

HOME FARM



DAY NURSERY

Policy Document

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POSITIVE RELATIONSHIPS

MISSION STATEMENT

“Home Farm provides high quality care in a safe, caring, stimulating environment. Encouraging children to develop into confident successful individuals”

ARRIVALS AND DEPARTURES

Home Farm recognise that leaving a child at nursery can be initially upsetting for both the child and parent and that even children who have settled quite happily may later have an ‘off day’ or be upset by something which has happened at home.

- Each child and his/her parent/carer will be given a warm welcome on arrival by their key person or another member of the room staff. The parent/carer must ensure that the child is handed over to their key person or a member of staff within the room and pass on any relevant information ie how they have been.
- The parent/carer must ensure that if food is brought in, it is clearly labelled. Food can be stored in a fridge in the staff kitchen (refer to food handling policy.)
- Children will not be allowed into nursery before 7:30am and must be collected by 5:30pm (refer to late collection policy.)
- Under no circumstances will a child be allowed to leave the nursery unless it is with a previously identified and authorized adult whom the person having care of the child has given written permission to do so (refer to answering the door.)
- Home Farm is aware that there is no legal minimum age allowing siblings (or other children) to collect children from nursery. However we would not recommend any person under the age of 16 years collects from the setting and parents must agree to this. Staff may refuse to release a child from nursery if they feel it is appropriate under child protection guidelines (refer to child protection policy)
- Each child’s arrival and departure must be recorded on the registers in rooms.

KEY PERSON

The role of the key person is to be responsible for their key children’s care and development. Planning of activities and learning is based on the needs and next steps of their individual children. Key persons are responsible for ensuring that the child has consistency throughout the day. The parent must be aware of their child’s key person (refer to settling in procedure) and the nominated staff member must work closely with the parent, ensuring that all individual needs are met. The key person will be responsible for the child’s development records. They will also complete a two year old check for parents to put into their child’s red development folder and a transition report on children leaving for school. Key person lists and photographs are displayed in each room on the parent boards.

LATE COLLECTION

We appreciate that occasionally the situation may arise where parents are late collecting their children from the setting. As soon as the nursery is notified by a parent that they are going to be late collecting, every effort will be made to ensure that the child/ren are reassured and well cared for during this time by nursery staff. In the event that children are collected after nursery closing time it is necessary that two members of staff remain on site, one of which must be suitably qualified to a level three status. Parents should be reminded that if they are aware that they will not be able to pick up their child before the booked time, they are to source alternative solutions before contacting the nursery. In the event of non collection and no contact from parents, we will follow safeguarding procedures (refer to child protection policy).

SECURITY

Parents or persons authorized to collect will use the door buzzer and intercom system when dropping off or collecting their child. Nursery staff must identify the person collecting a child. If they are uncertain or do not recognise the person they should ask for identification and leave them outside whilst checking. If they are still in doubt they must speak to the manager/deputy, who will check with the child's parent/carer that they are allowed to collect the child (refer to answering door policy).

All staff are to ensure that all doors are closed behind them, especially the front door to prevent breeches of security. All visitors must sign the visitor book when entering the nursery and photo identification must be produced by all visitors. If identification is unsatisfactory, the visitor is to remain outside whilst checks are made. Anyone who appears to have wrong intentions towards gaining access must be reported to the manager/proprietors.

The front door key code used by the staff will be changed approximately every three months or if a staff member leaves the nursery.

EMERGENCIES

In the event of a child becoming seriously unwell whilst at nursery, the manager/deputy will endeavor to contact the parents, arrange for the child to be collected from nursery and seek medical advice. In the event that the child's parents were unable to be contacted the manager/deputy will call for medical support.

In the event of an adult becoming seriously unwell whilst in or around the nursery premises, staff will call for help and follow basic first aid as necessary. If needed call 999 for an ambulance. If a member of staff is seriously unwell, the manager/deputy will endeavor to ring emergency contact details supplied by the member of staff.

In the event of a poisonous substance being in the air, all windows and doors would be closed and children kept inside. The person in charge would phone for medical support and then contact the children's parents to inform them of the situation.

In the event of an intruder gaining entrance to the nursery, the person in charge would immediately telephone the Police and endeavor to contain the person away from the children and the staff. OFSTED would then be informed of the situation.

Any persons unauthorized to collect a child will not be permitted to enter the nursery. Any persons falsely posing as a professional body would be reported to OFSTED and to the Police immediately.

Emergency Medical Procedure - Home Farm ensures that parent wishes are respected regarding medical treatment in their absence.

- When a child becomes unwell due to an accident such as a serious bleed or broken limb. Call **999 for an ambulance**.
- Tell the operator where you are calling from and that you need an ambulance.
- Ensure that the children within the room of the unwell child are removed calmly to allow medical team to do their job.
- First aid treatment should be continued until the help arrives.
- Ensure there is a member of staff to open the door for the ambulance crew.
- Child's parents/carer to be contacted and informed.
- Qualified member of staff will go to hospital with the child if necessary.
- Ensure the member of staff going with the child to hospital takes registration form to ensure parents wishes are respected with medical treatment in their absence.
- Ensure you have details from staff looking after the child to what happened, how they have been during their time that day with you, as this will help the doctor.
- Staff member to stay with the child until parent arrives or the parent is happy you are leaving.
- Accident/incident report form to be completed by staff members.
- Report accident to OFSTED at the earliest time in writing.
- RIDDOR procedure needs to be followed (refer to RIDDOR policy)

DOCUMENTATION

At Home Farm we aim to assist all children to help attain their potential. To assist in this, individual records of each child's achievements are maintained, indicating their progress and areas needing development. We also maintain other records necessary for the smooth running of the nursery, including fire drills, attendance, staff personnel files, environmental health, risk assessment and health and safety checks.

Children's Records

- When a child is first registered the parents will complete a registration form. This includes all the basic family details, parental responsibility, legal contact, medical information, general consents, emergency medication, photographic permission and other information designed to help staff understand the child's particular needs. These documents will be stored in a lockable filing cabinet in the nursery office.
- The child's key person will take regular photographs of their key child's development along with making regular observations. This information will be recorded within the child's 'learning journey' and profile pathway throughout their time in nursery. These are then given to the parent when the child leaves the nursery. Key persons will also complete a two year old check with parents, to put into their child's red development folder and a transition report on children leaving for school/pre school.
- The following records are kept on each child- Registration form, pathway profile and learning journey, transfer records, two year old check, government funding parent declaration and record of claim, correspondence between nursery and parent, correspondence from other agencies relevant to each child, observation forms, medication forms, accident/incident reporting forms.
- Staff are not permitted to discuss children's records with anyone other than other nursery staff, the individual child's parent/carer, OFSTED, or relevant professionals such as a speech therapist with parental consent.
- Parents have access to their own children's records.
- Records must be made available to the OFSTED inspector (on-site).
- Where there are child protection concerns, other issues of confidentiality may be over-ridden in the best interests of the child.

All children's records will be archived and kept after they leave the nursery. Parents/carers will be given their child's learning journey, pathway profile and transfer record when they leave.

COMPLAINTS AND CONCERNS

Home Farm acknowledges that from time to time complaints or concerns may be raised. They will all be treated seriously. All written complaints will be investigated and complainants notified of the outcome of the investigation within 28 days of having received the complaint.

Complaints and concerns verbally raised by parents or staff are recorded on a complaints form, available from the office. The manager or deputy addresses them. If necessary the manager will telephone the OFSTED helpline to report the complaint if it is of a more serious nature. The proprietor must also be informed. A nursery complaints log must be made available to OFSTED. A named complaints form will be stored on the child's file.

Staff from the Early Years and Childcare Service (EYCS) are invited to the nursery when advice or support is needed. The advice given is considered and implemented if appropriate.

When an OFSTED inspection takes place any areas for improvement are addressed in an action plan and then implemented. The action plan will be written by the proprietor /manager in conjunction with all staff and the EYCS.

Praise from parents or outside persons will be given directly to the staff concerned.

Feedback from parents is gained from the following:-

- Daily verbal communication via personal contact or email
- Open evenings
- Questionnaires

Remember there is usually a solution so always discuss issues straight away. If a parent has a grievance about the nursery they should firstly discuss with the key person if appropriate, secondly discuss with the nursery manager or deputy. Finally if you do not feel issues have been resolved you should contact:

Proprietors

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CONTINGENCY POLICY

Children's registers and staff rotas will be completed by management on a weekly basis to ensure suitable staff deployment. There is a list of nursery staff contacts which can be used for staff absence and emergency cover.

When staff breaks are taken the manager/deputy will relieve staff to ensure ratios are maintained.

Staff will stagger their lunch times between 12:00-2:00pm.

Staff may be asked to work additional time at the beginning and end of their shift to ensure ratios are always met.

Contingency Arrangements

- Contact part time staff to ask if they can cover extra hours required.
- Deputy or manager/proprietor will work within the nursery if staff not available.
- Check daily registers and if possible re deploy staff and children in the nursery, ensuring correct ratios are maintained.
- Contact an agency and arrange suitable cover.

POLICY AND PROCEDURE REVIEW

Home Farm Nursery has a working policy document clearly defining the professionalism of the nursery. All nursery staff are trained to and agree to work to these policies initially on appointment and then as it is amended and reviewed.

Newly appointed members of staff will work with qualified employees who have worked at the nursery for at least three months. They are then able to assess if new staff fully understand the document.

Nursery policies and procedures will be reviewed annually by the nursery management team and at any other required time when amendments are made. All nursery staff and parents must be made aware of any changes. It is the management's responsibility to ensure that all staff fully understand and work in line with nursery policies and procedures. The policies clearly outline health & safety regulations.

A copy of the working document is stored on the computer in the office, on the parent board and on the nursery website. Staff are encouraged to use it as a "living" document. Staff are encouraged to be pro active with policies and procedures informing management as necessary.

LEARNING AND DEVELOPMENT

CARE, LEARNING AND PLAY

It is the aim of the nursery to structure each child's day to allow opportunities for the children to participate in a wide and interesting range of activities and experiences, both indoors and out. Each day is planned so that all the children have the opportunity for periods of rest and relaxation. Younger children can sleep in separate sleep rooms.

We follow 'The Early Years Foundation Stage,' a comprehensive statutory framework that sets the standards for the learning, development and care of children from birth to five. Children attend the nursery either part-time or full-time and the nursery routine reflects this. Group activities are organized by the key person to ensure that there is no repetition for full time children. A selection of activities are readily available throughout the nursery day to ensure that children have freedom of choice whilst meeting the required standards. Activities are planned around the individual needs of the children. In each room planned learning opportunities - 'Activities at home' are displayed for parents to view. This tells you the activities your child will be participating in and what could be done at home to support the topic.

All staff will make 'wow' moment observations and key persons will monitor and record their key children's stages of development and progress through observation and assessment.

Resources will be selected to encourage children to use and develop their natural curiosity and ability to develop their full potential, ultimately being ready for school when they leave pre-school.

- Staff will encourage children to be confident, independent and to develop self-esteem.
- Staff will listen to children and value their contributions to conversation and activities, talking with them about what they are doing. Staff will build on children's experiences and encourage them to extend their skills and enjoyment in 'free' and adult led activities.
- Staff will encourage children to have an understanding of right and wrong, to share, to be considerate to one another and to respect each other and their environment. Positive behaviour, such as the use of 'please', 'thank you' and 'sorry' will be encouraged at all times.
- Staff will observe children on a regular basis recording their observations and use these observations to plan the next stages of play, learning and development for the individual child and the group.
- Staff will organize resources so that they are safe and readily accessible to children. They will ensure that sufficient resources are available for each activity.

There is a booklet available – 'What to expect, when?' to help you as a parent/carer know what to expect during these vitally important years by focusing on the seven areas of learning and development which are covered in the EYFS.

http://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf

Children's progress will be tracked by the manager/proprietor every three/four months to ensure they are making good progress in every area of learning and development. Staff will be given written feedback highlighting progress made and areas for development.

EQUIPMENT

We recognise that children require a variety of suitable toys and play materials in order to promote their imagination, language and mathematical development, as well as their social and emotional skills.

Staff consider the age range of the children when selecting equipment and are responsible for reporting any damage or defects in equipment or materials.

All furniture, toys and equipment are checked regularly and maintained in good repair and conform to the appropriate British Standards, EC requirements or the Toys (Safety) Regulations (1995) where these apply. Furniture used by the children is child-sized and can be moved and arranged to allow flexibility for different activities. Any equipment that is donated to the nursery will be checked by the person responsible for health and safety and risk assessments will be made as necessary. All donated equipment will be sterilized before use. All equipment is cleaned regularly and recorded in the cleaning monitoring books in each room (refer to cleaning policy).

PHYSICAL ENVIRONMENT

Regular risk assessments and checks are carried out within the building and outside, but staff are constantly vigilant for any damage to equipment, buildings, play equipment etc.

Staff ensure that all areas of the building will be welcoming and friendly to children and their parents. Displays of children's work will be available for parents to see and will be changed on a regular basis.

Staff ensure that the nursery is kept clean, at a comfortable temperature and well ventilated. The temperature is regulated by the thermostats on the radiators. Radiators do not exceed 43C and are covered.

All accidents, spills etc will be cleared up as soon as they occur.

Where local planning and building control regulations apply the registered person will ensure that the nursery operates within the designated requirements.

Indoor play areas

The nursery operates within the space requirements set down in the OFSTED welfare requirements.

Children under 2 years require 3.5 sq. metres.

Children age 2-3 years require 2.5 sq. metres.

Children age 3-7 years require 2.3 sq. metres.

There is a designated sleep/rest area where children can sleep at specific times. For the babies there is a separate sleep room, which can be used at all times.

There are 4 separate rooms for different age groups. In three of the rooms allocated zones allow separate areas for different types of activities such as cosy corner, role play, maths, science table, mark making, construction, sand/water and the computer. There are age appropriate storage facilities in each room for play materials and equipment and all children have equal access to all activities. The baby unit has a separate playroom, sleep room, sensory room, nappy changing room and kitchen.

Outside play areas

The nursery has a fenced outside playground area partly covered by a canopy and a fenced grassed area, with construction zone, growing area, den making zone, chickens and mini-beast zone. Both have a range of age appropriate equipment. There is a shed for additional toy storage of outdoor equipment. Lambs also have the opportunity to explore some forest school activities, such as den building. Tools such as mallets and pegs, as well as ropes will be used with close supervision of the staff and every precaution will be taken to prevent injury. All activities will be risk assessed.

A wild area and orchard is located adjacent to the car park and the field towards the rear of the property is used for events, such as sports day. There is also a secure heated swimming pool for use in the Summer months (refer to swimming pool NOP & EAP.)

The playground/grass area is kept clean and is risk assessed daily by staff prior to use by children for any rubbish, animal fouling etc. before the children go outside. Staff must ensure that the equipment is ready or is accessible before they take children out and activities are to be planned throughout the day within the outdoor areas. Staff/students must interact with the children at all times when outside.

During the winter months or wetter weather children must wear wellington boots on grass area.

In hot weather children should always wear high factor sun cream provided by their parent/carer and a hat. Written permission must be given from parents for staff to apply (see sun protection procedure). During the hot weather the children will be kept under the canopy in between the hours of 11:00 to 3pm (refer to suncare policy for applying sun cream).

OUTINGS

Home Farm organizes an annual visit at Christmas for Lambs to visit the local nursing home to sing Christmas songs..

A risk assessment is carried out prior to arranging the visit to highlight the potential hazards. Adult:child ratios are halved and a manager/deputy manager will be an additional adult wearing a high visibility jacket. All staff have up to date paediatric first aid and parent contact numbers for that day will be taken for use in an emergency.

The proprietor/manager will be responsible for the overall organization and safety of the outing. ('Worcestershire Guidelines for Trips and Outings' will be followed)

The following items will be taken - A mobile phone, emergency contact numbers, first aid kit, risk assessment, accident / incident form.

ANIMALS

Nursery aims to involve the children with the “living world”. With this in mind, Home Farm has some pets. To ensure that health and safety is maintained we ensure the following procedures are carried out prior to any contact with the animals.

- A risk assessment will be completed involving any animal within the nursery.
- All parents will be informed prior to additional animals visiting the nursery.
- Children may stroke or touch animals under close supervision with permission from parents.
- Children are reminded not to put fingers in mouths whilst having contact with the animals.
- Children and staff must wash their hands after touching any animal.

SANDPITS

Sand is to be made available at all times for the children. All sand in the surrounding area is to be swept up to avoid adults and children slipping. Sand that has been in contact with the floor should be placed in a bin and not put back into the sand tray. Sand pit lids must be securely put on outside to ensure contamination from any animals. Safe manual handling procedures should be maintained when moving sand bags and the trays.

A UNIQUE CHILD

SETTLING IN PROCEDURE

The settling of a child is considered very important to us at the nursery. We allocate a key person to settle both child and parents into nursery life. This will be decided by management dependant on days they work.

- At least two visits are to be booked for the new child and their parent to meet their key person and become familiar with their new room.
- It will be suggested that settles start a few weeks before the child is due to start.
- During the first settle parents will stay and share their child's likes/dislikes, routines and stages of development with the allocated key person. On the second settle it will be suggested that the child stays on their own for approximately 2 hours, if the parents and key person think that would be appropriate.
- With children who are more distressed and take longer to settle, management will discuss with parents additional settling times with more regular short visits.
- The member of staff who becomes the child's key person will be responsible for getting to know the child, parents, allergies, routines and likes/dislikes.
- If English is spoken as a second language the key person will ask parents for key words in the child's first language to use around the nursery.
- The key person will ensure that labels are placed on nappy changing boxes/pegs, coat pegs, key person list, blanket list and are in place ready for the child's second settle.
- The key person will prepare the learning journey and the nursery profile, gathering information from the parents/carers and transition reports from previous settings, about their child's stages of development as a baseline.
- Parents will be reminded where the parent's notice board is and registration forms will be checked to ensure all details are correct and up to date.

MOBILE PHONE POLICY

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. In order to achieve this we operate the following acceptable use policy:

- Mobile phones are allowed within the setting for personal use only and should be only used during designated breaks. They should never be used to contact a parent within the setting.
- Users bringing personal devices into nursery must ensure there is no illegal content on the device or any inappropriate images within nursery (such as images of the nursery rooms/interior).
- All staff and visitors must ensure that their mobile telephones / devices are left inside their bags and lockers throughout contact time with the children.
- Mobile phone calls may only be taken at staff breaks or in staff members own time unless arranged with a member of management.
- If staff have a personal emergency staff may use the settings phone or make a phone call on their mobile in the designated staff area i.e. kitchen.
- Staff will need to ensure that the manager has up to date contact information. Staff need to make their families, schools etc aware of the emergency work telephone number. This is the responsibilities of the individual staff member.
- All parent helpers/ students etc will be requested to place their bag containing their phones in a spare locker or in the office and to take and receive calls in the kitchen area.
- During group outings nominated staff will have be required to take their mobile phones out with them, which should only be used in emergencies.
- It is the responsibilities of all staff to be vigilant and report any concerns to the nursery management.
- Concerns will be taken seriously, logged and investigated (see allegations against a member of staff policy).
- The manager or leader in their absence reserves the right to check the image contents of a member of staffs phone should there be strong cause for concerns over the appropriate use of it. Refusal to access phone data would lead to local authority being contacted for guidance and advice.

- We will follow the guidance of the local authority as to the appropriate measures to be taken if inappropriate images are found.

CAMERA POLICY

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

- Only designated nursery cameras are to be used to take any photo when in the setting or on outings.
- Images taken on the cameras must be deemed suitable without putting the child or children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of their cameras and they must be locked away at the end of every day in the bottom draw of the filing cabinet situated in the main office.
- Images taken and stored on the camera must be downloaded as soon as possible ideally once a week.
- Images must only be downloaded by a member of management only.
- All images are to be downloaded on site only.
- Photographs should then be distributed to members of staff to record in children's learning journeys. Any photos not used need to be returned to the office for shredding and not thrown away in the general waste bin.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the management.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

PHOTOGRAPHS

- Photographs of children may be taken by staff for display within the nursery or for each child's learning journey. Permission will be asked from the parent/carer on the registration form. Children's first names may be put on describing what is happening on the photo however, surnames will not for confidentiality reasons.
- All photos of children at the nursery will be kept at the nursery until the child leaves and they may be given back to the parents or disposed of with confidentiality in mind.
- Parents will be also be asked to sign for permission if any photos of their child are to be published externally i.e., in newspapers, website etc.
- Students may at times wish to include photographs of nursery activities in their evidence or observations. A child's name will be changed to protect their identity and maintain confidentiality. Observations and written accounts will be checked by the nursery manager or deputy and will have parental consent.
- During organised nursery events e.g. Easter bonnet parade, Christmas play, graduation, photographs may be taken by staff and/or parents provided that the prior consent on the registration form has been given for all children present. Parents will also be reminded about not posting photographs of other children on social media sites. If the taking of photographs is not permitted at any given event parents will be advised.

SOCIAL NETWORKING

Home Farm Day Nursery Limited realises that social networking has now become a part of everyday life and that many people enjoy membership to sites such as Facebook, Twitter, Instagram. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach the nurseries confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give staff members clear guidelines as to what we at Home Farm Day Nursery Limited expect of our staff when accessing these sites.

The absence of, or lack of explicit reference to a specific sites does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgement and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

When using social networking sites staff members should give due regard to the following:

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the nursery. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the nursery.
- Information published on your blog(s) should comply with Home Farm Day Nursery Limited's confidentiality policy. This also applies to comments posted on other blogs, forums and social networking sites.
- Always be respectful to: the nursery, other staff members, parents and relatives, children, partners and competitors. Staff should be aware that any disrespectful comments to the above may be seen as libellous.
- Social media activities should not interfere with work commitments.
- Remember at all times in or out of working hours you are a representative for Home Farm Day Nursery Limited. Your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting.
- Do not reference or cite Home Farm day Nursery Limited's parents or children without their express consent.
- Respect copyright laws and reference or cite sources appropriately. Plagiarism applies online as well.
- Nursery logos and trademarks may not be used without written consent.
- Any employee who becomes aware of social networking activity that would be deemed distasteful, should make the manager/proprietor aware immediately.

LOST CHILD

- All registers must be marked accurately when a child arrives and departs nursery, this includes visiting children. This is to be maintained by room staff.
- If at any time a child is unaccounted for, stay calm and investigate a search of immediate environments.
- Report incident to most senior member of staff on site.
- Management and senior staff to check the premises thoroughly, including rooms, cupboards, gardens, lavatories, shed and play house and out buildings.
- Most senior member of staff to conduct a fire drill/roll call of staff and children. Check with any staff members that have recently left the building by phone just in case child had been collected early.
- One or more members of staff to be delegated to check local roads and grounds.
- Inform Police 999, making sure you have a clear description of the child i.e. height, hair colour, skin colour, clothes worn and any other information that would be of help.
- Parents to be contacted at this stage by the most senior member of staff available.
- Re-check all areas and follow instructions by police.
- Inform OFSTED, 'Family Front Door', manager/ proprietor if not on site of incident.
- Investigate the incident, review policies and procedures and investigate members of staff that were responsible for the child.

CHILD PROTECTION- Safeguarding children

It is a primary concern of all nursery staff to protect children from harm. The welfare of the child is paramount. Due to the many hours of care we provide for children, it is possible that staff may be the first people to become aware of possible or suspected abuse or neglect outside the setting, for example in the child's home. This policy is to inform both staff and parents about what to do with any concerns they may have.

A copy of 'Safeguarding and Child Protection Guidance for Early Years and Childcare Providers' (yellow folder) and 'Levels of Need' (previously Threshold Guidance) is available in the office.

Designated Safeguarding Lead (DSL)

The proprietor/manager and the deputy manager are the designated members of staff who have responsibility for child protection. If they are unavailable the nursery supervisors will take responsibility.
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They will have attended the full Universal and Targeted child protection training. All other staff will receive Universal training to make them aware of the issues and of the action to be taken if they have concerns. All staff, volunteers and trainees working in the nursery setting will be vetted with regard to their suitability for working with young children.

How concerns are shared and recorded

Should any member of staff have concerns about the welfare of a child they must not talk to the child about their concerns, but should report their concerns to the member of staff responsible for child protection. They must also record their concerns in writing as soon as possible, adding the date and time to the record being as accurate with detail as possible with no personal feeling and thoughts added. A designated book with pro-forma is located in the office. Remember if in any doubt consult with colleagues or outside agencies if you feel concerns are being ignored. The named member of staff will decide whether the concern should be reported.

If you are worried that a child is suffering, or is likely to suffer, significant harm and needs immediate protection:

- **Contact the Police on 999 if there is an immediate risk of danger.**
- Otherwise contact the **'Family Front Door' on 01905 822 666** from Monday to Friday 8.30am to 5.00pm (until 4:30pm on a Friday).
- Out of office hours (5.00pm to 8.30am weekdays and all day weekends and bank holidays) contact the **Emergency Duty team on 01905 768020**
- Then complete the Cause For Concern Notification.

The manager/deputy may raise the matter of concern with the parent/guardian in cases of 'minor' physical injury such as a small bruise. Concerns about suspected abuse, more severe injury or suspected sexual abuse, where discussion with the parent may cause the child to be at further risk, must not be raised with the parent/carer. Home Farm Nursery will retain a child in the event that they feel the parent/guardian is unfit to care for the child. i.e. under the influence of alcohol, drugs etc...

Responding to disclosure

It is important to have an appropriate response to a child if they make a disclosure to you, as this may be a decision that has taken a lot of effort and trust by the child. If handled inappropriately they may not trust another adult with the information and no help will be given.

- **Do** listen to the child
- **Do not** interrogate the child. Ask for clarification but ask no leading questions.
- **Do not** make promises to the child about not passing on information.
- **Record** the information accurately on the pro-forma in the designated book located in the office (this is highly confidential and only shared on a need to know basis).
- **Refer to** the 'Levels of Need' guidance (previously Threshold) and Levels of Need poster in office to aid your professional judgement to decide what is right for the child.

Steps leading to an online cause for concern notification

If a disclosure, allegation or if the concerns are serious, a cause for concern notification should be made. The responsibility for this decision and the main point of contact will be the DSL. It can be accessed by Worcestershire County Council Staff, Head Teachers and schools/settings Safeguarding leads (DSL) via the Children's Services Portal (the replacement for Edulink) and by other professionals via the Professionals Portal (registration required).

Left child

In the event of non collection of a child, staff will make every effort to contact a family member to enable collection. If we are unable to contact a nominated responsible adult after 45 mins, we would contact the non-emergency police telephone number **101** to report non collection of a child and seek advice on how to proceed. This would be recorded in our child protection log and reported to the 'Family Front Door'.

Early help

In cases where we feel the family could benefit from support from outside agencies due to varying circumstances ie parent classes, respite, counselling services, we would ask permission to contact the 'Family Front Door'. They will be able to suggest a variety of professionals who can help and point us in the right direction to support not only the child but the family as a whole. This would be when we felt there was no imminent risk to the child, but a need for family support.

Whistle blowing

Whistle blowing is a concerned member of staff who feels that a colleague is displaying inappropriate behaviour, for example inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibility, inappropriate sharing of images or causing harm to

children. These concerns would be voiced to the DSL and would be in the strictest confidence. All conversations and concerns would be written and documented and kept within the office. Information needed would include staff name, age, job role, nature of concern, date on which incident happened and name, age, job role of staff making accusation. Depending on the severity of the claim, outside agencies would be contacted, who can investigate any allegations (please see allegations against staff). Support will be available for the whistleblower including re-deployment if necessary to another base room. No action will be taken against the whistleblower if allegations are proved false. At Home Farm we want staff to feel able to challenge the behaviour of their colleagues if it can be perceived to be aggressive or abusive. Staff and parents will only be notified on the advice of the Local Authority Designated Officer (LADO) or OFSTED if relevant.

Allegations against a staff member

If allegations are made against a member of staff, the DSL with the deputy will record the allegation in writing and listen to the person making the allegation (proforma available in office). Details should include date, name, job title, when incident occurred, including accurate dates. The DSL will report the allegation to the Local Authority Designated Officer (LADO) and OFSTED and take their advice. The staff member will be suspended with pay until the matter has been resolved. During the investigation carried out by outside agencies confidentiality should be upheld and support offered to all concerned. If the allegation is upheld the staff member will be dismissed (please refer to disciplinary procedure). OFSTED, ISA and the WSCB will be informed in writing. Policies, training and risk assessments will be reviewed after any allegation to ensure safe practice. For further advice contact **James Borland, Worcestershire Local Authority Designated Officer (LADO) on 01905 843311.**

Confidentiality

All concerns will be treated in confidence and shared only with those persons who need to be informed. Written evidence will be kept locked within the office for confidentiality. Staff will only be informed when required and all staff will be given the help and support needed. The media will be dealt with by the proprietor, if applicable and all staff are recommended to have a no comment reply to any questions they may be asked.

Fundamental British Values and the Prevent Duty

What are Fundamental British Values?

Fundamental British Values are a set of five values introduced to keep children safe and promote their welfare. We address these values through a range of Personal Social and Emotional Development (PSED) activities on a daily basis.

- **Democracy:** making decisions together and listening to the children's and parent's voices.
- **Rule of law:** understanding that rules matter.
- **Individual liberty:** freedom for all - reflecting on their differences and understanding that we are free to have different opinions.
- **Mutual respect:** treat others as you want to be treated.
- **Tolerance of those of different faiths and beliefs:** enhancing children's understanding of different faiths and beliefs.

It is not acceptable to;

- Actively promote intolerance of other faiths, cultures and races.
- Fail to challenge gender stereotypes and routinely segregate girls and boys.
- Isolate children from their wider community.
- Fail to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and belief.

What is the Prevent Duty?

The Government has defined extremism in the Prevent Strategy as: vocal or active opposition to fundamental British Values.

The Counter Terrorism and Security Act places a duty on early years providers "to have due regard to the need to prevent people from being drawn into terrorism"(The Prevent Duty July 2015). The Department for Education has produced some departmental guidance advice 'The Prevent Duty advice for schools and childcare providers'.

At Home Farm, in accordance with The Prevent Duty we will:

- Assess the risk of children being drawn into terrorism.
- Demonstrate that we are protecting children and young people from being drawn into terrorism through our robust safeguarding policy.

- Ensure that safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism.
- Ensure children are safe from terrorist and extremist material when accessing the internet.

Further support

An online general awareness training module on Channel, a support network for those who may be vulnerable to being drawn into terrorism.

The West Mercia Prevent Team support those who may be involved in radicalisation:

Telephone: 01386 591835 / 01386 591816 / 01386 591825

Email: prevent@warwickshireandwestmercia.pnn.police.uk

Settings can also contact the Police or the 'Family Front Door' if they have a concern about individuals.

E-safety

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal. We therefore recognise our responsibility to raise staff and parent awareness of these issues and educate our children, teaching them the appropriate actions and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. We share with our staff, parents and children guidance from Warwickshire and West Mercia Police – 'The E-Safety 5P's for Parents' and 'Be Safe on the Internet'.

EQUALITY OF OPPORTUNITY POLICY

Staff at Home Farm Day Nursery actively promote equality of opportunity and anti-discriminatory practice for all children. We do not discriminate on grounds of gender, sexuality, race, religion, colour, creed, marital status, disability, ethnic or national origin or political belief.

We achieve this by obtaining a full history before a child is admitted into the nursery by working in partnership with the child's parents/carers. The nursery staff recognise that children develop along a similar continuum but at different rates. Continuous individual monitoring and planning enables this and promotes the social, emotional, physical and intellectual development of each child.

- We work to promote a positive self-image, self-confidence and sense of self worth in each child through praise and encouragement and also by providing an environment, which portrays positive images of people of different backgrounds, gender and ability.
- We avoid the re-enforcement of gender stereotyping.
- We encourage the children to express their feelings.
- We encourage all children to access and use all of the available resources.
- We represent different cultures and backgrounds in our activities and resources. We celebrate a variety of festivals, trying different foods and by having a wide range of toys and books including some in dual languages.
- We respect different beliefs and practices within our staff group. The welfare and safety of the children is always the prime consideration.
- Multiple birth siblings, e.g. twins, will be responded to as individuals.

Other aspects which may impact on a child's progress which are not considered SEN include:

- A child with English as an additional language (EAL)
- A looked after child
- A child with parents in the services
- A child with a parent in prison
- Bereavement
- Child abuse (please refer to safeguarding policy)

These situations may cause a delay in one or all areas of development. In these situations it is important to have positive relationships and open communication with the child's carer to provide strategies to ensure the delay and affects on the emotional wellbeing of the child is minimised where possible.

Definition of Special Educational Needs (SEN):

"A child has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her"

“For children aged two or more, special educational provision is educational provision that is additional to or different from that made generally for other children. For children under two years of age, special educational provision means educational provision of any kind”

Aims

Home Farm aims to achieve high aspirations and expectations for all children with SEND which will be achieved through early identification and intervention. We will relate our practice to the SEND Code of Practice 2014, Children’s and Families Bill and Equality Act 2010, focusing on ensuring that no child with SEND is discriminated against or harassed by others and that the setting makes all reasonable adjustments to include children with SEND where possible. This will be done in partnership with parents and their views will be central to the overall support put in place by the setting. Activities for all children will focus on positive outcomes for the child. If additional training and/or support is required, external agencies (with parental permission) will be accessed to ensure a sound knowledge and awareness for the staff.

Special Educational Needs (SEN) describes children who require additional educational support which is different from the educational provision generally made for children of that age. For children under two, they are more than likely to have a particular medical condition or major health problem causing early concern. Children may have Special Educational Needs if they have a learning difficulty, which asks for special educational provision to be made for them.

- A child may have a learning difficulty if he/she experiences a significantly greater difficulty in learning than the majority of children at the same age or has a disability that hinders him/her from making use of the educational facilities provided for children of the same age.
- Has a diagnosed medical condition or disability which causes a delay in development in one or all areas of development – risk assessments and a health care plan should be in place prior to start, in liaison with the child’s health professionals and parents/ carers.
- Work at a level below that expected of children of a similar age.
- Have emotional or behavioural difficulties, which are significantly impacting on the child’s own learning or that of the group, despite having an individualized behaviour management plan.
- Has sensory or physical needs requiring additional equipment or regular visits for specialist direct intervention or advice.
- Has an ongoing communication or interaction difficulty.

Where the nursery has the facilities and our premises allows us to provide effectively for a child with SEND, applications for a nursery place will be considered in line with our allocation of places policy.

SENCO Role

The Special Educational Needs Coordinators (SENCO’s) are responsible for the day-to-day operation of our SEND policy. The named people – Amy Kalsi, Emily Cadman will always:

- Ensure liaison with other professionals beyond the setting regarding SEND.
- Ensure parents are closely involved throughout and that their insights inform action taken by the setting.
- Ensure all staff understand their responsibilities to children with SEND and the settings approach to identifying and meeting special educational needs.
- Advise and support other staff, ensuring awareness of the guidelines set out in the SEND Code of Practice (2014).
- Ensure Individual Education Plans (IEP’s) and Early Support Tracking documents are in place, followed and reviewed where applicable.
- Ensure that relevant background information concerning individual children is collected, recorded and updated.

Where appropriate and feasible and with the available resources, nursery staff will receive training to develop and meet the specific needs of children with SEND. The Nursery SENCO’s will gain additional support from the Area SENCO to help with the ongoing progress of each child.

The process for identifying and supporting children with SEND

Early identification and intervention is key in the support of children with SEND. As part of the EYFS framework, staff will perform a progress check at 2 years which will be given to and discussed with parents. It will highlight if there is any delay in the areas of learning, which then can be monitored by their key person and if intervention is required it can be put in place. Parent copies are recommended to be placed in their red health development book, to be used in conjunction with the 2.5 year health visitor check. A development overview and report will also be provided as part of the transition to school, based on The

Early Years Foundation Stage Profile (EYFSP), which is completed alongside each child's learning journey during their time at nursery. Children will be regularly reviewed and assessed throughout their time at nursery on their individual needs and development in addition to the formal checks. All information within the EYFSP is placed on a tracking spreadsheet which highlights delays and excellence within the EYFS areas.

Our setting has a graduated response to SEND, providing specific help to individual children in order to address the continuum of special needs, using Graduated response 1,2,3,4.

Graduated response 1 is the employment of interventions which are additional to or different from those in our usual curriculum and strategies, following the identification of special educational needs by nursery staff, using assessments and observations recorded in developmental records. Graduated response 1 can be raised by the child's key person, a member of staff or parent's concerns concerning a child's difficulty in learning as listed in the SEND Code of Practice (2014). When consultation with parents concludes that additional educational provision may be needed, help will be sought from the SENCO's.

The decision to follow Graduated response 2, 3, 4 will be made by the SENCO's and colleagues in consultation with parents. This will usually follow a meeting to review a child's individual support plan (ISP).

- The ISP would highlight that little or no progress has been made over a time period and that the child continues to work at a level below that expected of children of a similar age.
- The child concerned may have emotional or behavioural difficulties which are significantly impacting on the child's own learning or that of the group, despite having an individualized behaviour management plan.
- The child may have sensory or physical needs requiring additional equipment or regular visits for specialist direct intervention/advice or has ongoing communication or interaction difficulties.

The SENCO's and colleagues will collect all known information on the child and will continue to seek new information from parents, as well as liaise with multi-agencies, e.g. health/educational professionals, Area SENCO. When involving multi agencies the nursery must obtain consent from the parents.

Strategies devised by the SENCO's, manager and staff, in consultation with parents will be recorded within an Individual Education Plan (IEP) after the age of 3 years. This will include short-term targets set for the child, teaching strategies and provision required. IEPs will be reviewed regularly at least every eight weeks. Throughout the process we will ASSESS/PLAN/DO/REVIEW.

In very few cases where Graduated response 2, 3, 4 does not enable a child to progress satisfactorily, requests for statutory assessment can be made to the LA.

Possible broad areas affected by SEND:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs

Importance of parent partnership

When the setting identifies a child with SEND, the parents must be informed and work together to establish the correct support is implemented. Consistency within the setting and home is important to enable the child is not confused and learning is reinforced. Parents are encouraged to provide clear information on any diagnosed medical conditions or developmental concerns prior to starting at the setting, to allow the nursery to implement necessary changes, training or documentation prior to start. When concerns have been highlighted by the staff or parent, written consent from the parent must be sought before approaching external support services including SALT, EY Inclusion Team etc... Consent is also required to enable contact with the 'Family Front Door' who will access support services to support the holistic needs of children and their families. The decision to involve specialists should be taken with the child's parents (taken from Early years: guide to the 0 to 25 SEND code of practice 2014).

Funding

A funded contribution is available from Worcestershire County Council (EYSFF Inclusion Supplement) for those children fitting in the graduated response categories. For children over 3 years and are able to access the NEF funding, consents to access funds is located in the parent declaration form and staff can apply via the portal when completing the NEF actual online document. For those children under three years an inclusion funding request form needs to be completed for each eligible child, including the parent consent portion of the document. This should then be securely delivered via royal mail for consideration. This funding is allocated at the discretion of Worcestershire County Council and is to be used for resources or to increase staffing ratios to improve the support of the individual child. This funding is available on a term by term basis and the setting will document what all funds have been spent on. When a child is within

the graduated response 4 category the standard rate of funding can be challenged to ensure a higher rate that will allow specific intervention and support to be implemented.

Transitions to schools and other settings

When a child with SEND is intending to leave or attending another setting it is very important to share information and open a line of communication with any other carers that will be looking after the child. In order to ease transitions it is important to plan at the earliest stage, especially for those children with complex health needs. Copies of relevant documentation with parent permission should be given to any additional settings involved. IEP/Support Plans should be reviewed and implemented in conjunction with other settings for a consistent approach. If transitioning over to school or another setting, where the child will no longer be in the settings care, then original documents should be archived and kept to be reviewed if there are any further questions and a passport to play document should be completed and given to the new setting. Ask parents for contact information for the new setting, so that a verbal discussion with the future key person would also be recommended.

Behaviour management

Within the nursery we recognise that children need to have boundaries and limits to their behaviour for their own security and safety and for the safety of their peers.

We aim to set those boundaries in a way in which helps the children to develop an awareness of the effects of their own behaviour, both on their environment and on the people around them. Restrictions on the child's natural and important desire to explore and develop their own ideas and concepts are kept to a minimum.

Unacceptable behaviour includes children hitting, pushing, biting (refer to biting policy), pulling hair, kicking, spitting, scratching, snatching toys, teasing or taunting another child, spoiling another's work, deliberately damaging or destroying property and deliberately disrupting an activity. The child's age and level of understanding will be taken into consideration when addressing these behaviours.

Staff will reinforce positive behaviour such as sharing, being kind, considerate and listening to staff and peers, honesty, generosity, politeness, including using 'please' and 'thank you'.

Where incidents of unacceptable behaviour occur, staff will be consistent in their reaction to and treatment of the child concerned. Any action will take into account the age and understanding of the child concerned.

- Staff will say 'no' only when they mean it and in circumstances where immediate action is needed to protect the safety of a child in a manner that is firm but not aggressive.
- Staff will seek to distract or divert a child, rather than draw attention to an incident or allow it to escalate.
- Staff will not shout at or humiliate a child.
- If the behaviour persists, the member of staff will explain to the child that the behaviour is unacceptable and why. If another child has been hurt or upset, the child will be asked to apologize.
- If, after three warnings, the child does not respond s/he will be removed from the activity for a short period of supervised 'time out' away from the current activity they are doing. The length of time will vary with the age of the child, but will usually be 1 minute for every year they have been born i.e., a three year old will have three minutes and no more. When the child returns to the group it will be made clear that the matter is closed and that there is an expectation of good behaviour, making it clear that it is the behaviour, not the child, which is unacceptable. The only exception to this rule will be biting where there will be no warnings and both children will be immediately removed from the group to deal with the incident and any injury sustained (refer to biting policy).

If a child does not want to join in with a particular activity, they are not forced to do so. Staff will encourage them to join in, making the activity fun and as exciting as possible. If they still do not want to join in, then they may choose another activity.

Staff will never use any form of corporal punishment. If a child has to be physically restrained, for their own or another child's safety, procedures would be followed and it will be recorded on an incident form.

EYFS Welfare requirements state the following:

3.52. Providers are responsible for managing children's behaviour in an appropriate way. Providers must not give corporal punishment to a child. Providers must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided. Any early years provider who fails to meet these requirements commits an offence. A person will not be taken to have used corporal punishment (and therefore will not have committed an offence) where

physical intervention was taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary. Providers, including childminders, must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable.

All incidents will be recorded on the accident/incident forms and the parents will be asked to sign the form. The accident/incident forms will be kept in the child's file.

If unacceptable behaviour continues over a period of time, or where a child's behaviour causes concern, the behaviour management co-ordinator, Amy Kalsi will liaise with the child's key person and the parents/carer to discuss the situation and to seek their support in managing the behaviour. This will possibly include an individualized behaviour plan, any discussions, incidents or actions will be recorded in the child's file. Behaviour management tools are to identify the underlying reasons for the behaviour and to support the child in overcoming them.

Where staff and parents cannot resolve the situation, the behaviour management co-ordinator, with the parent's consent, will seek guidance from external organizations i.e. Worcestershire's Family Front Door, SENCO advisor. This may include Team Teach training (a positive handling approach) to be put in place by the inclusion team where a child has inappropriate and potentially aggressive behaviours. The training ensures settings are covered legally and Team Teach provide ongoing support, as well as documentation such as the inclusion development programme on behaviour, which gives useful guidance on how to reduce the incidences of inappropriate behaviours.

Staff and parents are asked not to discuss their child's or any other child's behaviour in front of the children. For advice or to refer any incidents or concerns about behaviour, contact the proprietor/manager or behaviour management co-ordinator.

Biting

Evidence suggests that up to a quarter of all children will bite others at some stage. We understand that this is a difficult situation for parents whether it is your child that has been bitten or your child biting others.

Why do some children bite?

- Teething – swelling gums can be painful and cause discomfort; this can be relieved by biting or chewing on something.
- Exploration – babies and young children explore the world around them using their senses, young children do not always know the difference between gnawing on a toy and biting someone.
- Attention – when children are in situations where they feel they are not receiving enough attention biting is a quick way of becoming the centre of attention.
- Frustration – children can be frustrated by a number of things, such as; wanting to be independent and do things for themselves and not having the vocabulary to express themselves clearly. This can lead to biting as a way of dealing with this frustration.

Due to the speed and randomness with which biting incidents occur, it is not always possible to prevent these from happening.

Our nursery staff will work with parents and the biter to discover why they are biting. It may have been an isolated incident, but we will always look at what happened just before the incident. If we identify a possible trigger for the biting incident we will then make changes to reduce or remove the cause. We may increase the supervision of a child that is biting so that we can support them to find different ways to express themselves. We may encourage them to take part in activities which help release frustration such as play dough or other physical activities.

In the event of a child being bitten

- The child that has been bitten is immediately comforted and attention to the affected area is carried out by a first aid trained member of staff.
- The biter is told in a firm voice that "It is not ok to bite, biting hurts."
- The biter either verbally or with actions is asked to apologise to the child that has been bitten and then taken to another area of the room where the biter will be given a time out or a distraction.
- Consistent with our confidentiality policy, parents/carers are not told the name of the child who bit their child.

- An incident form will be completed. This must be signed by the parent. Strategies are agreed between the practitioner and parent on ways forward to prevent further incidences of biting.
- An accident form will be completed for the child that has been bitten by the member of staff who dealt with the incident. This must be signed by the parent.

We recognise how upset parents/carers may be when they learn their child has been bitten. However, we also recognise that biting is a normal component of child development. Despite our many concerted efforts to prevent biting incidents, they are likely to occur.

We advise parents not to discuss their child's biting/being bitten in front of them, and we follow the same policy. Home Farm will not exclude any child because of biting.

Complaints related to SEND provision

Please refer to the complaints procedure policy.

FIRST AID

- All staff will undertake paediatric first aid training as part of their personal professional development.
- There is a first-aid box situated in hedgehogs, ducklings, the office and the staff kitchen. First aid boxes are mobile and are not accessible to the children.
- A fully equipped first aid box must always be taken on outings (located in the office).
- When children enter the nursery, written parental consent (on the registration form) is requested so that nursery staff have permission to seek emergency medical advice or treatment should this be necessary.
- The first aid box is checked regularly by a designated member of staff and items replaced as necessary.
- All accidents/incidents, even where there is no obvious sign of injury, must be recorded on the nursery accident/incident form and should be reported to the manager/deputy or senior staff on duty.
- RIDDOR accident/incident reporting forms should also be completed if medical treatment resulted in overnight stay in hospital. OFSTED should also be informed (refer to RIDDOR policy).
- In the case of more serious injuries the first aider should stabilize the patient whilst another person calls for an ambulance. The parents/carer should be informed immediately (refer to emergency policy).
- If the parent/carer cannot be contacted the senior member of staff on duty will assume charge and will accompany the child to hospital if necessary.
- All accidents/incidents that involve safety, whether or not an injury has been caused, should be reported to the proprietor/manager, deputy and the parents.
- All accidents/incidents involving children are evaluated quarterly by the manager who is responsible for health and safety and child protection at the nursery. The nominated health and safety person will regularly review accidents/incidents at the nursery.
- On recruitment, management will book a course when available for new staff, if they do not hold a valid paediatric first aid certificate.

PLASTER ADMINISTRATION POLICY

At Home Farm we appreciate that on occasions it may be necessary to apply an adhesive plaster or dressing to a child following a minor bump or graze. Nursery provides sterile, hyper-allergenic dressings for use in this event. Written parental permission will be gained at registration for applying such dressings.

MEDICINE

It is the policy at Home Farm that written consent must be given by the parent before any medicine can be administered. All medicines (both prescription and non prescription) need to be 'prescribed' and labelled with the child's name. Medicines containing aspirin need to be on prescription from a doctor.

- Parents/carers will be required to complete a medication consent form detailing child's name, DOB, name of doctor, name of medication, expiry date, dosage, method of administration, the date, time medication is due, time medication has been previously given and reason for administering (with the exclusion of teething gel and nappy rash cream).
- A separate form will be required for each course of medication.

- Medication will only be administered by the manager, deputy/supervisor or level 3 qualified staff. A form will be completed showing the time and amount administered, signed by the member of staff administering the medicine and witnessed by a second staff member.
- If a child becomes unwell at nursery, we will contact the parent/carer. Should they request us to administer medication i.e. an inhaler in order to minimize the child's discomfort we will do so, provided that consent to do so has previously been signed. If not, it is at the manager/deputy's discretion to authorize this in an emergency.
- All administration of medicine will be recorded and the parent asked to sign the medication consent form to confirm they have been informed of administered medicine.
- Where children are known to have allergies to substances such as peanuts or who are known to be asthmatic, parents are required to complete an 'Emergency Healthcare Plan' detailing the nature of the allergy or medical condition, known reactions and action to be taken in the event of an attack occurring. The parent will also be required to provide the nursery with the appropriate medication such as inhalers, epi-pens etc every time they are attending nursery.
- All inhalers/epi pens will be kept in a box on the shelf in the office labelled 'emergency medication' and medicines will be kept in the 'emergency medication' box on the kitchen wall or in the kitchen fridge on the top shelf, if requires refrigeration. All medicines and inhalers are out of reach of children.
- Medicines must be kept in their original containers, clearly labelled with the child's full name. Staff should not accept any medication from parent/carer unless it is correctly labelled.
- If the administration of any medication requires specific knowledge and training i.e. epi-pen/inhalers, it will be administered by the manager who has received 'Emergency Drug Administration' training. If the nursery need further guidance they will seek advice and training from an appropriate health professional such as a practice nurse or health visitor.
- Antibiotics need to be administered for 24 hours at home before returning to nursery in case of adverse reactions.
- Prescription medicine must not be left at nursery overnight except for on-going preventative medication as a spare for nursery use. Any medicine left at nursery will be regularly checked to ensure it is still in date at the end of each month. Parents will be informed of any medication coming to the end of its shelf life and will be asked to supply more if they wish.
- Only non-prescribed toilet requisites supplied by a parent will be used on their child e.g. nappy cream. They are to be kept in the nappy room clearly labelled with the child's name.

Public Health England Exclusion Procedure for Illness/Communicable Diseases

Rashes and skin infections	Exclusion period to be kept away from school, nursery or childminder	Comments
		ALL RASHES SHOULD BE CONSIDERED INFECTIOUS AND ASSESSED BY A DOCTOR
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox	Until all vesicles have crusted over	See: Vulnerable Children and Female Staff – Pregnancy in PHE guidance.
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). See: Female Staff – Pregnancy in PHE guidance.
Hand, foot and mouth	None	Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x2). See: Vulnerable Children and Female Staff – Pregnancy in PHE guidance.
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child

Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	See: Vulnerable Children and Female Staff – Pregnancy in PHE guidance.
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. See: Vulnerable Children and Female Staff – Pregnancy in PHE guidance.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Diarrhoea and vomiting illness		
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance.
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled
Respiratory infections		
Flu (influenza)	Until recovered	See: Vulnerable Children in PHE guidance.
Tuberculosis*	Until recovered	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary
Other infections		
Conjunctivitis	None	
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise any danger of spread.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

SICKNESS

The nursery cannot accept children who are, or who appear to be ill. If in the opinion of the manager, deputy or proprietor a child is ill on arrival at nursery s/he will not be admitted. If a child is taken ill at nursery they will only be kept at nursery if the illness is minor, not distressing the child and if the parent/carer is expected shortly. Otherwise, the parent/carer will be contacted and asked to collect the child. If the child remains at nursery the parent/carer collecting him/her will be informed of the illness on

arrival. If the child is distressed and the parent/carer cannot be contacted then an authorized person on the registration form will be contacted.

In the event a child suffers diarrhoea (2 episodes in quick succession) or vomiting the parent will be contacted to collect.

The management must be satisfied that the child is in good health and is not infectious before they can be re-admitted to the nursery (see exclusion table and PHE guidance).

If a member of staff becomes unwell at work, they must inform the manager/deputy or supervisor.

OFSTED and RIDDOR will be informed of any communicable diseases as defined by Public Health England.

TOILETING CHILDREN

- Pre-school children are encouraged to toilet themselves to encourage their independence but will be within earshot of a member of staff.
- Younger children who are potty/toilet training are to be accompanied to the bathroom. We support parent's routines for potty/toilet training. We have created a leaflet for parents to assist with toilet training. This leaflet will help answer some questions you may have and offer some ideas on how to ease this transition. Leaflets can be obtained from the office.
- Students are not permitted to take children to the toilet unless accompanied by staff member.
- Gloves and aprons are to be kept in this area. Staff are to use them whilst dealing with children's bodily fluids. Face masks are also available.
- Spare clothes are available within the bathroom to ensure children can be changed easily if they have an accident.
- Bags are to be kept in this area out of children's reach to place children's wet or soiled clothes into.
- See bathroom routine for cleaning and maintaining bathroom area.
-

NAPPY CHANGING

- Babies/children are to be changed as needed.
- Gloves and apron are to be worn.
- Staff are to ensure mat is wiped thoroughly with anti bac spray after each individual child.
- Wipes and child's own nappy to be ready prior to placing child on the mat.
- Member of staff must **NOT** leave baby/child on the mat.
- Remove nappy and place inside a nappy sack before placing into nappy bin. (This avoids unwanted smells travelling around the building)
- Wipes and creams are only to be used if provided by child's/babies carer.
- Staff are to ensure they check their own key children.
- Nappy chart found on wall by nappy mat is to be completed as appropriate.
- Hands to be washed thoroughly using soap and water.
- Soiled clothes to be placed in carrier bag named and placed on their peg.
- All nappy changes must be recorded and actioned accordingly if the nappy was unusual (refer to sickness policy).

SUNCARE

Home Farm Nursery follows the Public Health England 'Looking after children and those in early years settings during heatwaves: guidance for teachers and professionals' and Cancer Research UK Sun Protection 'sun smart' guidelines. Staff talk about and explain the importance of sun care to the children on an on going basis and at the child's level.

There are shaded areas provided by trees as well as a canopy area covering half of the playground. We also have a sun safe tent for the grass area. During the summer months children will spend more time playing outside before the hours of 11am and after 3pm, and less time outside during the lunchtime period avoiding the midday sun. We will effectively encourage all children to wear a suitable hat when playing outside providing maximum protection from the sun. Nursery has a selection of spare hats that can be used if children forget to bring their own. We also encourage staff to wear hats when outside with the children for their own protection and to set a good example to the children.

We appreciate that young skin is delicate and very easily damaged by the sun. All children, no matter whether they tan easily or not, should be protected from the sun. Children with fair or red hair, pale eyes or freckles are at most risk. Keep babies out of direct sunlight, especially around midday.

Sunscreen will be used to increase our protection. Parents will be asked to provide suitable water resistant sun screen for their child, at least factor SPF 15+. Parents must also provide written consent on the registration form allowing staff to apply protection to their child. Staff must wear disposable gloves when applying sun protection. Gloves must be discarded and replaced after every application ensuring that allergic reactions are kept to a minimum.

Ten tips for protecting children in the sun - advice and guidance is available at www.cancerresearchuk.org/sunsmart

SLEEPING CHILDREN

It is the policy of Home Farm Nursery to adhere to all guidelines set by SIDS, (Sudden Infant Death Syndrome). Parents are advised on the precautions staff take to ensure that every eventuality has been risk assessed as necessary and what checks are made when babies are sleeping in cots. Young babies will only be allowed to sleep in cots at nursery. Older babies may sleep on sleep mats. Older children are checked in the same way as the babies whilst they are sleeping and a member of staff will remain in the same room. All staff are trained in emergency paediatric first aid.

BREAST FEEDING

Breast feeding has been shown to provide a multitude of health benefits to both the infant and mother. We aim to make our mothers feel comfortable in our nursery should they wish to breastfeed their babies here. We display a 'welcome to breastfeed here' poster at Home Farm Day Nursery and breastfeeding mothers will be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private, comfortable and warm space to express their milk or breastfeed their child. The area allocated will have a comfortable chair, electrical outlet and access to running water. Expressed milk will be stored in our nursery fridge. Fridge temperatures are checked and recorded by staff at regular intervals throughout the day according to the food hygiene standards.

The following NHS guidelines will be adhered to and respected by all users of the nursery.

You can store breast milk in a sterilised container:

- In the fridge for up to five days at 4C or lower, for two weeks in the ice compartment of a fridge or for up to six months in a freezer.
- If you have frozen your milk, defrost it in the fridge before giving it to your baby. Once it's defrosted, use it straight away. You can feed expressed milk straight from the fridge if your baby is happy to drink it cold or you can warm the milk to body temperature by placing the bottle in lukewarm water. Don't use a microwave to heat up or defrost breast milk.
- Clearly label milk bags/containers with name, the date it was expressed and the time. Failure to do so will lead to the milk not being used at nursery.
- Staff are required to wear gloves during preparation of bottles and handling breast milk.
- Babies will be held close during feeds and bottles will never be propped up.
- Any unused milk will be discarded and bottles will be rinsed and returned home for sterilization.

For employees who are returning to work whilst still breast feeding, they are requested to inform Home Farm Day Nursery of this decision at the latest 4 weeks prior to return from maternity leave. This should be confirmed in writing. Management will then complete a risk assessment before the employees return to work. Staff will have the chance to express throughout the day during breaks etc, these will be arranged with management in advance. Staff are to follow the same guidelines as parents with regards to labelling and storing their expressed milk.

Enabling Environments

HEALTH AND SAFETY STATEMENT

Health and Safety at Work Act 1974

Our statement of general policy is

- To provide adequate control of the health and safety risks arising from work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks and give them adequate training.
- To prevent accidents and causes of work related ill health.
- To maintain safe and healthy working conditions and review and revise this policy at regular intervals.

HSE Information tel: 0845 345 0055

HSE website: www.hse.gov.uk

HSE direct: www.hsedirect.com

Responsibilities

The overall responsibility for Health and Safety is that of Mr John Ward, day-to-day responsibility for ensuring this policy is put into practice is delegated to Mrs Jennie Joyce. All employees have to co-operate with management on health and safety matters, not interfere with anything provided to safeguard the health and safety of any person. All staff must take reasonable care for their own health and safety and report all health and safety concerns to the appropriate person.

Health and safety risks arising from our work activities

Risk assessments will be undertaken by all staff at Home Farm. The findings of these risk assessments will be reported to Julie Ward/Jennie Joyce. All action required will be approved by John Ward and Jennie Joyce or the most senior member of staff on duty at that time. The manager and deputy will be responsible for ensuring that the action required is implemented and that implemented actions have removed all risks. Risk assessments will be reviewed annually or sooner if necessary.

Safe equipment

All staff at Home Farm are responsible for identifying all equipment needing maintenance. All staff are also responsible for completing daily safety checks in nursery rooms and outside areas, informing management of any concerns. Management will ensure that all new equipment meets health and safety standards before it is purchased and used.

Safe handling and use of substances

The manager and deputy will be responsible for identifying all substances which need a COSHH assessment and they, as well as the proprietor will undertake the assessments. John Ward and Jennie Joyce will be responsible for ensuring that all actions are identified in the assessments are implemented and for ensuring that all employees are informed about COSHH assessments. The proprietor, manager or deputy will check that new substances can be used safely before they are purchased. Assessments will be reviewed annually or when work activity changes, whichever is sooner.

Information, instruction and supervision

The health and safety law poster is displayed on the utility door. Health and safety advice is available from the proprietor, manager or deputy at Home Farm or the HSE. Supervision of young workers / trainees will be monitored by a nominated mentor.

Competency for tasks and training

The manager or deputy will provide staff induction training for all employees. Specific training i.e.: Epi-pen, first aid, SENCO and manual handling will be encouraged by Home Farm Day Nursery. Training will be identified, arranged and monitored by the proprietor, manager or deputy. Training records are kept in the office.

Accidents, first aid and work related ill health

First aid boxes are kept in ducklings, hedgehogs, the office and the nursery kitchen. All nursery staff are qualified paediatric first aiders. All accidents and cases of work related ill health are to be recorded on an accident form. Blank forms are in the office and completed forms are filed in individual staff/child files. The

manager or deputy are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To ensure our working environment is safe we complete daily indoor and outdoor safety checks. We will create new risk assessments and policies as appropriate and review and action existing ones regularly. John Ward, the manager or deputy are responsible for investigating accidents and work related causes of sickness absence. They are also responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures: fire and evacuation

The manager and deputy are responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked daily by all staff. Fire extinguishers are maintained and checked by a fire service company annually. The proprietor tests alarms regularly and fire drills take place every four months.

RISK ASSESSMENTS

Risk assessment at Home Farm forms the basis of effective health and safety management by providing the tools for identifying hazards and risk evaluation. By evaluating risks it enables action to be prioritised dealing with the highest risks as a matter of urgency. We ensure that suitable and sufficient risk assessments are carried out, highlighting the risks of children, staff and non employees. Risk assessments are reviewed annually, unless otherwise identified necessary to do so sooner or where significant changes occur. We also monitor preventative and protective measures to ensure that they are implemented and are effective.

HEALTH

Home Farm Nursery acknowledges the importance of maintaining a healthy environment for children, staff and visitors. They recognise the importance of preventing the spread of infection and of promoting good standards of health and hygiene, both in everyday domestic activities and in learning situations with the children. Home Farm follows Worcestershire County Council Infection Control advice to ensure high standards are maintained (see Infection Control Guidelines 2012).

HYGIENE

It is the responsibility of all staff to ensure that the areas where they work are kept clean and tidy. All cleaning materials must be kept out of reach of the children when in use. All spillages must be wiped up immediately and the area disinfected if necessary. Use appropriate signage to warn of wet floors. All soiled nappies must be sealed in nappy bags and disposed of in the yellow nappy bin. Soiled clothes should be placed in a plastic bag for return to the parents when the child is collected. Staff must wear protective clothing when dealing with bodily fluids and when preparing food. Toys and other items are cleaned and sterilized regularly. Tables are wiped down between activities and before and after meals. Children and staff should wash their hands frequently and hands should be washed

- Before serving, preparing or eating food.
- Before undertaking a first aid procedure.
- After changing a nappy.
- After cleaning up a contaminated area (eg vomit, urine or faeces)
- After using the toilet, even if only to supervise a child.
- After playing in sand pits.
- After touching pets and animals.

All staff should practice high standards of personal hygiene.

All staff should be familiar with COSHH (list on cupboard door in utility)

To prevent cross contamination, coloured cloths and gloves should be used in different areas (see colour coded signs located in kitchen and bathroom areas).

INFECTION CONTROL

Home Farm follows Worcestershire County Council Infection Control advice and Public Health England guidance to ensure high standards are maintained.

- All children in cots and on sleep mats must use their allocated sheet and blanket.
- Staff must adhere to use the designated, clearly labelled hand wash sinks and use soap provided.
- All arts and craft materials must be washed using the sink in the utility room.

- Different aprons and gloves must be worn in the kitchen and toilet areas.
- The fridge temperature will be taken and recorded at 8am and 5pm to ensure food is stored below 5 degrees. If the fridge temperature exceeds 5 degrees, inform the manager/deputy immediately who will then take further action.
- Bedding must be washed at 60 degrees and pre-washed if soiled.
- Public Health England guidance must be consulted and further action will be taken in the event of an unusual amount of children absent with the same infection.
- PHE's illness exclusion guidance for nursery children is in place and all parents are aware of it (refer to illness exclusion chart, parent board, website and prospectus).

CLEANING

Cleaning of Toys

Each room has a cleaning log to record when toys/furniture was cleaned. Staff within the room are responsible for keeping this up to date, making sure the toys are cleaned regularly. All plastic toys are washed in containers using a 'milton' solution or hot soapy water and left to dry naturally. Staff are to ensure that equipment is thoroughly dry and drained before putting back in their box. All material toys/dressing up clothes will be washed in the washing machine.

Cleaning Schedule

The kitchen/eating areas are cleaned daily using anti bacterial spray by the staff member on kitchen duty. The nursery cleaner will clean the nursery daily. The cleaner is responsible for hoovering carpets, mopping floors/ corridors and cleaning the children's and staff toilet areas. She will be monitored by the proprietors. It is the responsibility of all staff to ensure their rooms are kept clean and tidy paying particular attention to health and safety and hygiene standards.

WASTE DISPOSAL	
Kitchen: Domestic waste	White bin liner
Duckling's kitchen: Domestic waste	Black bin liner
Kitchen: Recycling	Black bin liner
Changing areas: Clinical waste (nappies)	Yellow bin liner
Office: confidential waste	Shredder
Rooms: general waste	White bin liner

When changing bin liners ensure the bag is only two thirds full to prevent heavy lifting and splitting. Carry the bag to its destination following safe manual handling procedures. All bins are then to be cleaned and sterilized each week.

Environmental Cleaning

Thorough cleaning, using a fresh solution of general-purpose detergent and warm water should be used for all routine cleaning. In suspected cases of viral infection e.g. chickenpox or viral gastroenteritis, a hypochlorite solution such as milton should be used.

All spillages of blood and bodily fluids, however small, must be cleaned up immediately. Gloves must be worn and lesions on exposed skin covered with waterproof dressings. Spillages should initially be soaked up using blue roll. For blood spillages a hypochlorite solution should be applied, followed by cleaning of the area with general-purpose detergent and warm water. For all other bodily fluids, cleaning of the area with general-purpose detergent and warm water is sufficient. All equipment used such as gloves, aprons and blue roll must be wrapped in a plastic bag before disposal in a bin.

Cleaning the Carpet

If a spill occurs then the member of staff in the room will use blue roll to clean up as much as possible first (if it is not possible due to staff/ child ratio they must call a member of management). When cleaning up bodily fluids such as stools, urine and vomit, disposable gloves and aprons must be worn. Children to be moved from area and other staff members made aware of spillage. All cloths, blue roll, gloves and apron which have been used to deal with bodily fluid must be wrapped in a plastic bag before disposal in a bin. When the majority of the spill is removed hot water and soapy should be applied using a **RED** cloth. If the carpet requires further cleaning then the manager will arrange for the carpet to be cleaned. This would be done when the nursery is closed. Management will arrange for carpets to be cleaned every six months to ensure regular cleaning. This will be arranged over a weekend to ensure that carpets are completely dry before children play on them.

Bathroom routine

Daily cleaning will be completed by the nursery cleaner when nursery is closed. The bathroom is to be checked regularly and if necessary cleaned by nursery staff. Toilets and potties are to be cleaned with anti-bacterial cleaning fluid. Disposable gloves and aprons need to be worn. Taps and flushes to be sprayed regularly with anti-bacterial spray. Soap and toilet rolls to be replaced by nursery staff when required. Nappy bin to be emptied twice daily by nursery staff or when the bin exceeds 2/3 full (refer to cleaning procedure). Staff to check toilets are flushed after every use. Bathroom door to be kept open and children must be in site or hearing of nursery staff.

Laundry

Nursery linen is laundered on the premises daily and laundry facilities are not accessible to the children. Utility room door must remain closed and locked at all times when not in use. Dirty laundry should be stored appropriately in the laundry basket. Soiled items i.e. vomit or faeces should be rinsed, put into yellow bag, sealed and proprietor informed. Ensure gloves are removed and hands are washed after contact with soiled linen. Laundry should be washed at 60 degrees using detergent to eliminate germs. Dry and air laundry as appropriate using indoor airers.

Spare clothes must be provided for children by their parents. Parents are asked to launder these at home. Soiled items will be stored in sealed plastic bags, doubled wrapped, child's name placed on bag and put back into the child's bag.

Staff to ensure that the utility area is kept tidy and utility sink is cleaned and left empty after use.

COSHH

Risk assessments are carried out on the use and storage of any substances which may be hazardous to health. This is likely to be anything labelled toxic, irritant or corrosive and usually displaying an orange or yellow triangle. If possible Home Farm will replace such products with safer alternatives.

An inventory of all substances used that fall into COSHH is located in the Health and Safety folder in office and on utility cupboard door. COSHH hazard data sheets have been obtained from suppliers and are accessible in the Health and Safety folder in the office.

Staff will be given adequate information including appropriate protective clothing, regarding using any hazardous substances. Staff will also be informed of what to do in the event of accidental spillages and contact with skin and eyes. All hazardous substances are kept in a locked utility cupboard or cleaner's locked locker, not accessible to the children. Some products also have child safety caps.

ELECTRICAL SAFETY

Electricity at Home Farm is treated with extreme caution. We ensure that fixed electrical installations (sockets, hand dryers etc) are installed and maintained by a competent person. Electrical appliances comply with current safety requirements as stated by the manufacturer and portable electrical appliances are "PAT" tested, maintained and in good working order.

Staff understand that repairs and maintenance can only be carried out by a competent person – defects will be reported to the manager/ proprietor. Use of equipment is not permitted until appropriate action has been taken, and the defect rectified. Any donated equipment must be "PAT" tested before use.

FIRE SAFETY & BOMB THREAT PROCEDURE

If you discover or suspect a fire:

- Blow long continuous blows in the whistle located on the wall in the hallway, ensuring all rooms and outside play areas can hear.

On hearing the whistle:

- All staff, students and visitors to evacuate the children calmly using their nearest fire exit. Room staff to take their register with them.
- Walk the children calmly and quietly to the fire evacuation point in the car park.
- Ensure that all doors are closed behind you.
- All children to be kept calm and reassured of what is happening.
- Management in the office to collect contact cards, phone and fire bag from office.
- Management to check if Duckling staff require assistance to evacuate the babies and help if needed.
- Room staff to carry out a roll call at the fire evacuation point.

- No-one must re-enter the building until fire fighters (or management in a drill) have made suitable checks and have agreed re-entry.
- In the event of a fire, parent/carer to be contacted to collect their child/ren and children to be re located in the field.
- Designated fire warden or management to enter fire drill into fire logbook, kept in the office.

Fire safety notes

- Fire bag contents include fire blankets, nappy changing essentials, reins, blankets, first aid kit.
- Staff must be aware of the fire exits and evacuation procedures from all rooms in the nursery and new staff/students will be made aware of fire procedures on induction
- Smoke alarms are located at the top and bottom of the stairway and in Ducklings.
- Everyone on site must be informed before smoke alarms are tested.
- There will be regular fire drills carried out at 4 monthly intervals.
- Fire exits are to be kept clear at all times.
- **In the event of a bomb threat, the fire procedure is to be followed. The bomb evacuation point is located at the top of the field.**

FOOD AND DRINKS

Home Farm Day Nursery will provide healthy and nutritious snacks both in the morning and afternoon to the children. Parents have the option of a catered hot dinner provided by '5 aday Catering' or to provide a cold packed lunch for their child. Those children who arrive at 7.30 have the option of having breakfast provided from home if required. At the end of the day a verbal report will be given to parents regarding food and drink intake except in the case of ducklings where a written report is provided.

Food Handling

All staff preparing meals for the children will have an appropriate food handling qualification. New staff will undertake such training as part of their personal professional development. Food will be stored in accordance with safety and legal requirements. The kitchens will be inspected at regular intervals by the EHO. Copies of the reports are kept in the EHO file in the office.

Kitchen

Food prepared by parents will only be consumed by their child/children and not shared with other children. The re-heating of children's meals should be done in the kitchen area by a member of staff who has a basic food hygiene certificate. All foods must be checked to ensure that it is still in date. If not, the parent must be informed and an alternative will be served. All foods must be temperature probed to ensure it has reached above 75 degrees once it has been reheated. The heat probe must be tested in either boiling water or ice weekly to ensure it is working accurately. The temperature of every child's meal must be recorded. The food must reach the child within 15 minutes of being probed and the temperature must not fall below 65 degrees during transportation.

Birthday cakes supplied by parents for celebrations at nursery will be encouraged. 'Happy Birthday' will be sung at snack time and candles blown out. Due to allergies and individual dietary needs, parents will be asked to confirm the ingredients or if the cake has been purchased staff will read the box for confirmation before giving to the children.

If a child does not eat the food provided, or lunch has been forgotten by the parent a substitute meal will be made available by the nursery (dietary needs will be considered).

Food storage

All perishable foods will be kept in the fridge. The fridge temperature will be recorded twice daily to ensure food is kept fresh. Milk will be stored in the fridge and is delivered daily by the milkman. Opened packets will be stored in air tight containers ensuring date is visible of when it runs out of date and out of date food and drink will be disposed of.

Cooking ingredients and messy play products are stored in named kitchen cupboards.

Parents need to put any perishable lunch food in the children's fridge. Food must be stored in appropriate containers and clearly labelled with their child's name and any particular serving instructions. They need to ensure that all food is age appropriate and apart from in ducklings does not need to be reheated. High risk food such as shellfish and rice will not be served.

Drinks

We understand the importance of providing drinks throughout the day for all age groups. Cows milk and/or water will be offered to the children at morning snack times. Water will be given to children at both lunchtime and afternoon snack.

We will monitor the temperature within the rooms and outside and encourage the children to drink additional fluids if needed. Staff will encourage children to drink additional fluids after exercise, during illness and while taking medication. In addition to the drinks we provide throughout the day we also recommend that each child is provided with a bottle of water clearly identifiable as their own, which can be left in a specified area where they can gain access to it throughout the day.

Preparation of Infant formula feeds

We follow the guidelines from the Department of Health and the Food Standards Agency (Jan 13) that state that it is best practice to make up infant feeds by reconstituting formula powder using water at a temperature of 70 C or above.

This guidance is in line with the World Health Organisation recommendations and aims to ensure that the potential microbiological risks associated with these products are kept to a minimum.

Using water at this temperature will kill harmful pathogens if they are present in the non-sterile powdered formula, as well as helping to reduce the risk of contamination. It is important to reinforce good hygiene practices and ensure all equipment has been sterilised adequately.

Procedure for making up feeds;

- 1) Only make up one feed (per child) at a time.
- 2) Make feeds within 30 minutes of the water boiling.
- 3) Always add the water to the bottle before the powder.
- 4) It is not advisable to use bottled water to make up feeds.

All standard, non-specialised infant formula and follow on formulas, including those containing probiotics, should be prepared in line with this current best practice, **regardless of the presence of any other contrary instruction on the product**, in order to minimise the risk of infection.

Healthy Eating Education

We encourage all children and parents to eat healthily by providing healthy menus. We also encourage them to participate in healthy lifestyles. We do this by using a variety of activities, stories and games which promote positive images and ideas about healthy food. Throughout the year we provide food tasting experiences, opportunities for cooking, as well as multicultural foods during festivals for the children (and parents) to try. We also encourage parents by providing leaflets and information from outside agencies highlighting the importance of both healthy eating and physical activity (see physical activity policy).

Hand washing

Hand washing is the most common means by which infection is transmitted and is the most basic and vital infection control measure. Correct hand-washing procedures should be followed at all times.

Hands must be washed in the following instances:

- Before and after all medical and nappy changing procedures.
- Before handling food.
- Before you eat.
- After you have used the toilet.
- After handling waste.
- After handling used linen.
- Whenever hands are visibly soiled.

When washing your hands you should:

- Use the liquid soap and dry hands thoroughly using hand dryers.
- Keep any open cuts or sores covered with a waterproof dressing while on duty.
- Remove all stoned rings and wrist watches.
- Keep nails short and clean.
- Wash hands on removal of gloves.

See washing hands guidance in staff kitchen and on parent board.

PHYSICAL ACTIVITY

At Home Farm we give children opportunities to experience a wide range of physical activities. These opportunities will enable them to feel confident and secure about their own bodies, become physically active, competent and adopt positive attitudes towards physical activity and good health in a safe environment.

Aims: We will ensure that all children.....

- enjoy and achieve in wide range of physical activities.
- gain confidence and control when moving.

- develop their knowledge and understanding of health related exercise and understand what is meant by a healthy lifestyle.
- are aware of safe practice.

We will achieve our aims by endeavouring to provide high quality physical activity opportunities following the requirements of the EYFS and 'The Early Years Physical Activity Guidelines.'

Inclusion and Equal Opportunities

All children should be encouraged and given opportunities to maximize their achievements in all areas of physical activity. Physical activities will be differentiated according to the

STEP principles – Space

Task

Equipment

People/Pace e.g on your own, in pairs, in groups and/or small sided games with different

numbers of attack and defence.

The STEP principles can be adjusted according to the individual needs of the pupils.

Physical Activity opportunities at Home Farm

Busy feet - 'Busy Feet' is a unique resource for preschool children designed to stimulate imagination, creativity and movement with a clear focus on promoting and encouraging healthy, active lifestyles.

Start to play - Aimed at children between 0 and 5 years old, Start to Play provides eight inspirational storybooks that show Fizz and his friends playing, having fun and learning a number of key physical activities – moving, balancing and co-ordinating. Each book contains five activity/game cards which provide fun ideas and activities to encourage play and physical activity opportunities.

Tumble tots - Designed for all ages of children to develop children's physical skills of agility, balance, co-ordination and climbing, through the use of active songs. Includes a specific 0-6 months 'Active baby' programme.

Gross motor development - Trikes, scooters, football, hoola hoops, target throw, balance beams, ball skills, stilts, tennis, climbing cubes & see saw.

Swimming - Water confidence games, water safety, stroke techniques.

Sports day - Competitive activities – running, mini hurdles, egg and spoon races, pram race. Non competitive activities - golf, target throw, obstacle, football shooting.

Parachute games - Encourage cooperative, non-competitive play and reinforce turn-taking and sharing.

Safe Practice and Procedures

It is vital that all colleagues have read the Health and Safety policy for Home Farm and are aware of risk assessment forms. If any colleague is unsure about safety they must seek guidance from the manager/proprietor who, in turn, can make reference to the Local Education Authority Advisor if necessary.

Facilities - Staff should ensure that the area to be used for activities is as clear as possible, so that children can move freely. They must be aware of potential hazards ie. foreign bodies on playground and field.

Equipment - Equipment will be checked daily by staff and recorded on safety check lists. Equipment will be easily accessible and labelled where possible. Items in need of replacement or repair should be reported to the manager immediately.

Personal Safety and Hygiene - Children should be encouraged to wear appropriate clothing and footwear for the physical activity they are participating in. Jewellery and watches are to be removed. Earrings should not to be worn for contact physical activity. If they have recently been pierced they need to be taped. Long hair should be tied back.

Children working indoors with barefeet with verrucas should cover the verruca with micropore tape or Bazuka gel. When swimming cover the verruca with Bazuka gel. Children with athletes foot are not to work barefoot, they will need to wear pumps or trainers.

Staff must ensure that children who require inhalers/epi pens have access to them during physical activity. Staff must apply sun cream to children in hot weather and encourage children to wear a hat during physical activity outdoors.

Warm Ups and Cool Downs - Warm ups and cool downs must be included as part of the physical activity programme. Safe and effective exercise procedures must be taught in all activity sessions. Children are encouraged to recognise the changes that happen to their bodies when they exercise. Children should be encouraged to explain the importance of warm ups and healthy lifestyles.

Further reference may be made to the following documents for Health and Safety Guidelines:

- Health and safety policy
- Child protection policy

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- Equal opportunities policy
- Offsite Visits Guidelines- LA
- Risk Assessments- Games, indoor physical activity, playground & swimming
- EAP & NOP for Home Farm swimming pool.
- Parachute games guidelines

Cross Curricular Links

PSED– self confidence & self esteem; self care; dispositions & attitudes

CL– language for communication; language for thinking

MATHS – numbers as labels & counting; calculating; shape, space & measures

PD–health & bodily awareness

EAD–creating music & dance

Healthy Early Years and Physical Activity

We have gained Healthy Early Years bronze and silver status. Children, parents and staff will be consulted about activities offered at nursery. They will also be given guidance on healthy eating and lifestyles.

RIDDOR

It is the responsibility of Home Farm Day Nursery to report incidents to RIDDOR that fall into the following categories:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

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- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Reporting online

Responsible persons should complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

OFSTED must also be informed.

ANSWERING THE FRONT DOOR

All staff can answer the door as long as they know who the person is. If staff are unsure of the visitor, they are to wait outside whilst the information is checked and authorisation is granted. Staff must be 100% sure that the child is going home with the correct person. If in doubt, speak to the manager, deputy or supervisor. Check passwords and contact child's parents to gain authorisation. Any person entering the building may be asked for identification by a staff member. Parents are not permitted to let anyone else into the building – even if they know who they are. This is done to protect all children and staff on the premises from unauthorized people. If there is someone waiting to enter, a parent must ensure they wait outside the building and they contact a member of staff to let them know of their presence.

Procedure for Answering the Door

To ensure the safety of all children and staff, the following procedures must be adhered to.

- All parents must ring the door buzzer and identify themselves to a member of staff prior to entry through an intercom system.
- The person who answers the door must always identify the caller and identification needs to be sought if the caller is not recognised, i.e. name, reason for call, name of the person whom the caller is here to see.
- All parents are asked not to hold the door for any parent or adult even if they are known to them.
- Before granting a caller access to the nursery, always check with the manager or most senior member of staff on duty. **Never** grant access to anyone who is not known.
- Any visitors must be signed in the visitor book on arrival and signed out on their departure.
- Each child must have at least two authorized collectors documented on their file.

- If an authorized person is to collect the child, parents must notify the nursery and provide the authorized person with a password.
- If a different person calls to collect a child and the parents have not informed the nursery of this, then the parents' written permission must be obtained before handing over the child.
- All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances documentation will be kept on each child's file and the names of those family members with whom that child is forbidden contact. Access cannot be denied for a parent that has parental responsibility unless a court order granted and evidence is on file.
- If a family member who is not allowed contact calls at the nursery, they must not be granted access and the manager or most senior staff member on duty must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

MOVING THE CHILDREN FROM ONE AREA TO ANOTHER IN THE NURSERY

Correct child/staff ratios must be maintained at all times when moving children around the nursery.

It is paramount for the safety of the children that staff ensure the whole group moving are present before opening/closing doors or gates by doing head counts as necessary.

Doors and gates are to be closed behind the last member of staff eliminating the chances of any child being left behind during the move. Hazards should be dealt with appropriately i.e. noticing doors not closed that should be and postponing conversations with parents or colleagues until the children are safely relocated.

When moving children between indoors/outdoors it is essential that a head count is done before entering and exiting the building.

Children's individual mobility needs should be considered at all times and children should be assisted appropriately.

Carrying children

Staff should avoid carrying children unnecessarily. They should only carry one child at a time, except in an emergency where two children may be carried if staff are confident in doing so and if it is safe.

When transporting a child/baby staff should hold it close to their body ensuring they have a clear vision over the child they are carrying.

Staff must ensure that they follow the manual handling procedures when picking up and putting down a child, especially when lifting in and out of cots.

Staff should also ensure they move correctly in line with manual handling training.

Children using the stairs

The safety of staff and children is paramount at all times. Children's mobility must be taken into account and assistance will be offered accordingly.

Competent children who have regular access to stairs will be carefully supervised by nursery staff. A member of staff will always be behind the children. Children who are competent walkers, but not necessarily confident on the stairs will be assisted on a 1:2 ratio by staff. Children that are in the early stages of walking will be assisted on a 1:1 ratio by staff. Children who are not yet walking will be carried by staff on a 1:1 ratio. Additional staff may be called upon for extra support. If moving a group of children, one member of staff will wait with the children at the top/bottom of the stairs while another staff member moves the children up/down. Minimum ratios will be met all times.

WINDOWS

Windows should be opened first thing in the morning (weather permitting) to ensure constant fresh air is circulating around all the rooms. Larger windows are locked on ground level and all windows have safety catches applied. Heating/fans are used in conjunction to maintain a constant comfortable temperature.

When opening and closing the windows, staff are reminded to use safe manual handling procedures and to only open the windows where no children can gain access and climb out.

All windows are to be shut and locked by the staff in each individual room at the end of the day.

OUTSIDE AREA

The outside area is kept clean and checked daily for animal fouling, rubbish and other hazards prior to children's use. There are no known poisonous plants, flowers or berries in the garden play areas. Anything potentially harmful to children has been fenced off and removed by the proprietor. Sandpits are kept covered and the sand replaced regularly.

Special care must be taken when children are using climbing equipment. Staff must consider supervision and being within immediate reach of the children on the equipment.

Children do not have access to the swimming pool without adult supervision. Staff are not permitted to enter the pool area without a fully trained lifeguard or qualified swimming instructor present. Staff child ratios must also be lowered and children must have appropriate swimming aids (see NOP & EAP and risk assessment for procedures).

SMOKING, ALCOHOL AND DRUGS

Home Farm has a no smoking policy. Smoking is not permitted within the nursery premises by members of staff, parents or visitors, this includes contractors.

Alcohol must not be consumed on or off the premises during staff working hours. If traces of alcohol were to be found on a staff member, this would be removed and kept as evidence towards an investigation. Parents, visitors and contractors are not permitted to consume alcohol on the premises during nursery hours. Alcohol (in shopping etc.) should not be brought onto the premises without the permission from the nursery manager/deputy. In such circumstances it must be stored in a locked cupboard in the office. Staff must not attend for duty under the influence of alcohol.

Drugs are not permitted onto the nursery site. In the unlikely event that drugs were to be found, police would be contacted and action would be taken. Staff must not attend for duty under the influence of drugs.

FOOTWEAR IN BABY ROOM

Staff and parents are asked not to wear shoes on the carpet area of the baby room. This is to ensure that the floor surface remains hygienic for all of the children. Staff are required to wear socks or slippers at all times to prevent cross infection. To ensure that this remains effective shoes must be worn when leaving the room and moving around the nursery.

CONTRACTORS

Contractors are sometimes employed to carry out work at Home Farm Nursery. Where possible work will be done out of nursery hours to reduce any risk to children and staff. We will ensure that as far as reasonably practical due consideration is given to health and safety when selecting people to undertake work on our behalf. We will monitor and also review their work on completion. Contractors will provide any relevant information on health and safety risks arising from our premises and are not permitted to open the nursery door to anyone or allow any person to enter. Any contractor will be asked to complete a risk assessment prior to the commencing of any work. Contractors are responsible for providing and using any equipment necessary. They are not permitted to use any equipment or facilities provided by the nursery unless previously arranged with the proprietor. We will take any immediate action to ensure that the contractors, staff and children are not at risk throughout the duration of the project.

It is the responsibility of any contractors to;

- Ensure the health, safety and welfare of persons on site and comply with HSE regulations.
- Comply with health and safety requirements of the nursery at all times, ensuring that the work activities are safe and without risk to the health, safety and welfare of any person.
- Ensure they are aware of fire precautions and emergency procedures in nursery.
- Take suitable and sufficient steps to correct and control any problems that arise.
- Immediately report accidents, ill health, and near misses to the proprietor.
- Provide evidence that all equipment and substances etc to be used whilst in nursery are safe and without risk.
- Liaise with the proprietor or manager at all times.
- All contractors will be made aware of this policy.

Staff Guidelines

RECRUITMENT

The nursery manager is responsible for ensuring that all the relevant paperwork is in place in line with OFSTED requirements. We have an effective recruitment process that ensures new recruits come to the job with a clear idea of their role and responsibilities. A thorough induction will take place on their first day and continue throughout their probationary period supporting them in their role.

Staff files include:

- Reference of enhanced CRB (pre Dec 2012) or DBS (post Dec 2012).
- Copies of qualification certification.
- Two verbal references backed up by written references.
- CV/application form, showing previous employment history.
- Up to date details of next of kin.
- Nursery induction.
- Records of appraisal.
- Any other information referring to the staff member.

Staff references must be in place before staff employment commences, these references can be verbal for the interim but must be backed up with a written reference signed and dated by the same referee. One reference must be obtained from current or most previous employer. Particular attention will be paid to any employment gaps of a candidate.

All positions available will be advertised internally and externally. This will be in accordance with the nursery equal opportunities and diversity policy. Existing staff will have the opportunity to apply for promotion and will have regular appraisals and supervisions.

Interviews will be offered to suitably qualified candidates meeting the appropriate criteria. All interviews will be in front of a panel of at least two senior staff and will include relevant questions about the candidate's suitability for the job. Candidates for a management or supervisory post will include discussions about their management experience and ability to supervise and make decisions. There will also be a short practical assessment in the nursery as part of the selection process. This will include feedback from the manager/proprietor and staff as to the candidate's abilities, attitude and suitability for the post. The suitable candidate must provide proof of identity, training and qualifications at their interview.

Every effort will be made to ensure that staff are suitably DBS cleared before they commence employment. In the event that this does not happen, the employment date may be postponed. In the event that the newly appointed member of staff holds a recent, previous enhanced DBS, the nursery manager may allow the employee to commence work, but must remain under strict supervision at all times and never be left unattended with the children. The nursery manager may remove certain duties until such time that the person is cleared.

Suitability

Candidates for employment at the nursery will be assessed for their suitability for the role in accordance with the statutory framework for the early years foundation stage (April 2017). The manager, deputy and supervisor must hold at least an NVQ Level 3 qualification or equivalent and the manager must have gained a minimum of 2 years experience working in an early years setting or have at least two years other suitable experience. At least half of the rest of the staff must be qualified to a minimum of Level 2 in an appropriate childcare qualification. All staff counted in the ratios must be 17 years of age or over. Students on long term placements and volunteers (aged 17 and over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

In addition, the manager will assess candidates on their experience, maturity and personal presentation, ability to provide warmth and care, knowledge of early years and child development, knowledge of EYFS welfare requirements, commitment to the job, assessed skills and attitude during their trial morning, willingness to undertake further training as required.

It is the responsibility of the proprietor to ensure that OFSTED are notified of any changes to the management of the nursery.

All staff will be suitably checked and a DBS check will be obtained. It is the staff members responsibility to inform the setting of any conviction prior to their start date or during their period of employment. In addition

staff also need to make employers aware if they are living or working on premises where a disqualified person lives or works in conjunction with Childcare (Disqualification) Regulations 2009. If this applies to any member of staff they themselves will be disqualified for working with children. The Childcare Act 2006 also prohibits the employment of anyone to whom this applies.

Students and volunteers (aged over 16 years) must also hold a current DBS check.

STAFFING POLICY

Responsibilities

The nursery owner/manager holds overall responsibility for the management of the nursery and must ensure regulations are adhered to. This includes allocation of individual staff responsibilities and work relating to OFSTED registration. The nursery owner/manager is accountable to the other directors.

It is important for the smooth and professional operation of the nursery that all staff know and understand both their own responsibilities and those of other team members. Staff may be asked to work in different parts of the nursery in order to cover for staff absence or to gain experience and knowledge.

It must be understood that all staff members are expected to cover for any colleague at the request of a nominated member of management on duty. This reflects the fact that unforeseen circumstances can occur when looking after children and that the children's welfare is paramount at all times. However, staff should not be expected to fill a role for which they are not qualified and where this would affect the requirement to meet the staff:child ratios.

The management of staff

Staff are provided with a structured work environment with clear definitions of their job role and career opportunities to grow and progress and feel valued for their contributions to the nursery.

Staff supervisions are arranged with the management or supervisors every three months or on request of the staff member and provide opportunities for staff to: discuss any issue – particularly concerning children's development or well being, including child protection concerns; identify solutions to address issues as they arise; receive coaching to improve their personal effectiveness. Staff also have an annual appraisal with key objectives set for the year. During their mid-year review current objectives will be discussed.

Staff meetings/memos take place six weekly or sooner if needed and include in house staff development activities, discussion of any problems that have arisen and dissemination of information from courses that staff have attended. Minutes/memo is distributed to all staff and signed for.

Suitability (see recruitment above).

STAFF PERSONNEL/BEHAVIOUR POLICY

Home Farm Day Nursery staff personnel/behaviour policy is governed by the following criteria;

- Staff must ensure that they act in the best interests of the children, their care, welfare and development at all times.
- The requirements of the Children Act 1989, the Care Standards Act 2000, OFSTED and other relevant authorities such as the Environmental Health, Health and Safety Executive and Public Health England will be met at all times.
- The requirements of the legislation affecting the employment of staff, including National Minimum Wage and Living Wage (from April 2016), disability discrimination, health and safety, data protection, food hygiene, working time regulations and other relevant legislation will be met at all times.
- That compatibility between members of staff, the management team and other professionals visiting the nursery will be promoted and a positive team spirit developed.
- The nursery owner/manager will ensure that staff are offered and receive the necessary training and support to encourage them to achieve their maximum potential.
- Each member of staff will receive a contract and job description. This will state the period of notice to be given on either side.
- Management will ensure staff are aware of the nursery policies and procedures and that they fully understand and work in line with them. Staff will sign to indicate that they have read and accept them. Nursery policies and procedures will be reviewed annually by the management team and at any other required time. All nursery staff must be made aware of any changes. It is the management team responsibility to ensure that staff fully understand and work in line with nursery policies and procedures.

- Before commencing in post, the successful applicant will be provided with a letter offering the position (conditional on full clearance by their DBS) and will undergo the nursery induction procedure.
- Staff members are not permitted to harass, bully or intimidate another members of staff in any way. This includes unwanted verbal or physical advances or suggestive remarks. Staff must treat others as they wish to be treated by others.
- Whistle blowing is encouraged by staff if they become concerned a colleague is displaying inappropriate behaviour, for example inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibility, inappropriate sharing of images or causing harm to children.
- Staff are not permitted to bring on to nursery premises inappropriate substances such as drugs or alcohol. Any prescribed medication must be kept in the office or in lockers, which is inaccessible to the children.
- Staff and students on placement will dress appropriately for the job, bearing in mind that they are role models for the young children in their care.

Staff Deployment

Home Farm Nursery work within the staffing levels stated in the statutory framework for the early years foundation stage (April 2017).

The owner/manager or deputy ensure that the group sizes and staff ratios maintained meet the registration requirements, promoting high standards of care for the children. Most of the time, the owner/manager and deputy will be supernumerary and able to cover for staff. Unqualified/inexperienced staff will be supervised by suitable staff. Staff numbers in each group will meet the required ratio

- Under 2's 1:3
- 2-3 years 1:4
- 3-5 years 1:8 or 1:13 (dependant on staff qualifications)

The nursery has designated base rooms for specific age groups and each room will accommodate the number of children as stated by the measurements in the statutory framework for the early years foundation stage (April 2017).

Each child will be allocated to a specific named key person. This person will be responsible for the child's care on a daily basis. They will also ensure that the child's learning journey and development profile is kept up to date and will liaise with the child's parents, ensuring that information about the child is exchanged accurately. The key person will encourage parents to play an active part in their child's development and observations will be completed at home to add to their learning journey.

Staff will deploy themselves within their room to ensure that all children's learning and enjoyment is extended at every activity. In conjunction and in support of the key person system, staff will work as a team so that children do not become over-dependant on a particular member of staff. There will always be a minimum of two members of staff on duty, regardless of how few children are present. Staff recruited to work on a part time basis are asked to cover extra hours if required to meet ratios. The nursery supervisors and nursery nurses are qualified to level 3 and above. Nursery assistants are unqualified or working towards a relevant qualification. Key staff roles will be identified by the nursery owner/manager and deputy for specific areas, such as, special educational needs, behaviour management, health and safety and child protection (see named co-ordinators list).

Senior staff working arrangements

The overall responsibility is with the nursery owner/manager to ensure that the nursery remains correctly staffed at all times. During the main hours of the nursery day either the deputy or owner/manager will be on the premises to take responsibility for the daily running of the nursery. In the possible event that neither the deputy nor owner/manager will be on site a named supervisor will take charge in their absence.

Staff facilities

Staff have a half hour lunch break away from the children and have use of the nursery staff kitchen or outside picnic table where they can sit for lunch if they wish to. They have access to a microwave, fridge, kettle and toaster. All staff have lockers to ensure all their belongings are safe. Staff are provided with slightly larger child-sized chairs to use whilst participating in activities. If necessary, staff are able to talk to parents confidentially in the office at the beginning or end of a session or at an appointed time.

Staff dress code

Nursery staff are required to wear a uniform. It consists of a turquoise polo shirt with Home Farm logo, black logoed fleece and/or sweatshirt, plain black or navy trousers and suitable footwear. In summer staff

can substitute trousers for smart knee length black or navy shorts. All staff working on the premises are to ensure that they are clean and tidy and are expected to dress appropriately for their role. Jewellery should be kept to a minimum. Staff are encouraged to wear long hair tied back and fingernails should be kept at a reasonable length. All staff are reminded that while they are on nursery premises or in uniform they are representing the nursery. The baby room carpet is a shoe free zone so staff are welcome to wear indoor slippers or new footwear in these areas. Any member of staff wearing an unsuitable item will be required to go home and get changed. Students are asked to read the student information leaflet and management will also discuss dress code on their induction.

Staff children

Long term (contracted) childcare places will not be available for any current or future employee in order to avoid the possibility of any conflicts of interest arising. Ad-hoc care (for emergency situations) may be agreed to at the discretion of the proprietors.

STUDENTS AND WORK EXPERIENCE

Home Farm is asked from time to time to provide placements for child care students from local colleges and for short-term work experience placements for local school pupils. When such students are accepted into the setting it is nursery policy that;

- The nursery will only accept one student/work experience placement at a time to prevent overcrowding and to provide sufficient and appropriate supervision of them. A member of staff will be designated to mentor the student/work experience placement, ensuring that they have time weekly to discuss college work and have activities set for their following time at the nursery.
- All students/work experience placements will complete an induction with the manager/deputy prior to starting their placement.
- The student/work experience placement will work alongside an experienced member of staff at all times and will not be left alone with the children. Students/work experience placements will not be counted in ratios.
- All nursery staff will be sensitive to the needs of the student/work experience placement and will not undermine their efforts but will support them building their confidence, skills and competence.
- All students/work experience placements will be accepted regardless of gender, race, religion, disability or language. Under the terms of the Disability Discrimination Act 1995 the owner/manager may refuse a student/work experience placement if she feels fit, this could include a medical condition or any other reason that would prevent suitability for working with the children. In this situation the nursery owner/manager will discuss with Early Years and/or OFSTED seeking guidance and advice.
- Students/work experience placements may wish to include photographs of nursery activities in their evidence or observations. A child's name will be changed to protect their identity and to maintain confidentiality. Observations and written accounts will be proof read by the nursery owner/manager or deputy. Parents must be asked for written consent for observations to be made and photographs of their child to be taken.
- All staff will contribute towards the student's/work experience placement's training and their development within the nursery.

DISCIPLINARY PROCEDURES

Home Farm Day Nursery acknowledges that from time to time concerns may arise concerning a staff member. This can be distressing for the individual but will be managed appropriately. All instances of disciplinary action will be handled seriously.

Whilst HFDN does not intend to impose unreasonable rules of conduct on its employees, certain standards of behaviour are necessary to maintain good practice and discipline in the interest of all employees.

We prefer that discipline be voluntary and self-imposed and in the majority of cases this is how it works. However, from time to time, it may be necessary to take action towards individuals whose behaviour or performance is unacceptable.

Minor faults will be dealt with informally. However, in cases where informal discussion does not lead to improvement or where the matter is more serious, e.g. unjustified absences, poor time-keeping, sub-standard performance, the following procedure will be used. At all stages, the employee will be given the chance to state his/her case, accompanied if requested by a fellow employee of his/her choice during the

disciplinary interview. It should be noted, however, that an employee's behaviour is not looked at in isolation but each incident of misconduct is regarded cumulatively with any previous occurrences.

STAGE 1

The employee will be given a formal *VERBAL WARNING* by the management. He/she will be advised of the reason for the warning and that this warning is the first stage of the disciplinary procedure. A note of the verbal warning may be recorded but nullified after six months, subject to satisfactory conduct and performance.

STAGE 2

If conduct or work performance does not improve within the currency of a prior warning, or if the offence is regarded as more serious, a *FIRST WRITTEN WARNING* may be given. This will give details of the complaint and the likely consequences if the terms of the warning are not complied with. This warning will be recorded but again nullified after twelve months, subject to satisfactory conduct and performance.

STAGE 3

Failure to improve in response to the procedure so far, a repeat of misconduct for which a warning or warnings have previously been issued, or a first instance of serious misconduct, will result in a *FINAL WARNING* being issued. This will give details of the complaint and notification that dismissal will probably result if the terms of the warning are not complied with. This warning will be recorded but again nullified after twelve months, subject to satisfactory conduct and performance.

STAGE 4

Failure to meet the requirements set out in the final written warning will normally lead to *DISMISSAL* with appropriate notice. A decision of this kind will only be made after the fullest possible investigation. Dismissal can be authorised only by the manager or proprietor. The employee will be informed of the reasons for dismissal and the date on which employment will terminate.

Gross Misconduct

Offences under this heading are so serious that an employee who commits them will normally be summarily dismissed. In such cases, HFDN reserves the right to dismiss without notice of termination or payment in lieu of notice. Examples of gross misconduct are:

- Any breakage of the law, such as theft and unauthorised possession of HFDN property, deliberate falsification of records or any other form of dishonesty.
- Wilfully causing harm or injury to another employee.
- Performing an action that is liable to cause injury to other people or damage HFDN's property.
- Wilful refusal to obey a reasonable instruction.
- Incapacity through an excess of alcohol or drugs.

The above is intended as a guide and is not an exhaustive list.

Suspension

In the event of serious misconduct or an allegation of abuse an employee may be suspended on full basic pay while an investigation is carried out. Such suspension is a neutral act, which *DOES NOT* imply guilt or blame and will be for as short a period as possible.

Appeals

An employee may appeal against a disciplinary decision, including dismissal, to the manager or proprietor within one calendar week of the decision. Appeals should be in writing. At the hearing, the employee will again be given the chance to state his/her case and will have the right to be accompanied by a fellow employee of his/her choice.

GRIEVANCE PROCEDURE

The object of the procedure is to provide an employee who considers that he/she has a grievance with an opportunity to have it examined quickly and effectively and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable moment at the first level of management.

Procedure

This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a grievance.

In the event of an employee having a grievance relating to his/her employment he/she should, in the first instance, put it in writing and approach the owner/manager. The owner/manager will endeavour to resolve the grievance as soon as possible and in any case, within five working days from the time the grievance is

first raised. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected.

Where the grievance is against the owner/manager or the employee feels that the issue has not been satisfactorily resolved, the matter should be raised with the proprietor.

On receipt of such a request, the proprietor shall make arrangements to hear the grievance and at this interview a fellow employee of his/her choice may if he/she wishes, accompany the employee. It is the responsibility of the proprietor to make arrangements for the hearing to be held within five working days of the grievance being raised. The proprietor shall then respond to the grievance in writing within five working days of the grievance hearing. If it is not possible to respond within this period, the employee will be given an explanation for the delay and be told when a response can be expected.

Reference to the proprietor shall be the final stage of the grievance procedure and their decision will be final.

DOCUMENTATION

Staff records

Individual personnel records will be kept on each member of staff. These documents will be stored in a lockable filing cabinet in the nursery office. Only the member of staff concerned, the proprietor, owner/manager and deputy will have access to the file.

Records will be kept of application forms, references, certificates of training and qualifications, staff induction, annual and sick leave, statutory checks, annual appraisals and any information relating to concerns, complaints or other disciplinary matters. Records must be kept for two years after a member of staff leaves the nursery. The nursery manager will ensure written evidence is provided for each staff file to state that CRB clearance (pre Dec 2102) or DBS clearance (post Dec 2012) has been confirmed and staff are fit to work unsupervised with children.

Other documentation

Records are kept relating to the administration, health and safety and management aspects of the nursery. These include; attendance registers, nursery policies and procedures, risk assessments, health and safety inspections, accidents/incidents, complaints and concerns, compliments, environmental health inspections and action, OFSTED inspections and action plans, fire drill book, child protection book, first aid box checks, observations, planning and assessment in line with the EYFS.

HANDLING MONEY

Fees are invoiced monthly. If cash is received as payment, a receipt must be given. If payment is by cheque, the cheque number must be logged. All monies/voucher payments need to be processed on 'Kindersoft'.

OPENING AND CLOSING THE NURSERY

Opening

The nursery will be opened by the proprietors. Parents are not allowed to leave their children before 7.30am due to registration restrictions. Each room must be risk assessed and safety tour form be signed by the members of staff on the early shift. The rooms will be set out to welcome children as they arrive. The daily registers must be available to sign children in on arrival.

Closing

The nursery will be closed by the proprietors. All rooms need to be left tidy with all toys picked up off the floor and sand swept up. Registers need to be checked to ensure every child signed out correctly. All windows and outside doors must be shut and locked and the computer in pre-school must be switched off. Chairs are to be stacked in Squirrels, Hedgehogs and Lambs to allow access for the cleaner. The owner/manager or deputy will ensure the office is computer turned off.

TELEPHONE

The telephone is the property of the proprietor and should only be used to make and receive work related calls. In the case of an emergency staff may be given permission to make or receive a call.

When answering the telephone staff should remain, polite, professional and introduce themselves by name. Suggested wording "Home Farm Day Nursery (name) speaking, how can I help you".

Staff should hand over to the appropriate member of staff after asking who is calling or leave a written detailed message in the office stating who the message is for, the time and date and the message. This message can then be given verbally to the relevant person.

For all emergencies 999 should be dialled.

Internal calls, dial

- 1 Office/Kitchen
- 3 Ducklings
- 4 Lambs
- 6 To hold

To make an external call "9" should be dialled to establish an outside line.

BABYSITTING

Home Farm Day Nursery Limited permits staff members to babysit for parents who have their child attending the day nursery. Staff members can only do this on their own account in their own time. Staff members who do babysitting are not permitted to wear the nursery supplied uniform during such activities. Home Farm Day Nursery Limited is in no circumstances responsible or liable for the actions of staff members or the actions of parents outside the nursery opening hours. Staff members are personally liable and responsible for the babysitting activities. They must disclose to parents that the babysitting activities are not related or affiliated with Home Farm Day Nursery Limited and that it is their own private effort. Staff members are themselves fully responsible for any tax consequences that private babysitting may or may not cause. All staff who babysit have signed to adhere to this policy.