health and safety and paediatric first aid.
- **The parents must have at least 2 telephone numbers at all times that the nursery can use to contact someone due to the child have an accident or in an emergency. If this is not possible at any time, then the child cannot start.**



# Christ Church Nursery

## Security

- Systems are in place for the safe arrival and departure of children.
- The times of children's arrivals and departures are recorded on the Family app by the child's key person. If a child arrives after the normal entry times the staff member who meets the child is responsible for entering their arrival time in the register.
- The registers are double checked at the beginning of the session and before any outings to ensure everyone present is signed in.
- The arrival and departure times of adults, including staff, volunteers and visitors are recorded on the Family App or the Visitors Book situated in the office.
- The main gate is closed and locked at 9.10am and 12.10pm to ensure children cannot get off the premises
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We have effective measures to ensure the premises are secure and children are only collected by authorised persons. We ensure children's details are updated regularly. Key Persons must ensure that prior arrangements have been given by the parent of the child who is leaving the premises with an adult other than the parents. A password should be received as often as possible. (Other people's word should not be taken as gospel). If there is any doubt the parents will be rung to ensure permission has been given to the parent collecting to collect
- We do regular risk assessments to highlight potential hazards both inside and outside of the settings. All resources are checked to ensure children do not play with damaged or broken equipment. All outings are well planned and a risk assessment is done prior to the outing.
- We inform parents or carers of all accidents. Where appropriate we record details of the accident on the Family App, which documents the child involved, the nature of the incident and the treatment given. If necessary, parents or other carers will be contacted as soon as possible and they will need to acknowledge the accident form on the Family App
- If a child arrives with an injury sustained elsewhere, we will ask the parents/carers for an explanation. This could be recorded on the existing marks form and the parents/carers will be asked to sign the record if it is felt necessary or a child is known to Social Services already
- We have emergency evacuation procedures in place, which are displayed in every room for all staff and parents. We have regular emergency evacuation drills, which include the children, so everyone knows what to do in case of an emergency and to ensure the procedures are kept up to date. We keep records of every emergency evacuation drill.
- The personal possessions of staff and volunteers are securely stored during the sessions and use of mobile phones whilst in the building is prohibited.
- We encourage an open door ethos, to enable staff to talk to senior managers if they have concerns about the conduct of any of their colleagues. See the Whistle Blowing Policy for full details.
- CCTV has been installed for both children and Practitioner's safety and will be used to investigate if and when accidents occur. Any abusive parents will be reported to the Police.

It is very important to follow the above rules for the safety and welfare of the children and staff. Failure to comply with the above procedure is a serious matter and will be dealt with in accordance with the Company's disciplinary procedure

Date Adopted: 14/07/2023

Review Date: 14/7/2025

Signed By: Jill Leigh





# Christ Church Nursery

## COLLECTION OF CHILDREN POLICY

We ensure that all children within the setting are collected by an authorised adult\* at the end of a session/day. In the event that a child is not collected by an authorised adult then we will put into practice agreed procedures to ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child in order to cause as little distress as possible and to reassure parents/carers who are unavoidably delayed, their child will be properly cared for.

### Procedures

- Parents of children starting at the setting are asked to provide specific information which is recorded on our Registration Form including:
  - Home address and telephone number. If parents do not have a telephone number, an alternative number must be given;
  - Place of work, address and telephone number (if applicable)
  - Mobile telephone number (if applicable)
  - Names and addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
  - Who has parental responsibility for the child;
  - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or their usual place of work, they must inform the office and record how they can be contacted in the Diary.
- On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person(s) who are authorised to collect their child on the registration form.
- On occasions when parents or the person normally authorised to collect the child are not able to collect their child, they must inform the office or key person by the Family App and we agree with parents how the identification of the person collecting their child will be verified. This is recorded in the Diary and passed on to the child's Key Person. Parents must set a password which will be recorded in the office diary and passed on to the Key Person, and must be said by the person collecting before the child can leave the setting.
- Parents are informed that if they are not able to collect their child as planned, they must inform us so that we can begin to take back-up procedures. We inform parents that, in the event that their children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises, we will apply our procedures as set out in our Uncollected Child Policy.
- Any adult collecting a children must be regarded as in a fit state to safely care for a child and not be intoxicated with any substance, including alcohol and drugs
- *\*An adult will be regarded as a person 16 years of age or over. If a child is to be collected by a person under the age of 16, the parent **must** provide written consent and give details of the name, age and relationship to the child of the person collecting their child. The parent must specify that they are aware the person is under the age of 16 and they (the parent) will accept full responsibility for that person collecting their child.*

Date Adopted: 14/07/2023    Review Date: 14/07/2025

Signed By: Jill Leigh

Print Name: Jill Leigh



# Christ Church Nursery

## COMPLAINTS POLICY

Our setting believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our nursery and will give prompt and serious attention to any concern about the running of the nursery. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired results we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our nursery to a satisfactory conclusion for all parties involved.

### **Procedure**

#### *Stage one*

- Any parent who has a concern about an aspect of the setting's provision, talks over, first of all their concerns with their child's Key Person. Parents are always welcome to speak directly to the Director or senior management team if they wish.
- Most complaints should be resolved amicably and informally at this stage.

#### *Stage two*

- If this does not have a satisfactory outcome, or if the problem reoccurs, then the parent moves to this stage of the procedure by putting the concerns in writing to the Director of the setting.
- The setting stores written complaints from parents in an appropriate file in the main office.
- When the investigation into the complaint is completed, the Director meets with the parent to discuss the outcome.
- When the complaint is resolved at this stage, the details are recorded on the settings complaint form.

#### *Stage three*

- If the parent is not satisfied with the outcome of the investigation, they request a meeting with the Director. The Director will seek the advice of OFSTED at this stage of the procedure and advise the parent accordingly.
- The parent may have a friend or partner present if required and the Director should have the support of a colleague present.
- An agreed written record of the discussion is made as well as any decision or action to take as a result. All the parties present at this meeting must sign the record and receive a record of it.
- This signed record signifies that the procedure has been concluded. A copy of the record is stored in an appropriate file in the main office.

#### *Stage four*

- If at stage three's meeting the parent and Director can not reach an agreement, an external mediator is invited to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the actions so far and suggest further ways in which it might be resolved.
- A member of staff or a volunteer from the Pre-School Learning Alliance maybe an acceptable person to be invited to act as a mediator.
- The mediator keeps all discussions confidential and they can hold separate meetings with either party if this decides to be helpful. The mediator keeps an agreed written record of any meetings that are held and any advice they give.

#### *Stage five*

- When the mediator has concluded their investigation a final meeting between the parent and Director is held. The purpose of this meeting is to reach decision on the action to be taken to deal with the complaint. The mediators advice is used to reach this conclusion.



# Christ Church Nursery

- A record of this meeting, including the decision on the action to be taken is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

## *The role of the Office for Standards in Education, Early Years Directorate (OFSTED) and the Local Safeguarding Children Board*

- Parents may approach OFSTED directly at any stage of this procedure. In addition where there seems to be possible breach of our registration requirements it is essential to involve OFSTED as the registering and inspection body with a duty to ensure Welfare Requirements of the Early Years Foundation Stage are adhered to. The address and telephone number of OFSTED is:

*OFSTED  
National Business Unit  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD*

*0300 123 1231*

- These details are displayed on our nursery notice board.
- If a child appears to be at risk, we follow the settings Safeguarding and Child Protection procedures and may seek the support of the Local Safeguarding Children Board.
- In these cases, both the parent and setting are informed that the Director works with OFSTED or the Local Safeguarding Children Board to ensure a proper investigation of the complaint followed by any appropriate action.

## **Records**

- A record of complaint about our setting and/or the children and/or the adults working in our setting is kept, including the date, the circumstances of the complaint and how the complaint was managed.
- A setting complaint form is available, and the outcome of all complaints will be recorded.

**Date Adopted: 14/07/2023**

**Review Date: 14/07/2025**

**Signed By: Jill Leigh**



# Christ Church Nursery

## CONFIDENTIALITY AND RECORD KEEPING POLICY

*Definition* “Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others”.

In our setting, staff and managers can be said to have a “confidential relationship” with families. It is our intention to respect the privacy of children and their parents and carers while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We make parents aware of our statutory requirements to share confidential information with external agencies. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act 2018 (UK DPGS) and the Human Rights Act.

### **Procedures**

#### *Confidentiality*

- We always check whether parents regard the information they share with us to be regarded as confidential or not.
- Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has “confided” in.
- Information shared between parents and staff in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents when we need to record confidential information beyond the general personal information, for example, with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact or correspondence with external agencies in relation to their child.
- We keep all records securely.

#### *Record Keeping*

To ensure that all those using and working in the nursery can do so in confidence we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about other children.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child’s needs. Staff induction includes an awareness of the importance of confidentiality.
- Any concerns/evidence relating to a child’s personal safety are kept in a secure and confidential file and are shared with as few people as possible on a need to know basis.
- Personal information about children, families and staff is kept secure on a database or in files kept in a manned office which is locked when empty and is only accessible to Christ Church Nursery employees. The managers hold the key to draw and password to computer
- Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions. All personnel files are kept in a locked filing cabinet.
- All students and volunteers are advised of our confidential policy and asked to sign a declaration.
- Any student, staff member or voluntary member breaking confidentiality will be subject to the Company’s Disciplinary Procedure.

Date Adopted 14/07/2023

Review Date: 14/07/2025

Signed By: Jill Leigh



# Christ Church Nursery

## EQUALITY AND INCLUSION

Our nursery is committed to providing equal opportunity and anti-discriminatory practice for all children and families. These include race, religion or belief, sexual orientation, disability, age, gender reassignment, sex, disability, marriage and civil partnership, pregnancy and maternity, all of the mentioned are protected under the Equality Act 2010. Different types of discriminatory practice include:

- Direct discrimination
- Discrimination by association
- Discrimination by perception
- Indirect discrimination
- Harassment
- Third party harassment
- Victimisation
- Dual discrimination

### **We aim to:**

- Provide a secure environment in which all our children can flourish and in which all contributions are valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about different ethnic groups and people with disabilities.
- Improve our knowledge and understanding with issues of equality and diversity.
- Make inclusion a thread that runs through all the activities in our nursery.

### **The legal framework for this policy is:**

- The Equality Act 2010

### **Procedure**

Our nursery is open to all members of the community on completion of a registration form.

- We advertise our service widely which allows us to meet all members of our society and provide information in a clear and concise language whether in spoken or written form.
- We have staff who speak some languages other than English and we can use Google translate to help us if needed
- We do not discriminate against a child with disability or refuse any child entry into our nursery, but we will assess the child's need and alter sessions where necessary to meet the needs and safety of the child
- We ensure all parents are made aware of our Equality Policy.

### *Employment*

- Posts are advertised and all applicants are judged fairly. The applicant who best meets the criteria is offered the post subject to references and checks by the Disclosure and Barring Service.
- We monitor our application process to ensure it is fair and accessible.
- We do not ask job applicants questions about health issue until they are employed by the company and then employees complete a health declaration and any reasonable adjustments in their working environment will be made to full incorporate them into the setting
- We follow a pay structure that is fair and equal for all employees and allows for open discussion by employees about their pay



# Christ Church Nursery

## *Training*

- We seek training opportunities for all staff and volunteers to enable them to develop practices which enable all children to flourish and regularly review our practices to ensure we are fully implementing our policy for Equality.

## *Curriculum*

The curriculum offered in this nursery encourages children to develop positive attitudes to people who are different from themselves. It encourages children to empathise. We do this by:

- Making children feel valued and good about themselves.
- Ensuring that children have equal access to learning.
- Reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotyped images in the selection of materials.
- Celebrating a wide range of festivals which are relevant to the children in attendance.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities.
- Ensuring that children who's first language is not English have full access to the curriculum and are supported in their learning.

## *Valuing diversity in families*

- We welcome the diversity of family life and work with all families.
- We encourage children to contribute stories of their everyday life.
- We encourage parents/carers to take part in the nursery life and contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offers.
- We work in partnership with parents to ensure the medical, cultural and dietary needs of the children are met.
- We help children learn about a range of food, cultural approaches to meal times and to respect the differences among them.

**Date Adopted: 14/7/2023**

**Review Date: 14/07/2025**

**Signed By: Jill Leigh**

**Print Name: Jill Leigh**





# Christ Church Nursery

## FIRE SAFETY POLICY

We ensure our premises present no risk of fires by ensuring we have the highest possible standard of fire precaution procedures to help us to protect the safety and wellbeing of our children, staff and visitors.

### **Procedures**

- All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.
- Staff are expected to co-operate fully in complying with any fire precaution and evacuation procedures.
- All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead.
- Staff must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

A Fire Officer will be appointed and authorised to complete specific duties and any additional fire safety training will be given.

- A nominated member of staff will be responsible for completing a General Fire Assessment each term with the full risk assessment and the results recorded in the Risk Assessment Folder.
- The Fire Evacuation Procedure is clearly displayed in each room.
- Fire Officer is responsible for ensuring the Fire Evacuation Procedure is practised at least every term, the results being recorded in the Fire Drill Report Folder.
- All employees will receive training and instruction on all of the fire evacuation procedure during their induction and will be recorded on the Induction Checklist and kept in their personnel file.
- All fire exits and emergency routes are to be kept clear at all times. These routes will be properly signed and fitted with relevant standard fire doors.
- The premises will have appropriate fire fighting equipment, detectors and alarms which conform to BSEN standards. The fire equipment maintenance will be carried out on an annual basis by KCC and records will be kept in the Health and Safety File. Fire and smoke alarms are tested weekly
- All electrical equipment will be maintained in accordance with the manufacturer's instructions. Electrical equipment maintenance testing will be carried out on an annual basis and records kept in the Health and Safety File. Any faulty or damaged electrical equipment should be taken out of use until it has been repaired and tested.
- This policy forms part of all employee's conditions of employment. Failure to comply with it may be treated as a disciplinary matter.
- The fire and smoke alarms is tested weekly.
- The fire alarm will be tested for children to get used to the sound, in term 1 the alarm will be sounded weekly and no action taken, and from term 2 it will be sounded termly on different days and action to be taken.

*The Fire Drill Report Folder must contain*

- Date and time of the drill
- How long it took
- Whether there were any problems that delayed evacuation
- Any further action taken to improve the drill procedure.

**Legal Framework** Regulatory Reform (Fire Safety) Order 2005





# Christ Church Nursery

## FIRE EVACUATION PROCEDURE

- In the event of an emergency the Person in Charge must always take full responsibility, this will be the most senior member of staff on duty.
- When the fire alarm sounds, all the children should be asked to stop what they are doing immediately, and staff should escort them and any visitors or students to the nearest emergency exit following the fire signs on the walls which indicate the direction of the nearest exit from each area/room

### **<NEAREST EMERGENCY EXIT>**

- When exiting the building:
  - The most senior member of the team, must check the toilets on their way out, if safe to do so
  - Remain calm and ensure the children stay together and exit in an orderly fashion.
  - The key persons must take their iPads with them and numbers board must be taken out by an adult assigned to the nursery room at the time
  - Once out in the playground the children need to line up in their key groups ready to be counted
  - The most senior member of staff must collect the phone and visitors' book and take these items with them as they exit the building and when everyone is present adults must identify any person who is missing
  - As staff members exit the rooms, they must ensure doors are closed behind them and any doors they pass are closed
  - The Deputy Manager will check the app for numbers
  - When the fire Office arrives at the assembly point, they must be informed if there is anyone missing from the assembly point and who it maybe.
- **Children with SEND will have PEEP's written for them by the SENCO and these will be shared with all staff and files in the appropriate folder**
- **The assembly point is: the school playground in front of the hall that has fake grass**

### **CHRISTCHURCH SCHOOL PLAYGROUND NEAR THE MAIN SCHOOL BUILDING**

- The most senior member of staff will telephone the Fire Brigade on 999 (or 112).
- In a real-life situation, staff and children must line up as far away from the building as possible (near the school hall)
- Once the fire brigade arrive the most senior member of staff will report to them what they know and indicate if we believe anyone is in the building. The Fire brigade will deal with managers only so there is no confusion all other adults assist the children in staying calm and safe
- Staff should not re-enter the building until they are told it is safe to do so.
- Once the building is safe and we can enter the building again The most senior member of the team will place a news feed on the Family App explaining what has happened, reassure the parents and ask them to collect their child.
- Parents will be notified by the director on a daily basis when the nursery will be safe to re open

**ALL STAFF MUST ENSURE THE REGISTER AND WHITE BOARD IS KEPT UP TO DATE AT ALL TIMES!**



# Christ Church Nursery

Date Adopted: 14/07/2023 Review Date: 14/07/2025 Signed By: Jill Leigh

## **FIRST AID**

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult.

### **Procedures**

- Every three years Christchurch Nursery School (Folkestone) Ltd employs a qualified first aid instructor to train all staff in paediatric first aid.
- Certificates gained are held in the qualifications folder in the office at Christ Church Nursery.
- Our first aid kit complies with the Health and Safety Regulations 1981 and are checked once a term by a designated member of staff and re-stocked as necessary.
- Each room houses its own first aid box and they are all easily accessible to the adults but out of reach of the children.
- At the time of admission to the setting parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval or give the reason why permission has not been granted.
- Minor injuries will be treated by a qualified first aid practitioner. For more serious injuries an informed decision will be made to seek treatment from a medical professional. Depending on the seriousness of the injury, either the emergency services will be called or the child will be taken to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

### *Dealing with bodily fluids)*

We always take precautions when cleaning wounds involving blood, as some conditions e.g. hepatitis can be transmitted by blood and other bodily fluids.

- Disposable gloves and aprons must be worn and any spillage of blood (or other bodily fluids) must be wiped up with disposable cloths and neat sterilising fluid. Emergency should be used for vomit only.
- Cloths and solution must be carefully disposed of immediately after use.

### **Legal Framework**

- Health and Safety (First Aid) Regulations (1981)

Date Adopted: 14/07/2023 Review Date: 14/07/2025 Signed By: Jill Leigh



# Christ Church Nursery

## FOOD AND DRINK POLICY

The setting regards snacks and mealtimes as an important part of each session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack. We aim to provide nutritious food, which meets the children's individual dietary needs.

### **Procedures**

- Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs on the child's registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure our records of their child's dietary needs, including any allergies, are up to date.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parents' wishes.
- The parents provide the minimum of a piece of fruit per session to give to the children for their snack.
- Parents provide 1 piece of fruit per session their child is in attendance.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of religious groups to which children and parents belong, and of vegetarians and vegans and about food allergies. We take account of this information in the provision of food and drinks and details are displayed in the room.
- 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 his/her diet or allergy.
- We support children to develop good hygiene practices e.g. washing their hands before eating meals and cooking/handling food
- 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 which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.
- We have fresh water available throughout the day for the children; we inform the children about how and where to obtain the water and they can help themselves to this at any time of the session/day. Milk is provided at snack time. For children who drink milk, we provide semi-skimmed pasteurised milk.
- We have rules about children sharing and swapping their food with one another in order to protect children with food allergies.
- Staff are aware that they do not clean the tables until all the children have finished their meal or snack and have moved away. This is to prevent children from inhaling any chemicals from the cleaning products.
- Registered providers must notify Ofsted of any food poisoning affecting two or more children. Notification can be made as soon as reasonably practicable, but in any event within 14 days of the incident. Failure to do this is committing an offence.



# Christ Church Nursery

## *Packed lunches*

- Children bring their own food at lunchtimes and we store their lunchboxes in refrigerators located either in the room or in the kitchen adjoining the room.
- We encourage parents to provide healthy lunches with healthy fillings, fruit and milk based desserts such as yoghurt or crème fraiche. We discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes and biscuits.
- We provide children with plates, cups and cutlery
- We ensure Key Persons sit with their children as often as possible to eat their lunch so that the mealtime is a social occasion.
- We put any uneaten food (with the exception of yoghurts etc) back into the lunchbox, so that parents are aware of what and how much their child has eaten.
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## **Legal Framework**

- Regulation (EC) 852/2004 of the European Parliament and of the Council of hygiene and foodstuffs

**Date Adopted: 14/07/2023**

**Review Date: 14/07/2025**

**Signed By: Jill Leigh**



# Christ Church Nursery

## HEALTH AND SAFETY – GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children are cared for and learn. We provide information, training and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within the setting for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

### **Responsibility**

Responsibility for Health and Safety in the setting is that of **Paul Harding, (Manager.)**

The Director, Jill Leigh has overall and final responsibility for this policy being carried out.

All employees have the responsibility to co-operate with senior staff and the Director/Manager to achieve a healthy and safe setting and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the senior member of staff on duty.

Daily contact, staff meetings and weekly managers meetings provide consultation between management and employees, this will include health and safety matters.

### **Aims and objectives**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the setting
- Establish and maintain safe working procedures amongst staff and children
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the setting, to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe setting and safe entry and exit from it
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the setting premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the setting
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- Maintain a safe environment for those with disabilities and ensure all areas of the setting are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- The company expects all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.



# Christ Church Nursery

We believe the risks in the setting environment to be low and we will maintain the maximum protection for children, staff and parents. The setting will:

- Ensure adequate public liability and employer's liability is in place and certificates are clearly displayed
- Ensure all entrances and exits from the building, including fire exits, remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Prohibit smoking on the setting premises and ensure staff/visitors adhere to the no smoking policy
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Prohibit running inside the premises.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the setting
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Ensure there are adequate adult to child ratios at all times
- Ensure children sleeping are checked regularly and the monitoring system is on.
- Ensure no student is left unsupervised at any time.
- Ensure faulty equipment is removed from use and repaired if possible.
- Ensure hot drinks are consumed in the office or staff room only. No canned drinks, sweets or crisps are kept or consumed in the nursery rooms (except for lunchtimes only).

## Health and safety training

Person responsible for monitoring staff training is Jill Leigh:

Area	Training required	Who
Paediatric First aid	In house training/course	All staff
Safeguarding/Child protection	In house training/course	All staff and students
Risk assessment	In house training	All Nursery Practitioners
Fire safety procedures	In house training	All staff and students

All staff on premises MUST hold a full and current paediatric First Aid certificate.



# Christ Church Nursery

## Health and safety procedures

- All staff are responsible for general health and safety in the setting
- Risk assessments will be conducted on all areas of the setting, including rooms, activities, outdoor areas, resources and cleaning equipment
- All planned outings away from the setting will include a prior risk assessment – details are included in our outings policy
- All equipment and areas will be checked thoroughly by staff before children access the area. These checks will be recorded in each room and initialled by the staff responsible. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water
- The setting will adhere to Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
- All staff and students will receive appropriate induction training in all areas of health and safety which will include risk assessments, and fire safety
- We have a clear accident and first aid policy to follow in the case of any person in the setting suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the setting. This is to be shared with all staff, students and parents
- All health and safety matters are reviewed informally on an ongoing basis and formally at staff meetings or when something changes. Staff will be notified of any updates and once the whole policy booklet has been updated it will be uploaded on to the website and parents will be notified the revised booklet can be accessed from the web site
- Staff are able to contribute to any policy through the regular meetings held at the setting.
- All animals visiting the setting are free from disease, safe to be with children and do not pose a health risk.
- All staff follow good personal hygiene routines and encourage the children to adopt the same routines themselves.
- The setting is cleaned daily and regular checks are made in the toilet areas. The nappy changing facility and potties are cleaned after every use.
- The children's equipment, dressing up clothes and furnishings are cleaned regularly.

## Daily Safety Checks

Safety checks must be carried out daily on the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas and recorded to show any issues and solutions.

All staff should be constantly aware of the setting environment and monitor safety at all times.

## Risk assessments

The setting carries out written risk assessments termly. These are regularly reviewed and cover potential risks to children, staff and visitors at the setting. When circumstances change in the setting, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment, dependent on the nature of this change.

All nursery practitioners are trained in the risk assessment process to ensure understanding and compliance. All planned outings away from the setting are individually risk assessed. Further details are included in our Outings Policy.





# Christ Church Nursery

Risk assessments document the hazard, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, the timescale for each action and who is responsible for what action.

## Electrical equipment

- All portable electrical equipment is checked annually by a qualified electrician
- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level
- Electrical sockets are all risk assessed and appropriate safety measures are in place to ensure the safety of the children.

## Mains information

Locations of:

- Water stop tap: *Front playground*
- Gas point: *Boiler Room in the Court Yard*
- Fuse box: *1. Hallway next to Kindergarten outside girls toilet 2. Staff Kitchen/Utility Room*
- Main electricity box: *Cupboard next to the school store room*

## Dangerous substances

All dangerous substances including chemicals MUST be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

## Room temperatures

- During working hours, the temperature in all indoor workplaces must be reasonable.
- There's no law for minimum or maximum working temperatures, eg when it's too cold or too hot to work.
- However, guidance suggests a minimum of 16°C or 13°C if employees are doing physical work.
- There's no guidance for a maximum temperature limit.
- Employers must stick to health and safety at work law, including:
- keeping the temperature at a comfortable level
- providing clean and fresh air
- Employees should talk to their employer if the workplace temperature isn't comfortable.

## Water supplies

- A fresh drinking supply is available to all children, staff and visitors
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

## Gas appliances

- All gas appliances are checked annually by a registered Gas Safety Register engineer
- Carbon monoxide detectors are fitted.

## Legal Framework

- Health and Safety at Work (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

Date Adopted: 14/07/2023

Review Date: 14/07/2025

Signed By: Jill Leigh

Print Name: Jill Leigh

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# Christ Church Nursery

## HEALTH AND SAFETY - ACCIDENTS AND INCIDENTS

Accidents and incidents can be very distressing for anyone involved. We follow these procedures to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the setting

### **Procedures for Accidents**

*Location of accident file: **Main Office***

- The Accident File will be kept for at least 21 years

### **Children**

- The person responsible for recording the accident on the the Famly app is the person who witnessed and treated the child to ensure the reporting is a true account. They must record it on the Accident Form found on the app and send it to the parent for it to be acknowledged by the parent. All practitioners are first aid trained and must inform the key worker to the child of the accident.
- Where medical treatment is required for more serious injuries, the Person in Charge will seek treatment from a medical professional and notify the parent(s) as soon as possible
- The Person in Charge will report any accidents of a serious nature to Ofsted and follow the guidelines for the reporting of accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Person in Charge will report accidents of a serious nature to the Registered Person (Jill Leigh) for investigation or for further action to be taken

*Transporting a child to hospital*

- Depending on the severity of the injury either the emergency services will be called, or the child will be taken to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary. If the injury is severe, an ambulance will be called immediately. Designated staff members are permitted to transport the child to the nearest "walk-in" centre in a private vehicle where appropriate to the nature of the injury to do so and providing relevant car insurance is in place.
- Whilst waiting for the ambulance, the parent(s) will be contacted, and arrangements made to meet them at the hospital
- The Key Person or a senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately
- Practitioners should remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

### **Adults**

- The person responsible for reporting accidents is the member of staff who witnesses the accident. They must record it on an Accident Form and report it to the Person in Charge. This should be done as soon as the accident has been dealt with, whilst the details are still clearly remembered.
- Minor injuries will be treated by a qualified paediatric practitioner.
- Where medical treatment is required for more serious injuries, the Person in Charge will seek treatment from a medical professional.
- The Person in Charge will report any accidents of a serious nature to Ofsted and follow the guidelines for the reporting of accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Person in Charge will report accidents of a serious nature to the Registered Person (Jill Leigh) for investigation or for further action to be taken

*Transporting an adult to hospital*



# Christ Church Nursery

- Depending the severity of the injury either the emergency services will be called or the adult will be taken to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary. If the injury is severe, an ambulance will be called immediately. DO NOT attempt to transport the adult in a private vehicle.
- Whilst waiting for the ambulance, the next of kin will be contacted and arrangements made to meet them at the hospital
- A senior member of staff should accompany the adult and a member of the management team must also be informed immediately.

## Procedures for Incidents

We understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for.

*Location of Incident File: Main Office*

- The Incident File will be kept for at least 4 years
- Incidents may include;
  - Fire, flood, gas leak or electrical failure;
  - Break in, burglary, theft of personal or settings property;
  - Abduction or threatened abduction of a child
  - Attack on a member of staff or parent on the premises or nearby;
  - Any racist incident involving staff or family on the setting's premises;
  - Death of a child or adult;
  - Child going missing;
  - Child entering the setting with an injury/concern;
- If any of these incidents impact on the ability of the nursery to operate, we will contact parents via the Family app.
- The person responsible for reporting incidents or near misses is the member of staff who witnesses the incident.
- All incidents will be managed by the Person in Charge and all staff will co-operate with any emergency services on the scene. Any incidents that require evacuation will follow the Emergency Evacuation Procedure. All incidents will be dealt with taking into account the effect on the safety, health and welfare of the children and staff in the nursery.
- The Person in Charge has access to telephone numbers for emergency services, including local police, gas and electricity emergency services, carpenter and plumber.
- The Person in Charge must record details of the incident on an Incident Form
- The Person in Charge will report any incidents of a serious nature to Ofsted and follow the guidelines for the reporting of accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Person in Charge will report incidents of a serious nature to the Registered Person (Jill Leigh) for investigation for further action to be taken

## Legal Framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

**Date Adopted: 14/07/2023    Review Date: 14/07/2025    Signed By: Jill Leigh**



# Christ Church Nursery

## MISSING CHILD

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the Outings procedure and Children's Safety and Security procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, the following procedure must be followed;

### **Procedures**

#### ***Child going missing from the premises***

- As soon as it is noticed that a child is missing, the key person/staff alerts the most senior manager on premises, who then will notify the Director.
- The most senior manager on premises will carry out a thorough search of the building and outside areas and CCTV will be checked.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security, whereby a child could wander out.
- If the child is not found within 5 minutes, the parent is contacted, and the missing child is reported to the police.
- Staff keep calm and do not let the other children become anxious or worried.

#### ***Child going missing on an outing***

- As soon as it is noticed a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate area but does not search beyond that.
- The most senior manager on premises contacts the Director immediately to report the incident.
- The most senior manager on premises contacts the police and reports the child as missing.
- The most senior manager on premises contacts the parent, who makes their way to the setting. The setting is advised as the best place, as by the time the parent arrives, the child may have been found and returned to the setting.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The most senior manager on premises may be advised by the police to stay at the venue until they arrive.

### **Investigation**

- The most senior manager on premises talks to the staff to find out when and where the child was last seen and records this.
- The most senior manager on premises contacts the Director and reports the incident.
- The most senior manager on premises, together with the Director speaks with the parent(s) and police.
- The Director and/or most senior manager on premises carry out a full investigation taking written statements from all the staff in the setting or who were on the outing.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- Ofsted must be contacted and informed of the incident.
- The insurance provider is informed.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this or seek further support where necessary
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.
- Staff must not discuss any missing child incident with the press without taking advice.



# Christ Church Nursery

## OUTINGS POLICY

As part of their learning and development, children at the nursery undertake a range of local outings including walks and visits etc. off the premises. Permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance the learning opportunities inside the nursery environment and extend play opportunities for children.

Outings are an added danger for all concerned and extra care and vigilance is needed by all. All outings must be carefully planned and the following policy fulfilled exactly.

### Procedures

#### *Prior to the Outing*

- **Risk Assessment.** Children must be kept safe on outings and the setting must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. For planned outings into the wider community, a member of staff must do a written risk assessment the day before and discuss the assessment with the Health and Safety Officer before the outing goes ahead.
- **Plan Ahead!** For planned outings written permission will always be obtained from parents before taking children on trips. All outings must be written in the diary. This will ensure nothing else is planned during this time ensuring full adult staff availability.
- **Adult Ratio.** The following adult ratios must be adhered to:
  - 1:2 if holding hands with an adult
  - 1:3 if one child is in a pushchair

This may mean that volunteers may need to be called upon such as parents and it is the responsibility of the group organiser to enlist this help.

- **Responsible Person.** A minimum of two staff members, one of which should be a Manager must accompany all outings. If this is not possible due to staff shortages, etc., then the outing must be cancelled.

#### *The Outing:*

- **Registers.** The registers must be checked before an outing. Always count the children and tick their names in the register to ensure everyone present is included and no-one is left behind.
- **Preparation.** All children must be suitably dressed for an outing; if this is not possible then the outing must be cancelled. Pushchairs must be allocated to as many adults as possible, this will allow two children (one on each side of the pushchair) to make up a 1:3 ratio. Adults must be totally responsible for the assigned children for the whole duration of the outing. This will allow management to determine who is responsible for each child's welfare.
- **Outward Journey.** This must be at a child's pace and performed in a safe manner keeping a close distance between the beginning and end of the group to and from the destination. When walking to and from event, keep together and remember other members of public will need to use the path.



# Christ Church Nursery

- **First Aid.** All staff are now paediatric first aid trained
- **Refreshments.** If necessary, pack a bag with refreshments for the children.
- **Consent Slips.** Ensure you take the Registration form for each child as this contains the emergency contact details and consent to medical treatment for each child on the trip.
- **Medication.** Ensure you have medication with you for children who may require it, e.g., inhalers.
- **Constant Checking.** Children must be counted at regular intervals during the outing and especially when:
  - Leaving nursery.
  - Arriving at proposed area.
  - During time at proposed area.
  - When leaving proposed area.
  - Arriving back at nursery.
- **Return Journey.** This must be performed in the same safe manner as the outward-bound journey. Make sure you return to the nursery by the time stated.
- **Incident.** Any mistakes/incidences during the time of the outing must be reported to the Person in Charge immediately, so appropriate action can be taken.

It is very important to follow the above rules for the safety and welfare of the children and staff. Failure to comply with the above procedure is a serious matter and will be dealt with in accordance with the Company's disciplinary procedure.

All staff are expected to attend outings as representatives of the setting and therefore fulfil their job description by providing a good educational experience within the local community.

**Please remember you are representing the nursery and its reputation whilst you are off the premises you must be professional at all times**

Date Adopted: 21/7/2023

Review Date: 21/7/2025

Signed By: Jill Leigh





# Christ Church Nursery

## PAYMENT OF FEES POLICY

We require all parents to pay their fees promptly to ensure the setting remains sustainable and can continue to deliver a high quality service to all children.

### Procedures

#### Collection of Fees

- Fees can only be collected from parents by authorised staff in the office, these are;  
Director  
Manager  
Deputy Managers
- The authorised person will accept the fees, and enter the details on the Family database and tick the box to send a receipt .
- Staff should not accept envelopes containing fees and inform parents that fees must be taken to the office. This is to safeguard members of staff from being accused of not passing fees to the office.
- Staff must only speak to the adults responsible for paying their child's fees.
- Refund of fees or transfer of funding can only be made at the Director's discretion.

#### Payment of Fees

- **Fees are calculated on a weekly basis and must be paid in full by the end of the week or a month in advance. A weekly £5.00 charge will be added for late payment of fees to a maximum of £50 outstanding when all wrap around hours will be removed from the child's booking**
- **Fees are payable in all cases of absence, including notified absence;**
- **If parents want to change sessions this can be arranged by speaking to a member of the office staff who will check there are spaces available (unfortunately swapping sessions during the week as a one off arrangement is not permitted).**
- Fees can be paid by cash or by card on the Family app.

#### Late Pickup Charge

- We reserve the right to charge parents for the whole hour if they pick their child up late after the end of the morning session.
- Children collected after 3.10pm will be charged £5.00 for every five minutes the child remains on the premises.

#### Fees Outstanding

- Parents who owe fees from the previous week, will be advised by a member of staff that they must go to the office, before their child is allowed in, to bring their account up to date. Parents will be asked to make an arrangement to pay the outstanding fees, plus the current weeks' fees. **Failure to keep to the arrangement will result in their child being refused entry for their wrap around hours until the debt is cleared.**
- If there are outstanding wrap around fees on your child's account at the end of every term, the child's place will be cancelled for the follow term until all fees are paid, only then will the Free Early Education funding be re-instated but no wrap around hours will be replaced
- **If at anytime you are experiencing problems with paying fees, please speak to a member of the office staff, before the embarrassment of having your child being refused entry.**
- 
- **Date Adopted: 21/7/2023 Review Date: 21/7/2025 Signed By: Jill Leigh**





# Christ Church Nursery

## PLAY POLICY

Christchurch Nursery understands and values the importance of play in the overall development of young children. Through play they learn about the world around them.

Christchurch Nursery aims to provide a safe and secure environment where children can play with practitioners who support and progress their learning. Opportunities will be made for the children to make choices for themselves and to experience spontaneous, unplanned activities, such as rain and snow, allowing them to splash in puddles, get wet and messy. At a reasonable cost a nursery uniform can be purchased to protect your child's clothes from being ruined.

Christchurch Nursery understands and implements the Early Years Foundation Stage (EYFS). This document is in the nursery and available to parents on request.

All practitioners are fully qualified and have the responsibility of ensuring that children are allowed to play and to learn the following skills whilst enjoying themselves:

- Exploration
- Investigation
- Discovering
- Creativity
- Practicing
- Rehearsing
- Repeating
- Revising
- Consolidation of knowledge already gained.

Christchurch Nursery has ample space for children to explore and play in. Exploration and play take place within a free flow environment which means children will be exposed to certain risk factors that may cause accidents, for instance access to steps. Teaching children the skills to keep themselves safe, to calculate their own risk management and understand choices have consequences, are all important skills to learn for later life.

The garden is open all day whatever the weather and is used extensively as an outside classroom. Staff are creative and use household materials to enhance learning of self discovery, curiosity and interest, these include:

- Jelly
- Cornflour
- Water play
- Shaving foam
- Rice and pasta
- Icing and other resources of cooking
- Natural materials like corks, leaves, mud
- Household equipment like saucepans, wooden spoons, whisks

If you would like to discuss any element of the play policy, please feel free to speak to your key person or a member of the management team.

**Date Adopted: 21/7/2023**

**Review Date: 21/7/2025**

**Signed By: Jill Leigh**



# Christ Church Nursery

## SPECIAL EDUCATIONAL NEEDS & DISABILITIES

We provide an environment in which all children, including those with special educational needs and disabilities, are supported to reach their full potential.

- We have regard for the DfES Special Educational Needs & Disabilities (SEND) Code of Practice (2014).
- We ensure our provision is inclusive to all children with special educational needs/disabilities.
- We can provide 1:1 practitioners when Special Education Needs Inclusion Fund (SENIF) is awarded, to help support parents and children with special educational needs/disabilities.
- We identify specific needs of children with SEND 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.

### **Procedures**

**• We have space for 5 children a week with complex SEND and SEND children are divided to different key people and only 1 child attend a session**

- We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give his/her name to the parents. Our SENCO is Paul Harding.
- We ensure that the provision for children with SEND is the responsibility of all members of the setting
- We ensure that our inclusive admissions practice ensures equality for access and opportunity
- We ensure that our physical environment is as far as possible, suitable for children with disabilities.
- We work closely with parents of children with SEND to create and maintain a positive partnership
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professionals involved with children with SEND and their families, including transfer arrangements to other settings and schools.
- We provide a broad, balanced and differentiated curriculum for all children with SEND.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We use a system of planning, implementing, monitoring, evaluating and reviewing Targeted Plans for children with SEND.
- We use a system of record keeping of the assessment, planning, provision and review for children with SEND.
- We have systems in place for supporting children via a Graduated Response, Statutory Assessment and the Education Health and Care Plans.
- We provide resources (human and financial) to implement our SEND policy.
- We ensure the privacy of children with SEND when intimate care is being provided.
- We provide an in-service training for practitioners and volunteers.
- We ensure the effectiveness of our SEND provision by collecting information from a range of sources, e.g., Targeted Plan reviews, staff and management meetings, parental and external agencies' views, inspection and complaints. This information is collated, evaluated and reviewed annually.
- We refer children to LIFT, SALT, NHS care co-ordinate team and the Local Inclusion Forum Team, for SLTS Interventional Support.
- We follow and use best practise guidance to assess levels of need and we source appropriate support.
- A Personal Plan is created once the child is known to outside agencies and reviewed every term
- We provide a complaints procedure.

Date Adopted: 21/07/2023 Review Date: 21/7/2025

Signed By: Jill Leigh

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# Christ Church Nursery

## SMOKING & VAPING POLICY

We comply with health and safety regulations in making our setting a non-smoking/ non vaping environment, both indoors and outdoors.

### Procedures

- All staff, parents and volunteers are made aware of our non-smoking policy.
- We display no-smoking signs
- Staff who smoke do not do so during working hours. Unless on a break and off the premises, completely away from the setting and school grounds.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues by:
  - Washing hands after smoking.
  - Ensuring staff uniform is covered whilst smoking.

Non-compliance of this policy will result in the company disciplinary procedure being followed.

**Date Adopted: 21/07/2023**

**Review Date: 21/7/2025**

**Print Name: Jill Leigh**



# Christ Church Nursery

## TOILETING AND NAPPY CHANGING

No child is excluded from participating in our setting, who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.

We make sure that we work with parents towards toilet training and make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate those children who are toilet training and those children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of the adults.

### Procedures

- Where possible the Key persons undertake the changing of young children in their key groups; buddy key persons change them if the key person is absent, or unable to attend to the child at that particular time.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Parents bring their own nappies, nappy sacks and wet wipes. Parents should provide a minimum of two sets of clean clothes in case of accidents.
- Medication for nappy rash can only be administered if it has been prescribed by a General Practitioner and signed in the medication book. If necessary, parents can put Sudocream in their child's nappy prior to them starting their session.
- Gloves and aprons are put on before changing starts and the changing area is prepared.
- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it.
- Children must be encouraged to wash their hands and have soap and hand towels to hand. Children must be encouraged to put their used paper towels in the waste bin provided.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about "nappy contents".
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies. If a key person has any concerns they must report it to their immediate line manager.
- Older children access the toilet when they have the need to and are encouraged to be independent. Children are encouraged to let adults know that they are going to the toilet.
- If a child is to use a potty, the parent must bring one in, clearly named and this must be used for that child only. After use the potty must be thoroughly cleaned and sterilised and left on the child's peg in a carrier bag.
- Nappies and pull-ups are disposed of hygienically by putting in the nappy bin provided. Cloth nappies and ordinary knickers and pants that have been wet or soiled are bagged for the parent to take home.
- Key persons must ensure the changing mat is wiped down with antiseptic spray after use.
- Staff check the toilets on a regular basis throughout the day to ensure the toilet area is clean and hygienic.

**If young children are left in wet or soiled nappies, pull ups or clothes in the setting, this may constitute neglect and will be dealt with in accordance with the company's disciplinary procedure.**

Date Adopted: 21/7/2023

Review Date: 21/7/2025

Print Name: Jill Leigh



# Christ Church Nursery



# Christ Church Nursery

## UNCOLLECTED CHILD POLICY

We inform parents that we apply our safeguarding/child protection procedures in the event that a child is not collected from the setting by an authorised adult within one hour after the child's booked session has finished or the setting has closed and staff can no longer supervise the child on our premises. This ensures the child is not abandoned or forgotten and is cared for safely by experienced and qualified practitioners who are known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

### **Procedures**

If a child is not collected at the end of the session then we follow the procedures below:

- The diary is checked for any information about changes to the normal collection routines.
- If no information is available, parent/carers are contacted at home or at work to establish where they are, what time and who will be collecting.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Registration Form, are contacted by the app
- If contact is made and the questions above are answered then the setting will continue to care for the child with the usual nursery fees applied ( £5.00 for every 5 mins over) Parents will be given 2 chances to comply with our session times before the charges are introduced.
- If there is still no contact to parents/carer after 1 hour of the child's registered session being completed then the DSL will contact the Kent Area Safeguarding team for advice and follow there instruction

If a child is not collected at the end of the day and the nursery is closing, then we follow the procedures below

- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or on the database record, unless prior arrangements have been made and a password given.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures below:
- We contact our local authority children's social services care team or the 03000411111 or on email [socialservices@kent.gov.uk](mailto:socialservices@kent.gov.uk) and fill in a KELSIE request support form.
- The child stays at the setting in the care of two fully-vetted members of staff (one must be on the Management Team), until the child is safely collected, either by the parents or by a social care worker.
- Social Care team will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded.
- Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff at a rate of £5.00 per 5 minutes after 3.00pm.
- Depending on the circumstances, we may inform Ofsted.

**Date adopted 21/7/2023**

**Review date 21/07/2025**

**Signed by: Jill Leigh**



# Christ Church Nursery

## LEARNING POLICY

At Christ Church Nursery School we believe that high quality learning in early childhood enables children to become life-long learners and will assist them in reaching their full potential. We follow the curriculum as set out in the Statutory Framework for the Early Years Foundation Stage, Dec 2021 (DfE).

- Every Child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships**.
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and/or carers.
- **Children develop and learn in different ways and at different rates.**

When planning and guiding children's activities, we expect practitioners to reflect on and take account of the different ways that children learn, referred to in the Statutory Framework as the 'Characteristics for Effective Learning' which are detailed as:

- **Playing and Exploring** - children investigate and experience things, and 'have a go'.
- **Active Learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- **Creating and Thinking Critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

At Christ Church Nursery we believe that in order to learn children need:

- to feel happy, healthy and secure
- to be autonomous and independent - making decisions and choices for themselves
- to be respectful of themselves, others and the resources and environment they share
- opportunities to be active and inquisitive learners with the confidence to explore and take risks.

We want children to be:

- confident to communicate their needs, ideas and feelings
- inquisitive and independent in exploring and experimenting

We believe that in order for adults to teach they need to:

- be nurturing and responsive to the needs of the children, families and communities they work in and with
- be knowledgeable about child development and eager to extend their own learning
- be confident to share their knowledge and expertise with others
- recognise and value each individual child's experiences, interests and abilities.

We expect all adults to:

- be responsive and sensitive to children's needs and motivations
- be reflective and willing to learn
- value each other, all children as individuals and their families
- provide opportunities that promote independence and confidence.

Your child's key person will:

- plan and evaluate all activities to ensure we are meeting children's needs and following their motivations
- listen and respond to children's talk and ideas
- observe, record and assess children's progress, development and achievements
- work closely and cooperatively with each other, parents and other professionals
- evaluate the impact of our practice as part of our Nursery school monitoring process.

**Date policy adopted: 21/7/2023 Review date: 21/7/2025 Signed Jill Leigh**





# Christ Church Nursery

## LOCKDOWN POLICY

Christ Church Nursery follows the guidance given by the Kent County Council Education Safeguarding Service for Early Years settings on Lockdown Procedures. The guidance is to help Christ Church Nursery consider how best to ensure the safety of children, parents and staff in the event of a local threat or emergency which may result in the Nursery being placed into 'lockdown'.

Our existing emergency procedures for handling emergencies involve evacuation of the premises as they are focused on an event happening in the building. However, in some situations, it is likely that the advice will be to stay put (lockdown) rather than evacuate the premises.

The recognisable lockdown signal that all staff can identify with and take immediate action will be the words **CODE RED.**

Lockdown of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

### **Review your existing emergency procedures and add to them if necessary.**

Christ Church Nursery will follow any advice for managing emergency situations issued by Folkestone & Hythe District Council and Kent County Council.

Christ Church Nursery will:

- Have our "lockdown policy" accessible to parents on our web site/app
- Share information with parents to advise them of the actions the Nursery will take in the event of a 'lockdown' and what parents should do.
- Make sure all staff are aware of their role during 'lockdown'
- Contact parents as soon as possible via text or phone message as soon as lockdown is announced, and we are sure the situation is not a false alarm. We will advise parents as follows:
  - **Due to an incident, we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.**

If an emergency happens the setting manager must act quickly to assess the likelihood of immediate danger.

In most cases the assumption should be that it is safer to stay put and place the Nursery into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions given.



# Christ Church Nursery

## **Upon alert to lockdown**

- Stay calm.
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions. Close curtains and blinds where possible.
- Stay away from windows and doors
- Stay low and keep others calm,
- Tune into a local TV or radio station for more information
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, staff are to remain where they are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

## **Be alert:**

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

## **Following the lockdown**

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.

## **Managing parents**

In the event of an incident, it is inevitable parents will want to come to the setting and collect their children immediately. Following the advice from Kent County Council we must discourage parents from doing so, until the emergency services give the all clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police. We will make it clear to parents that we will be acting on the advice of the emergency services and that they should also.

Giving information to parents during 'lockdown', we will use the existing systems in place for sending group messages, this will be in the form of a group text message and via the Nursery Facebook page.

Parents are discouraged from ringing the setting directly for further updates during 'lockdown'; it will be vital the Nursery phone lines remain clear.

## **Threat levels:**

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.



# Christ Church Nursery

[www.gov.uk/terrorism-national-emergency/national-emergencies](http://www.gov.uk/terrorism-national-emergency/national-emergencies)

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency calls to the police, call 101.

**Adopted 21/7/2023   Reviewed 21/7/2025   Signed Jill leigh   Named Jill Leigh**



# Christ Church Nursery

## Sleep Policy and Procedures

Christchurch nursery believes that every child has the right to sleep if they feel tired. We will lay the child down where there is as little distraction as possible, so as they can rest and sleep in a safe atmosphere.

Our Procedures for laying down children to sleep will be as follows:

1. Children will only be put down to sleep who show signs of being tired and not if parents request their child to sleep, as Nursery is an exciting place and children get upset if we lay them to sleep when they want to play.
2. We will not keep children awake at the request of a parent as children have a right to sleep if they are tired.
3. If a child falls asleep, we will wake them up after 30 minutes, so it does not interfere with their nighttime routine. If the child is unwell, we will wake them up when the parent/carer collects
4. We will provide a rest area for the children to lie down peacefully and provide a soft mattress and clean bedding and a comfort toy, for example a teddy, if they would like one.
5. All bedding used by individual children is washed after each use and the mattress wiped clean using antibacterial fluid before another child uses it.
6. Sleeping children must be checked regularly, every 5 minutes, to ensure they are ok and safe.
7. The sleep recording page on the app must be completed fully

The National Children's Bureau, 2012, mentions "getting enough sleep is vital for our Physical, Mental and Emotional development" and that "sleep is as important to our bodies as food"

**Adopted 21/7/   Reviewed 11/02/2023   Signed Jill Leigh   Named Jill Leigh**