

**HOME FARM**



# *Policy Document*

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**OFSTED registration number – EY416923**

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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 their 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 and pass on any relevant information, ie how they have been, accidents/injuries at home. 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 collect 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, developmental areas and interests of their individual children. Key persons are responsible for ensuring that the child has consistency throughout the day. The parent/carer 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 share with their health visitor and 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/carer 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. If 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/carers 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 find 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).

## **ATTENDANCE POLICY**

Children's attendance patterns will be monitored and absences will be followed up in a timely manner (refer to safeguarding and child protection policy). Parents/carers are expected to report all absences, explaining why their child will not be attending nursery on their booked days. If a child is absent and a parent/carer has not notified the nursery, attempts will be made to contact the child's parent/carer. If contact cannot be made emergency contacts will be called. If a child is absent, without notification, for a prolonged period of time and no contact can be made with parents/carers or emergency contacts then the setting's safeguarding procedures would be implemented. We will consider patterns and trends in a child's absence, their personal circumstances and use our professional judgement when deciding if their absence should be

considered as prolonged. Consideration will also be given to the child's vulnerability, parent's/carer's vulnerability and their home life. Any concerns will be reported to Worcestershire children's social care and/or a police welfare check requested.

### **SECURITY**

Parents/carers 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 be signed in 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 if a staff member leaves the nursery.

### **EMERGENCIES**

Home Farm ensures that parent/carer wishes are respected regarding medical treatment in their absence.

#### **Emergency Medical Procedure**

If a child becomes seriously unwell whilst at nursery, the manager/deputy will endeavour to contact the parents/carer or emergency contacts, arrange for the child to be collected from nursery and seek medical advice. If the child's parents/carers or emergency contacts were unable to be contacted the manager/deputy will go with the child to seek medical advice. They must ensure the child's registration form is taken with them to allow consent and ensure parent/carer wishes are respected with medical treatment in their absence. Staff member will stay with the child until parent/carer arrives.

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. The manager/deputy will ring the 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. All reportable accidents must be reported to OFSTED at the earliest time and RIDDOR procedure needs to be followed (refer to RIDDOR policy)

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.

### **DOCUMENTATION**

At Home Farm individual records of each child's achievements are maintained, indicating their progress and areas needing development. We also maintain other records required by EYFS, OFSTED or the Local Authority for the daily running of the nursery, including fire drills, attendance, staff personnel files, environmental health, GDPR consents, risk assessments and health and safety checks.

**Children's Records** (also refer to GDPR Privacy notice on parent board).

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/allergy information, two emergency contacts (where possible), general consents, GDPR consents 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 observational checkpoint. 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 share with their health visitor and 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, observational checkpoint 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 permitted to discuss children's records with 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 overridden in the best interests of the child. All children's records will be archived and kept after they leave the nursery. We keep data in accordance with the guidance set out in the Statutory Framework of the Early Years Foundation Stage 2025, Limitation Act 1980, Working Together to Safeguard Children 2023, OFSTED and HMRC. Retention periods will meet any statutory requirements and / or the useful life of the data. Parents/carers will be given their child's learning journey a copy of their transition report 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 and 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 proprietors must also be informed. Advice or support can also be obtained from the Worcestershire County Council (WCC). A nursery complaints log must be made available to OFSTED. A named complaints form will be stored in the child's file.

Praise from parents or outside people 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; Thank you cards.

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

|                                                                                                                                                                                                    |                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Proprietors</b><br>Mr and Mrs J Ward<br>Home Farm Day Nursery Limited<br>634 Birmingham Road<br>Lydiate Ash<br>Bromsgrove<br>B61 0QB<br>Tel: 0121 453 4678<br>enquiries@homefarm-daynursery.com | The National Business Unit<br>OFSTED<br>Piccadilly Gate<br>Store Street<br>Manchester<br>M1 2WD<br>Tel: 0300 123 4666 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

### **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**

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

### **POLICY AND PROCEDURE REVIEW**

Home Farm 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 and procedures initially on appointment and then as it is amended. Newly appointed members of staff will work under the supervision of qualified employees for at least three months 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 need to be made. All 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 partnerships board and on the nursery website. Staff are encouraged to use it as a "living" document. Staff are encouraged to be proactive with policies and procedures informing management as necessary.

# **LEARNING AND DEVELOPMENT**

## **CARE, LEARNING AND PLAY**

### **Curriculum intent**

To provide a rich, broad and balanced curriculum that meets the needs and interests of all our children, giving them the essential knowledge and skills they need to become confident, successful individuals.

Through a combination of the seven areas of learning in the Early Years Foundation Stage (EYFS), children's interests, development areas and topic-based activities we ensure high quality teaching and learning experiences support and embed the skills of the 'Characteristics of effective learning' and promote 'British values'.

Children attend the nursery either part-time or full-time and the nursery routines reflect this. Group activities are organised by the key person to ensure that there is no repetition for full time children. Staff organise resources so that they are safe and readily accessible throughout the nursery day ensuring that the children have freedom of choice. They will also ensure that sufficient resources are available for each activity. 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. In each room planned learning opportunities - 'Activities at home' are displayed for parents/carers to view. This tells you some of the activities your child will be participating in each month and what can be done at home to support their learning and development. All staff will make 'wow' moment observations and key persons will observe their key children on a regular basis, recording observations and using these observations to plan the next stages of play, learning and development for the individual child and the group. 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. Each day is planned so that all the children have the opportunity for periods of rest and relaxation. Younger children can sleep at set sleep times..

Children's progress will be tracked by the manager/proprietor every to ensure they are making good progress in every area of learning and development. Staff will be given 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 equipment is cleaned regularly.

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.

### **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. They ensure that all areas of the building are welcoming 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. The nursery is kept clean, at a comfortable temperature and well ventilated. The radiators are regulated by the thermostat. The thermostat does not exceed 19 degrees and the radiators 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.

Home Farm Day Nursery Policy document

January 2026

Review Date: September 2026

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 each room allocated zones allow separate areas for different types of activities such as cosy corner, role play, maths, science/phonics table, mark making and construction. 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 room 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 fully resourced outdoor classroom. It also has a fenced grassed area with construction zone, mud kitchen, growing area, den making zone, tractor park, football goal and wellbeing/mini-beast zone. The children also have access to a water play zone and potion station. All areas have a range of age-appropriate equipment. All activities will be risk assessed.

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/carers for staff to apply (see sun protection procedure). During the hot weather the children will be kept in the shade between the hours of 11:00 to 3pm (refer to suncare policy for applying sun cream). In extreme weather refer to appropriate government safety plans.

## **ANIMALS**

Home Farm has some guinea pigs that the children are able to visit. To ensure that health and safety is maintained certain procedures are followed prior to any contact with the animals. A risk assessment will be completed involving any animal within the nursery.

All parents/carers will be informed prior to additional animals visiting the nursery. Children may stroke or touch animals under close supervision with permission from parents/carers. 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.

## **SUSTAINABILITY POLICY**

**We are committed to complying with the Department for Education requirement to move our early years setting towards net zero by 2050.**

### **Purpose**

In our setting we are committed to promoting sustainability and helping children develop an understanding of how their actions impact the world around them. As a setting all staff are committed to embedding sustainable practice into daily routines, learning opportunities, and a whole setting culture, in line with the EYFS principles and the Department for Education.

### **Sustainability and climate change strategy**

This policy also forms part of our climate action plan from the DfE, covering:

- **Adaptions and resilience** – how we identify and take action to adapt our practice to support climate change
- **Climate Education & environment** – how sustainability is threaded through your curriculum, to help children to understand their role in caring for their planet.
- **Biodiversity & environment** – how we teach children to connect with nature and to make a difference in caring for their environment
- **Decarbonisation** – means switching from the use of fossil fuels such as coal, natural gas, or oil to carbon free and renewable energy sources.

### **Adaptions and resilience that will underpin our principles**

- Children of all ages will be supported to care for their environment.
- Staff will play a pivotal role in modelling good sustainable practice in everyday routines.
- Staff will be supported in developing their knowledge to deliver the commitments of this policy.

- Sustainability will be embedded into play learning and teaching; all staff will foster relationships with parents to support sustainability in the home.
- As a setting we will reduce our carbon footprint through simple everyday child friendly/parent friendly practices.
- We recognise children as the future caretakers of their planet and to take this learning into the next phase of their education.

#### **Principles in practice:**

##### **Reducing waste**

- We have separate bins for recycling in the kitchen area – food waste, general waste and recycling.
- We have bins for recycling in every room and encourage the children and staff to use them.
- We try to minimise use of single-use plastics when buying products.
- We are working towards limiting micro-plastics in crafts and eventually will only use bio glitter.
- We encourage parents to donate second hand resources (toys, books and jigsaws) and spare clothes to be reused at nursery.
- Children are encouraged to use reusable water bottles.
- We do not use balloons in nursery.
- We encourage the children to use a ruck sack or reusable bag for their belongings.
- We teach the children about reduce, reuse and recycle.

##### **Energy and Water**

- We have effective insulation throughout the setting.
- We use LED lights throughout the building.
- We encourage the children and staff to switch off screens and equipment.
- We use natural light and ventilation where possible.
- We choose energy efficient appliances.
- We have natural shade in outdoor spaces.
- We have water saving push taps for the children that turn themselves off to help save water.
- We limit the amount of water children can use in water play.
- Heating is set to a specific temperature and controlled by a thermostat.
- We have a smart meter fitted for electricity.
- We have a suspended roof in the conservatory.
- We have an energy efficient heating system.

##### **Learning and curriculum**

- Sustainability is part of our curriculum.
- We teach the children to plant, grow and harvest food and plants.
- We offer opportunities for gardening throughout the year.
- We encourage curiosity of wildlife within our grounds and when out and about.
- We go on nature walks within our grounds and encourage the children to share information/pictures of their walks with their family.
- We explore habitats in the wider world i.e. deserts, jungles, Antarctica etc.. through topic-based activities.
- We have a large selection of books/magazines to support and expand children's knowledge of topic-based the natural world.
- We teach the children to recognise and understand recycling signs.
- We learn about the planet through stories, songs and play.
- We celebrate environmental days, recycling week and World/National animal/wildlife days.
- We highlight future green jobs in age-appropriate ways during topics i.e. gardener, scientist etc.
- We promote healthy lifestyles – food stories.
- We teach the children, so they understand the lifecycles of minibeasts and plants.
- We teach the children about food waste and remind them not to litter.
- We incorporate STEM activities into the children's learning to explore, challenge and understand what they sense around them.
- We engage the children in experiential climate change learning opportunities, promoting questioning and critical thinking (Characteristics of Effective Learning).

## **Biodiversity and nature connection**

- We have plants, flowers, real grass and mud in our outdoor areas.
- We often bring nature inside for craft, messy or sensory play.
- We encourage children to identify different trees, plants, flowers and birds using spotter guides and posters.
- We make feeders for the birds.
- We plant seeds with the children, so they understand where their food comes from and how things grow.
- We explore the seasons through topic-based activities and physical experiences using the outdoors all year round.
- We create and maintain wild-life friendly areas in the nursery grounds and sensory garden.
- The children help to maintain the minibeast hotel in the sensory garden.
- We encourage children to observe, care for and learn from nature.
- We let the trees grow naturally in the field and orchard area creating habitats for wildlife and cleaning the air by absorbing things that pollute the atmosphere.
- We promote reducing, reusing and recycling with the children, staff and parents.

## **Food and resources**

- We promote and purchase healthy, local and seasonal foods when possible.
- We buy food weekly, knowing what is bought and avoiding waste. Food left over is frozen if possible.
- We have 'meat free' days for lunch and snack.
- We bulk buy where possible to reduce packaging.
- We collect food waste after mealtimes and the children understand this is collected for recycling to be transformed into biofuel.
- We encourage our families to use re-usable lunchboxes and water bottles.
- We choose eco-friendly art and play resources when possible and are working towards using bio glitter only.
- We grow some of our own vegetables and fruit and support the children to look after them.
- We purchase and encourage parents to donate second hand resources (toys, books and jigsaws) to be reused at nursery.
- Broken toys are repaired if safe to do so.
- We encourage the children to try new foods through topic-based activities and at snack times, giving them a wider range of food choices.

## **Community and families**

- We share and encourage sustainability practice with all staff and parents.
- We bring learning into the home i.e. sending plants home to grow.
- We have adequate space to leave buggies, bikes and scooters to encourage walking to and from the setting.
- We encourage parents to turn off engines when waiting.

## **Monitoring and review**

This policy and our climate action plan will be reviewed regularly and in line with overarching principles that sit within the EYFS.

# **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/carers into nursery life. This will be decided by management dependant on days they work.

- At least two visits of two hours long are to be booked for the new child and their parent/carer 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/carers will stay for the first hour and share their child's special dietary requirements, food allergies, intolerances, special health requirements, likes/dislikes, routines and stages of development with the allocated key person. The child will then stay for the next hour on their own. On the second settle it will be suggested that the child stays on their own for approximately 2 hours, if the parents/carers and key person think that would be appropriate.
- With children who are more distressed and take longer to settle, management will discuss with parents/carers 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, their parents/carers, 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, coat pegs, key person list, bedding list and are in place ready for the child's start date.
- The key person will prepare the learning journey, gathering information from the parents/carers and transition reports from previous settings, about their child's stages of development as a baseline.
- Parents/carers will be reminded where the parent notice boards are and registration forms will be checked to ensure all details are correct and up to date.

## **MOBILE PHONE / ELECTRONIC DEVICE WITH IMAGING & SHARING CAPABILITIES 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 and other electronic devices with imaging and sharing capabilities, such as smart watches and smart rings are only allowed within the setting for personal use and should only be used during designated breaks in designated areas. 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 devices or any inappropriate images taken within the nursery (such as images of the nursery rooms/interior).
- All staff and visitors must ensure that their mobile telephones / electronic devices with imaging & sharing capabilities 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 / electronic devices with imaging & sharing capabilities in a spare locker or in the office and to take and receive calls in the kitchen area.
- 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 staff's phone / electronic device should there be strong cause for concerns over the appropriate use of

it. Refusal to access phone data /electronic device 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 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 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 photographs may be taken by staff and/or parents provided that prior consent on the registration form has been given for all children present. Parents/carers 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 the incident to the most senior member of staff on site. Management and senior staff check the premises thoroughly, including rooms, cupboards, gardens, toilets, shed, play house and out buildings. Most senior member of staff will conduct a fire drill/roll call for staff and children. One or more members of staff will be delegated to check local roads and grounds.

Inform Police 999, making sure you have a clear description of the child. Parents/carers will be contacted 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.

### **SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES**

|                                                                                                                                                                                                |                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Designated Safeguarding Lead (DSL)                                                                                                                                                             | Julie Ward                                                                       |
| Deputy Designated Safeguarding Lead                                                                                                                                                            | Jennie Joyce                                                                     |
| Registered Provider                                                                                                                                                                            | John Ward                                                                        |
| Setting Manager                                                                                                                                                                                | Julie Ward                                                                       |
| Family Front Door (Children's Social Care in Worcestershire)                                                                                                                                   | 01905 822666 Mon to Fri 8.30am to 5.00pm<br>01905 768020 (evenings and weekends) |
| Police Call 999 in an emergency, e.g. when a crime is in progress, when there is danger to life or when violence is being used or threatened. For less urgent issues call local police on 101. |                                                                                  |
| Ofsted                                                                                                                                                                                         | 0300 123 4666                                                                    |
| Early Years Team                                                                                                                                                                               | 01905 678134                                                                     |
| Community Social Workers Contact                                                                                                                                                               | via the Family Front Door 01905 822666                                           |
| Local Authority Designated Officer                                                                                                                                                             | 01905 846221 (or via the Family Front Door)                                      |

The actions we take as professionals and as a society, to promote the welfare of children and protect them from harm, are referred to as 'safeguarding'.

#### **Safeguarding can be defined as:**

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

('Working Together to Safeguard Children', DfE 2023)

**Child Protection is part of safeguarding and promoting welfare. It refers to activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.**

*This policy has been developed in line with the following legislation and guidance:*

*The Children Act 1989, The Education Act 2002, The Sexual Offences Act 2003, The FGM Act 2003, The Children Act (2004), The Childcare Act (2006), Safeguarding Vulnerable Groups Act (2006), The Childcare (Disqualification) Regulations (2009), Children & Social Work Act (2017), Prevent duty guidance for England and Wales 2023, Early Years Inspection Handbook (Ofsted 2024), Early Years Foundation Stage (EYFS) (2025), Inspecting safeguarding in early years, education and skills settings (Ofsted 2023), Domestic abuse act (2021).*

## **Roles and responsibilities**

Safeguarding is everyone's responsibility and therefore all adults working in the setting will:

- Take all necessary steps to keep children safe and well
- Promote good health
- Manage behaviour
- Be alert to any issues for concern in the child's life at home or elsewhere
- Meet the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS 2025)
- Follow the policies and procedures of the setting and notify the relevant person or agency without delay if concerns arise
- Keep appropriate records

In addition, the registered provider ensures that they:

- Have regard to the government's statutory guidance 'Working Together to Safeguard Children 2023' and to the 'Prevent duty guidance for England and Wales 2023'
- Implement the requirements of the Early Years Foundation Stage (2025)
- Create a culture of vigilance where children's welfare is promoted and where appropriate and timely action is taken when necessary to safeguard children.
- Make specific arrangements for children's safety and wellbeing, including the requirements for first aid, policies and procedures for responding to children who are ill or infectious and those for administering medicines.
- Keeping a written record of accidents or injuries and first aid treatment and informing parents and/or carers of any accident or injury sustained by the child.
- Ensuring the premises are fit for purpose, compliance with health and safety legislation and appropriate risk assessment.
- Having an evacuation procedure and suitable fire detection and control equipment
- Ensuring staffing arrangement meet the needs of all children and ensure their safety and implementing a robust key person system.
- Notify local child protection agencies and Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken.
- Only release children into the care of individuals who have been notified to the provider by the parent and ensure that children do not leave the premises unsupervised.
- Take all reasonable steps to prevent unauthorised persons entering the premises.
- Record the required information about each child, name, date of birth, who has parental responsibility etc. and the required information about the registered provider and adults in regular contact with children.
- Have a complaints procedure and records.
- Keep attendance records (refer to attendance policy).
- Notify Ofsted of any changes e.g. a new manager, the address of the premises, the name or address of the provider, any proposal to change the hours during which childcare is provided, etc

### **The Designated Safeguarding Lead (DSL) ensures that they:**

- Take lead responsibility for safeguarding children in their setting
- Liaise with local statutory children's services agencies
- Provide support, advice and guidance to other staff, on any specific safeguarding issues as required.
- Share child protection information with the DSL of any receiving setting or school when children leave the setting.
- They attend a training course which enables them to identify, understand and respond appropriately to signs of possible abuse and neglect and renew this bi-annually.
- A deputy DSL in order to ensure availability at all times during the hours of operation but the DSL retains overall responsibility.

**Use of technology** Staff are not permitted to use their own devices in the setting except in the staff kitchen and office where there are no children present. This includes all electronic devices with imaging and

sharing capabilities. (refer to mobile phone/electronic device with imaging & sharing capabilities and camera policy).

**Safeguarding as part of the curriculum** We support children's personal, social and emotional development, and as part of this we teach children independence, self-care and confidence, and we ensure that children understand personal boundaries and acceptable behaviour towards others and themselves. More specifically we support children in understanding healthy positive relationships and issues of privacy and respect.

## **Recognising abuse and neglect**

We recognise that there are many factors which contribute to a child's well-being, and their development, including the parenting capacity of carers and the family home environment, and we are in a unique position to observe any changes in a child's behaviour or appearance which might suggest that they are in need of support or at risk of harm.

We understand that abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm which in itself harms a child. Children may be abused in a family or in an institutional or community setting, by those known to them or more rarely by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children. When the abuser is a child, it is important to remember that they may also be at risk and these concerns should be raised with the appropriate agencies too.

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

**Emotional abuse** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

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

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers), or
- Ensure access to appropriate medical care or treatment. Neglect may also include unresponsiveness to a child's basic emotional needs.

We are alert to possible signs of possible abuse and neglect, for example:

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

- A child whose attendance is erratic, or suddenly ceases, without any contact from the family
- A parent's behaviour or presentation, e.g. evidence of possible alcohol or drug misuse, mental health difficulties, or domestic violence
- Arrangements for the collection of the child give rise to concern
- Hunger/thirst at the start of the day
- Lack of attention to child's basic hygiene needs
- A child who discloses something which may indicate he/she is being abused

We are also aware of specific risks and forms of abuse and we ensure that our training includes these, for example:

**Children and the court system** - Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed.

**Children missing from education** – Children below statutory school age are not required to attend a setting regularly if at all but once registered most do attend regularly and most parents will inform the setting if they are going to be absent. Parents/carers will be contacted when a child's absence is unknown to ensure that the child's absence is not a cause for concern. (see attendance policy) Patterns and trends in a child's absence will be monitored. Prolonged periods of time may result in implementing safeguarding procedures.

**Children with family members in prison** - These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.

**Child exploitation** - Child exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18. This may be **child sexual exploitation**, which does not always involve physical contact, it can also occur through the use of technology and can still be abuse even if the sexual activity appears consensual. It could also be **child criminal exploitation, eg county lines** – which is a geographically widespread form of harm involving drug networks or gangs, who groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Exploitation may also involve **modern slavery** and **trafficking**, which is not always from country to country, sometimes children are trafficked within the local area.

**Domestic abuse** – Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse, between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality. Exposure to domestic abuse can have a serious, long-lasting effect on children and young people.

**Homelessness** - Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour

**So-called 'honour-based' violence** - Encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such.

**Online safety** – Children are often more adept at using technology than the adults around them, but do not necessarily understand the risks posed by those who they 'meet' online. In many cases too parents are not fully aware of the risks and we therefore endeavour to inform and empower parents and carers.

**Peer on peer abuse** - Children can abuse other children. This is generally referred to as peer-on-peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals. In such circumstances we would consider the potential needs of the perpetrator as well as the victim.

**Poor mental health** – Poor parental mental health can be a significant risk factor for children and we would consider this in our assessment of children's needs. We also acknowledge that children's own mental health is an important factor in their health and development in both the short and long term, and we therefore work to promote good mental health and consider signs and indicators of poor mental health in children, as part of our safeguarding responsibilities.

**Preventing radicalisation** - Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is a part of a setting's safeguarding approach. As with other safeguarding risks, staff are alert to changes in children's behaviour which could indicate that they may be in need of help or protection. All staff complete training on Prevent and British values.

**Sexual violence and sexual harassment between children** - Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. It can occur online and offline (both physical and verbal) and are never acceptable.

**Special education needs and disabilities** – Children with SEND are far more likely to be abused or neglected, possibly because of the challenges faced by parents and carers, or because they are particularly vulnerable if they have delayed cognitive and language development, and possibly because signs and symptoms of abuse and neglect can sometimes be attributed to their condition. We acknowledge and understand that unwanted behaviour can be an indicator of trauma as a result of abuse and neglect and would therefore consider all needs holistically in order to determine the right kind of support for the child and family.

## **Procedures for responding to concerns**

Any adult working in the setting who is concerned about a child or who identifies that a child or family may need extra help and support, will discuss this with the DSL. They may also want to have a discussion with a colleague from another agency to get a better understanding of the child and their family, and this will be with the family's consent.

We also recognise the importance of context, ie the family and wider environment in which they live.

### **Emerging concerns**

We may find that general concern begins to build up around a child's behaviour, demeanour or presentation. Concerns may include what is seen or heard and may include the way family members relate to the child and/or the setting. Such concerns may not seem to be very significant on their own, but together may indicate a need for family support that should not be ignored. Therefore, concerns are always recorded factually and accurately along with any decisions or action taken in order to support the decision making process.

### **Responding to disclosure**

A disclosure occurs when a child or young person indicates directly, or through play or drawings for example, that he or she has been or is being abused in some way. Occasionally a disclosure may be very clear and contain specific details about whom, or what was involved, or where and when apparent abuse took place. More commonly disclosure emerges as part of routine activity or conversation.

If a child makes a disclosure we will:

- **Contain our reaction** as far as possible – try not to express shock or disbelief
- **Listen** to the child, accept what they say and communicate to them that we accept it.
- **Not make any promises** to the child about not passing on the information – the child needs to know that someone who will be able to help them will be spoken to
- **Record** the information as accurately and quickly as possible, including the timing, setting and those present, as well as what was said.
- **Discuss with the DSL** to determine the most appropriate course of action.
- **Not interrogate the child.** We may ask for clarification but will not ask leading questions.

We will use 'TED' questions, ie 'Tell me what happened', 'please **explain** what you mean when you say .....

.....' and 'can you **describe** the person?' or 'can you **describe** the place?'

### **Sharing concerns with parents and carers**

Concerns will generally be shared with the child's parents/carers. This can eliminate misunderstandings and can help us better understand the needs of the child and the family situation. It also ensures that our relationship with parents is built on trust and openness. Parents are fully involved in decision making and we seek consent to share information.

However, in some circumstances we would not share information with parents or seek consent to share others, for example if:

- Sexual abuse is suspected
- It is considered that discussing the issue with parents/carers may put the child at further risk of significant harm
- A criminal offence may have been committed
- Organised abuse is suspected
- Fabricated illness is suspected
- An explanation is given by parents/carers which is felt to be inconsistent or unacceptable.

We use the **WSCP 'Levels of need guidance'** to support our understanding of the child's needs and our decision making. In some circumstances we may be able to offer additional support ourselves. Sometimes

we might need to work with another agency or possibly more than one. If possible, we will avoid a formal process, but when a child's situation becomes more complex or there appears to be increased risk, it may be necessary to draw up more formal plans with the family in order to coordinate the work.

**Level 1** represents children with no identified additional needs. Their needs are met through universal services and possibly housing or voluntary services.

If further support is required practitioners talk to the DSL and to the parents to offer support as appropriate. We would (with the engagement of the family) carry out an Early Help Assessment and seek consent to involve other professionals as appropriate, and/or talk to a community social worker for advice and support.

**Level 2** represents children with extra needs that can be met by providing additional support or straightforward working with one or more partners, such as Speech and Language Therapy.

**Level 3** represents children with more complex or escalating needs. Possibly those professionals working to support the child and family at level 2 are not clear on the best way forward. The parents are advised that practitioners are seeking further advice (unless to share this information would put the child at risk).

**Level 4** represents children who need statutory and/or specialist interventions including both children in need and those in need of protection. A child in need is one who is unlikely to have a reasonable standard of health and development without statutory or specialist service. A child in need of protection is one that is suffering, or is likely to suffer, significant harm.

If a child may be **at risk of significant harm**, the DSL makes a referral to the **Family Front Door** without delay. The DSL will do this by telephoning the Family Front Door and then completing a **Referral to Children's Social Care**. If all lines to the FFD are busy, the DSL will complete a Referral to Children's Social Care and indicate what time the child is likely to be collected from the setting.

However, if the child needs **immediate protection**, we contact the **Police on 999**, and if a child is brought to us with serious injuries we telephone for an ambulance.

Referral forms are printed and saved in the child's safeguarding file.

If we are not in agreement with the Family Front Door about the level of need and appropriate action, we will use the levels of need guidance to support a professional discussion with the decision maker, and if still unsatisfied we would use the WSCP Escalation policy. In the meantime, we would continue to observe the child and support them and their family. If necessary, we would make another referral.

### **Open cases**

If there is new information about a child who already has an allocated social worker, we share this directly with them.

### **Supporting children**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. We acknowledge that settings may be the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm, and we are aware that research shows that their behaviour may be challenging and defiant or they may be withdrawn. Home Farm will endeavour to support all children by:

- Encouraging self-esteem and self-assertiveness, as well as promoting respectful relationships, challenging bullying and humiliating behaviour.
- Promoting a positive, supportive and secure environment giving children a sense of being valued.
- Consistently applying strategies to which are aimed at supporting vulnerable children and supporting children in understanding that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred.
- Liaising with other agencies that support the child such as Children's Social Care and Early Help providers.
- Notifying the Family Front Door immediately there is a significant concern and the child could be at risk of significant harm.
- Providing continuing support to a child about whom there have been concerns if they leave the setting by ensuring that appropriate information is forwarded under confidential cover to their new setting. A copy of records (which may potentially be required as evidence in the future), will be retained until the child has reached the age of 25 years.

### **Positive physical intervention**

Staff only ever use physical intervention as a last resort when managing unwanted behaviour, and it is the minimal force necessary to prevent injury or damage to property. All such incidents of physical intervention are recorded. Physical intervention of a nature that causes injury or distress to a child may be considered under management of allegations or disciplinary procedures. We recognise that touch is appropriate in the

context of working with children and all adults in the setting have been given safer working practice guidance to ensure they are clear about their professional boundaries.

### **Operation Encompass**

Home Farm is part of Operation Encompass. It is a unique police and education early intervention safeguarding partnership enabling support for children and young people who have experienced domestic abuse. Operation Encompass will ensure that ALL incidents of domestic abuse are shared with settings and schools, not just those where an offence can be identified. A KEY ADULT has been trained – Julie Ward and they will be the person who receives information from the police prior to the start of the nursery day. Operation Encompass records will be managed at Child Protection level with the highest level of security and confidentiality.

### **Record keeping**

#### **Documenting concerns**

Our records are a factual account of what was seen and heard, containing the child's own words where appropriate and completed as soon as possible, not later than the end of the working day. The child is identified by name and date of birth on each page and we do not use abbreviations. Blank spaces or alterations are scored through with a single line, and the original entry remains legible. They are written in permanent black ink, dated, timed, signed and stored securely.

Records describe the care and condition of the child and may include professional opinion which would be clearly indicated. They also include the comments and views of both the child and the parents/carers.

An individual file chronology is used as a summary of incidents, concerns and actions, to support monitoring. Safety and welfare concerns forms are used to record specific concerns and are completed by the person identifying the concern. The completed record is given to the DSL immediately, for consideration and/or action. A safety and welfare concerns continuation form is used following the recording of a concern, to record additional information.

An individual child protection file is started for a child when:

- There are welfare and or safety concerns
- The child has been referred to the Family Front Door
- There is Children's Services Social Care involvement with the child/family
- We are participating in multi-agency support

If concerns relate to more than one child from the same family attending the setting a separate file for each child is created and cross referenced to the records of other family members. Common records e.g. child protection conference notes are referenced in each file. Other files relating to the child, for example SEN information, are also cross referenced.

An individual child protection file includes: Front sheet; Individual chronology; All safety and welfare concern forms relating to the child; Any notes initially recorded; Records of discussions, telephone calls and meetings (with colleagues, other agencies or services, parents and children/young people); Professional consultations; Letters sent and received; Referral forms; Minutes/notes of meetings (copies for each child as appropriate); Formal plans linked to the child (e.g. Child Protection Plan)

#### **Security, storage, and retention of records**

Individual files are stored securely and separately from the child's other information so that they are shared only on a need to know basis. The DSL reviews such records regularly so that increasing concerns can be identified and action taken to ensure that needs are met.

Parents have the right to access information held about their child so records are shared with them if they make this request, however there are some exceptions, namely those described previously in the section on sharing information with parents, for example when sharing the information would place the child at risk of significant harm. All safeguarding records are retained until the child reaches the age of 25 years.

#### **Transfer of child protection records at transition**

Records are transferred at each stage of a child's education, when they move from one establishment to another, either at normal transfer stage such as moving from nursery to school, or as the result of a move such as a transfer to a different area. They are transferred within 5 days and are passed directly and securely to the safeguarding lead in the receiving establishment. They are transferred by hand if possible or signed for if posted. In order to safeguard children effectively, when a child moves to a new educational establishment, the receiving establishment is immediately made aware of any current child protection concerns, by telephone prior to the transfer of records.

#### **Children in more than one setting**

Where children are dual registered (e.g. on roll at a mainstream school, but receiving education in another establishment, such as a Short Stay School or the MET or attending more than one early years setting),

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any existing child protection records are shared with the new establishment prior to the child starting, to enable the new establishment to risk assess appropriately. We keep a copy of the transfer form along with a copy of the chronology of events and any records pertaining to the establishment (e.g. completed 'Welfare Concern' forms).

**Children subject to a Child Protection (CP) Plan** If a child is the subject of a Child Protection Plan at the time of transfer, we speak to the safeguarding lead of the receiving establishment giving details of the child's key Social Worker from Children's Social Care Services and ensuring the establishment is made aware of the requirements of the child protection plan.

#### **Receiving establishment unknown**

If a child, subject of a child protection plan leaves and the name of the child's new education placement is unknown, the DSL will contact the child's Social Worker to discuss how and when records should be transferred. Where the records are of prior child protection/welfare concerns, and there is not an open case or a social worker involved with the family, the DSL will inform the Family Front Door. Child protection files would be retained by us and transferred to the new setting, once known, or destroyed once the child has reached the age of 25.

### **Building a safer workforce**

#### **Recruiting**

Home Farm checks the suitability and obtains an enhanced criminal record records disclosure for anyone working directly with children or living on the premises. We will record information about staff qualifications, identity checks, right to work in the UK, vetting processes and references that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it). Staff do not take up a post until all checks are completed satisfactorily. The registered provider and the manager of the setting have completed safer recruitment training and at least one of them is included on every interview panel. The same processes are used for volunteers and student DBS certificates obtained by their training provider are checked and the details recorded.

#### **Induction, training and continued supervision**

All new staff, students and volunteers complete an induction which also includes a child protection section. All staff complete level 2 safeguarding training every two years. The DSL, deputy DSL, manager, registered provider and supervisors complete level 3 training every two years. The quality and effectiveness of training is evaluated following each course and all courses meet the requirements of the different roles, Ofsted expectations and the recommendations of the WSCP. Safeguarding is part of Home Farm's continued professional development programme and all staff are regularly audited to check their knowledge and ensure they are confident to put their safeguarding training into practice. Staff are given safeguarding updates as they arise and revisit specific areas/forms of abuse to broaden their knowledge further. Supervision meetings take place for all staff every three/four months or when required/requested. The purpose of this is to foster a culture of mutual support and continuous improvement by providing support, coaching and training for staff, and encouraging confidential discussion of sensitive issues.

#### **Disqualification**

Staff are required to disclose any convictions, cautions, court orders or reprimands and warnings which might affect their suitability to work with children, whether these occur prior to, or during, their employment at the setting. They are asked to confirm this at each supervision meeting.

#### **Whistleblowing**

If staff have concerns about a colleague, poor or unsafe practice or a colleague is displaying inappropriate behaviour, such as 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, they must report them to the manager/deputy, provider or DSL when the issue occurs or at their supervision meeting. All information relating to concerns will be taken seriously, handled in confidence, kept in a locked secure location and only made available to those who have a right or professional need to see them. We will then decide what action needs to be taken dependent on what the concern is and the severity of it. At Home Farm we want staff to feel able to challenge the behaviour of their colleagues if it can be perceived to be poor, unsafe, aggressive or abusive.

If a member of staff feels unable to raise an issue with us or feels that their genuine concerns are not being addressed, they can seek guidance from other channels - 'Public Concern at Work' website; NSPCC whistleblowing advice line; OFSTED gov.uk; Whistleblowing for Employees.gov.uk

#### **Allegations against someone working [or living] on the premises**

A complaint is an allegation of abuse if it indicates that someone:

- Has/may have acted in a way that has harmed a child

- Acted in a way which has put a child at risk
  - Possibly committed a criminal offence against or related to a child
  - Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children
- If a complaint (from a parent, child, staff member, member of the public, etc) includes an allegation of abuse, whether made verbally or in writing, the incident would be noted in the record of complaints (with minimal detail to ensure confidentiality) and the registered provider informed. The registered provider will make a record of the allegation.

We will not investigate an allegation of abuse or discuss with the person involved and we will follow the advice of Children's Social Care. The registered provider will inform Ofsted of any allegations of serious harm or abuse whether the allegations relate to harm or abuse committed on the premises or elsewhere. Confirmation of the allegation in writing would be sought from the person making the allegation, but action would not be delayed whilst awaiting written confirmation

The recipient of the allegation would immediately inform the registered provider.

The Registered Person may delegate responsibility for action to the setting manager, but remains accountable for ensuring that the concern is shared immediately with the LADO on 01905 846221

The manager would telephone the LADO and if this is not possible, the Family Front Door.

If the allegation is against the DSL or the manager it will be necessary to report the concern to the person's superior. If this is not possible staff should inform the LADO directly.

If the allegation is against the Registered Person the DSL should inform the LADO immediately and notify Ofsted. A note would be made of any actions advised by the LADO or by Ofsted and of the date and time they are implemented. The provider would conduct a risk assessment to determine whether the staff member should be suspended. Parents/carers would be informed unless to do so could put the child in further danger. If no further action is recommended, we may still proceed with disciplinary procedures. If there are concerns about the suitability of the member of staff to continue to work with children we have a statutory duty to refer to the Disclosure and Barring Service (DBS)

In all cases where an allegation against a member of staff is made we would review all policies and procedures and address identified training/supervision needs.

Records of allegations would be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer. The registered provider completes training on managing allegations.

## **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 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 Counter Terrorism and Security Act places a duty on early years providers "to help prevent the risk of people becoming terrorists or supporting terrorism. This includes safeguarding learners from extremist ideologies and radicalisation." (Prevent Duty Guidance Dec 2023).

The objectives of PREVENT are to: \* tackle the ideological causes of terrorism \* intervene early to support people susceptible to radicalisation \* enable people who have already engaged in terrorism to disengage and rehabilitate.

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 and safeguarding learners from extremist ideologies and radicalisation, through our robust safeguarding policy.
- Ensure that safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Partnership.
- 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](mailto: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 effects 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 Day Nursery Policy document

January 2026

Review Date: September 2026

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 –Lauren Nash and Natalie Kemp 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 Education Health Care plan (EHCP). This will include short-term targets set for the child, teaching strategies and provision required. EHCP's will be reviewed regularly. 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. EHCP's 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.

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-ordinators, Amy Kalsi, Lauren Nash, Sophie Hughes and Natalie Kemp 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, family support. 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/carers 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/carer. 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. The first aid box is checked regularly by a designated member of staff and items replaced as necessary. 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.

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 the accident/incident is reportable. OFSTED must 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**

Written consent must be given by the parent/carer before any medicine can be administered. All medicines (both prescription and non-prescription) need to be 'prescribed' by an authorized health practitioner such as doctor, dentist, nurse or pharmacist and labelled with the child's name. Medicines containing aspirin need to be prescribed 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. The medication form must be completed showing the time and amount administered, signed by the member of staff administering the medicine and witnessed by a second staff member. Parents/carers must be informed of any medication that has been given on collection of their child and sign to confirm this.
- 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.
- Where children are known to have allergies/intolerances to substances such as peanuts or who are known to be asthmatic, parents/carers are required to complete an 'Emergency Healthcare Plan' detailing the nature of the allergy/intolerance 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 nappy creams supplied by a parent will be used on their child. They are to be kept in the nappy room clearly labelled with the child's name.

### **UKHSA previously PHE Exclusion Table for Illness/Communicable Diseases (April 22)**

| <b>Infection</b> | <b>Exclusion period</b>                                                     | <b>Comments</b>                                                                                           |
|------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Athlete's foot   | None                                                                        | Children should not be barefoot at their setting and should not share towels, socks or shoes with others. |
| Chickenpox       | At least 5 days from onset of rash and until all blisters have crusted over | Pregnant staff contacts should consult with their GP or midwife                                           |

|                                                         |                                                                                                                                                                                                                                         |                                                                                                                                                                     |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cold sores (herpes simplex)                             | None                                                                                                                                                                                                                                    | Avoid kissing and contact with the sores.                                                                                                                           |
| Conjunctivitis                                          | None                                                                                                                                                                                                                                    | If an outbreak or cluster occurs, consult your local health protection team (HPT)                                                                                   |
| Respiratory infections including coronavirus (COVID-19) | Children and young people should not attend if they have a high temperature and are unwell<br>Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test | Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.                                           |
| Diarrhoea and vomiting                                  | Staff and students can return 48 hours after diarrhoea and vomiting have stopped                                                                                                                                                        | If a particular cause of the diarrhoea and vomiting is identified there may be additional exclusion advice for example E. coli STEC and hep A                       |
| Diphtheria *                                            | Exclusion is essential. Always consult with your local HPT                                                                                                                                                                              | Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT                                                              |
| Flu (influenza) or influenza like illness               | Until recovered                                                                                                                                                                                                                         | Report outbreaks to your local HPT.                                                                                                                                 |
| Glandular fever                                         | None                                                                                                                                                                                                                                    |                                                                                                                                                                     |
| Hand foot and mouth                                     | None                                                                                                                                                                                                                                    | Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances                                                |
| Head lice                                               | None                                                                                                                                                                                                                                    | Treatment recommended only when live lice seen                                                                                                                      |
| Hepatitis A                                             | Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)                                                                                                                                             | In an outbreak of hepatitis A, your local HPT will advise on control measures                                                                                       |
| Hepatitis B, C, HIV                                     | None                                                                                                                                                                                                                                    | Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more advice                            |
| Impetigo                                                | Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment                                                                                                                                                    | Antibiotic treatment speeds healing and reduces the infectious period                                                                                               |
| Measles                                                 | 4 days from onset of rash and well enough                                                                                                                                                                                               | Preventable by vaccination with 2 doses of MMR<br>Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife  |
| Meningococcal meningitis* or septicaemia*               | Until recovered                                                                                                                                                                                                                         | Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed                                                               |
| Meningitis* due to other bacteria                       | Until recovered                                                                                                                                                                                                                         | Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed                                                     |
| Meningitis viral                                        | None                                                                                                                                                                                                                                    | Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded                                                          |
| MRSA                                                    | None                                                                                                                                                                                                                                    | Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread.<br>Contact your UKHSA HPT for more information.               |
| Mumps*                                                  | 5 days after onset of swelling                                                                                                                                                                                                          | Preventable by vaccination with 2 doses of MMR.<br>Promote MMR for all pupils and staff                                                                             |
| Ringworm                                                | Not usually required.                                                                                                                                                                                                                   | Treatment is needed.                                                                                                                                                |
| Rubella* (German measles)                               | 5 days from onset of rash                                                                                                                                                                                                               | Preventable by vaccination with 2 doses of MMR.<br>Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife |
| Scabies                                                 | Can return after first treatment                                                                                                                                                                                                        | Household and close contacts require treatment at the same time                                                                                                     |
| Scarlet fever *                                         | Exclude until 24 hours after starting antibiotic treatment                                                                                                                                                                              | A person is infectious for 2 to 3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, please contact your UKHSA HPT               |

|                                             |                                                                                                                                                                                                                                                             |                                                                                                                                                     |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Slapped cheek /Fifth disease/Parvovirus B19 | None (once rash has developed)                                                                                                                                                                                                                              | Pregnant contacts of case should consult with their GP or midwife.                                                                                  |
| Threadworms                                 | None                                                                                                                                                                                                                                                        | Treatment recommended for child & household                                                                                                         |
| Tonsillitis                                 | None                                                                                                                                                                                                                                                        | There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment                                      |
| Tuberculosis* (TB)                          | Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB<br>Exclusion not required for non-pulmonary or latent TB infection<br>Always consult your local HPT before disseminating information to staff, parents and carers | Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread<br>Your local HPT will organise any contact tracing      |
| Warts and verrucae                          | None                                                                                                                                                                                                                                                        | Verrucae should be covered in swimming pools, gyms and changing rooms                                                                               |
| Whooping cough (pertussis)*                 | 2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics                                                                                                                                                              | Preventable by vaccination. After treatment, non- infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing |

**\*denotes a notifiable disease. Registered medical practitioners in England and Wales have a statutory duty to notify their local authority or UKHSA health protection team of suspected cases of certain infectious diseases.**

### **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 UKHSA 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 UKHSA.

### **TOILETING CHILDREN**

Pre-school children are encouraged to toilet themselves to encourage their independence but will be within sight and hearing of a member of staff. Younger children who are potty/toilet training are to be accompanied to the bathroom. Children's privacy is considered and balanced with safeguarding and support needs when toileting. 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. 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.

### **NAPPY CHANGING**

Babies/children are to be changed regularly or as needed. Nappy changing procedures on display in bathrooms are to be followed. All nappy changes must be recorded and actioned accordingly if the nappy was unusual (refer to sickness policy). Children's privacy is considered and balanced with safeguarding and support needs when nappy changing.

## **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 ongoing 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 so all children should be protected from the sun. 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 sunscreen for their child, at least factor SPF 30+. 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](http://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 'breastfeeding friendly' posters and breastfeeding mothers will be provided a place to breastfeed or express their milk. 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: 0151 922 1221

HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

### **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 UK Health Security Agency (UKHSA) previously Public Health England Infection Control advice to ensure high standards are maintained.

## **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 yellow bag or nappy 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 UKHSA previously Public Health England Infection Control 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 coloured 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 separately if soiled.
- UKHSA guidance must be consulted and further action will be taken in the event of an unusual amount of children absent with the same infection.
- UKHSA'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**

Staff within the room are responsible for 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.

| <b>WASTE DISPOSAL</b>                    |                  |
|------------------------------------------|------------------|
| 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 & LOCKDOWN 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 or smoke detectors (loud, continuous beeps)**

- All staff, students and visitors to evacuate the children calmly using their nearest fire exit. **Registers must be taken.**
- 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 to take contact cards, phone, fire case from office, signing in sheet and book.
- 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 into the field or offsite.
- 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, high vis jackets.
- Smoke detectors are located at the top and bottom of the stairway, in Ducklings, Squirrels and Hedgehogs.
- 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
- Everyone on site must be informed before smoke alarms are tested.
- There will be regular fire drills carried out.
- 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.**
- **In the event of LOCKDOWN, all staff and children must evacuate rooms - registers to be taken and proceed upstairs to the corridor opposite Ducklings room. This area is away from all windows and external walls.**

### **FOOD AND DRINKS**

Home Farm Day Nursery will provide healthy and nutritious snacks, adhering to the EYFS Nutritional guidance (May 2025) 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 (refer to packed lunch policy). 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.

Before a child is admitted to the setting we will obtain information about any special dietary requirements, preferences, food allergies and intolerances. This information will be shared with all staff involved in preparing and handling food. At each mealtime and snack time staff will check that food being provided meets all the requirements for each child.

Whilst children are eating there will always be a member of staff in the room with a valid paediatric first aid certificate.

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 Safety/allergies**

All staff preparing meals for the children will have an appropriate food handling qualification and allergen training. 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.

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 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.

We will have ongoing discussions with parents/carers and where appropriate health professionals to develop allergy action plans and posters for managing any known allergies and intolerances. This information will be shared with all staff and will be on display (with consent from parents) in the staff kitchen area.

Duckling's staff will have ongoing discussions with parents/carers about the stage their child is at in regard to introducing solid foods and what textures the child is familiar with. Assumptions will not be made based on age. Staff will prepare food in a suitable way for each child's individual developmental needs, working with parents/carers to help children move on to the next stage at a pace that is right for the child. Information leaflets are available to borrow.

Staff will prepare food in a way to prevent choking, referring to guidance on food safety for young children displayed in staff kitchen.

Babies and young children will be seated safely in a feeding chair or at appropriately sized tables and chairs while eating. Children must always be within sight and hearing of a member of staff whilst eating and staff must be facing children to ensure they are eating in a way that prevents choking and food sharing.

## **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 twice weekly 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.

Perishable lunch food must be stored in the children's fridge. Food must be stored in appropriate containers and clearly labelled with the 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. Children with specific requirements /allergies/ intolerances will provide their own milk for 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**

Ideally, according to UKHSA's guidance, fresh feeds should be made up each time as required. Bacteria can grow very quickly at room temperature and even if stored in a fridge, bacteria can survive and then multiply. If parents/carers bring made-up bottles of breast milk or formula, they need to be refrigerated straight away and stay in the fridge until they need to be used (within 24 hours). Bottles should be clearly labelled with the child's name, date and time.

- Boil the water and leave to cool in the kettle. Do not leave for more than 30 minutes. The water needs to remain at a temperature of at least 70°C
- Stand bottle on clean surface and keep teat and cap on the upturned lid of the steriliser, avoid putting them on the work surface.
- Pour water from the kettle into the sterilised bottle.
- Add the formula powder according to the manufacturer's instructions.
- Reassemble the bottle and shake to mix the product.
- Cool the feed quickly by holding it under cold running water or stand in a bowl of cold water, avoiding the lid level.
- Check the feed temperature before administering.
- Formula left in the bottle after a feed should be thrown away.

### **Re-warming stored feeds**

- Remove feeds from refrigerator just before they are required.
- Re-warm bottle for no more than 15 minutes (do not use a microwave to warm feeds).
- To ensure even temperature periodically swirl or shake the bottle.
- Check temperature of milk to avoid scalding the child's mouth.
- Any warmed feed left in the bottle after a feed should be thrown away.

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).

### **Packed lunches**

As a nursery we promote healthy eating. For Food Standards guidance on what children's packed lunches should include refer to our packed lunch poster. When sending grapes, strawberries, raspberries or cherry tomatoes please ensure they are cut in half lengthways, then into quarters.

Avoid sending chocolate, cake, chocolate bars, sweets, popcorn (choking hazard), nuts or any product containing nuts.

### **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 to meet the needs of the children.

#### **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.

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, bikes, balance bikes, scooters, football, hoola hoops, target throw, balance beams, ball skills, stilts, tennis, climbing cubes & see saw.

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.

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. 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.

Children are encouraged to recognise the changes that happen to their bodies when they exercise. Children should be encouraged to explain the importance of warming up and healthy lifestyles.

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

Health and safety policy; Child protection policy; Equal opportunities policy; Risk Assessments; Parachute games guidelines

### **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):

- 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.

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 visiting the building may be asked for identification by a staff member.

## **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 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.
- 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 is to collect a child and the parents have not informed the nursery of this, then the parents' 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. 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 children 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 must be 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.

## **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.

## **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 monitor throughout 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.

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.

# **Staff Guidelines**

## **RECRUITMENT**

The nursery manager/proprietors are responsible for ensuring that all the relevant paperwork is in place in line with OFSTED requirements. We have a robust recruitment process and we ensure 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 will continue for as long as needed, supporting them in their role. We will record information about staff qualifications, identity checks, vetting processes and references that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).

Staff references must be in place before staff employment commences and will adhere to the following criteria:

- We will not accept open references or rely on applicants to obtain their own references.
- We will ensure any references are from the candidate's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- We will not accept references from a family member.
- We will obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- We will secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children).
- If the applicant has never worked with children, then the reference must be from their current employer, training provider or education setting.
- We will ensure electronic references originate from a legitimate source.
- We will contact referees to clarify content where information is vague or insufficient information is provided.
- We will compare the information on the application form with that in the reference and take up any discrepancies with the candidate. Particular attention will be paid to any employment gaps.
- We will establish the reason for the candidate leaving their current or most recent post.
- We will ensure any concerns are resolved satisfactorily before appointment is confirmed.

All positions available will be advertised internally and externally, in accordance with the nursery equal opportunities and diversity policy. 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, enhanced DBS, 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 (2025). Students on long term placements and volunteers (aged 17 and over with a valid paediatric first aid certificate) may be included in the ratios if the provider is satisfied that they are competent and responsible. In addition, candidates will be assessed 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 and 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 are suitably vetted and a DBS check has been 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. 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/four months or on request of the staff member and provide opportunities for staff to: discuss any issue – particularly concerning children's development or wellbeing, 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. In house staff development, staff memos concerning any issues that have arisen and dissemination of information from courses that staff have attended are regularly shared. All information read is signed for to confirm understanding.

**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 UKHSA previously 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, GDPR, 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's 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/email offering the position (conditional on full clearance by their DBS and relevant references that have been received) and will undergo the nursery induction procedure.
- Staff members are not permitted to harass, bully or intimidate another member 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 adheres to the staffing levels stated in the statutory framework for the EYFS 2025.

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 1:5
- 3-5 years 1:8 or 1:13 (dependent 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 (2025). Each child will be allocated to a specific named key person. This person will be responsible for the child's care and development on a daily basis. They will 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-dependent 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 practitioners 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 turquoise polo shirt with Home Farm logo, black logoed fleece and/or sweatshirt, plain black trousers and suitable footwear. In summer staff can substitute trousers for smart knee length black shorts/cut offs. 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. 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.

## **MENTAL HEALTH AND WELL BEING POLICY**

At Home Farm we promote the good health and well-being of all our staff. We endeavour to support staff well-being, not only to ensure that children receive high quality care, but also to ensure our employees feel supported and cared for, as part of a team.

We are committed to constantly upskilling ourselves so that we know about how to create and maintain conditions that support and encourage good mental health, as well as recognise the signs of ill health and provide appropriate support.

We recognise the importance of safeguarding the mental health of all our employees, by providing a happy and nurturing working environment. We are committed to acknowledging and supporting our staff's physical and emotional needs.

In order to support our staff team, we, the management team, will put procedures in place that ensure staff well-being remains one of the key focuses of our practice. In doing this, we aim to provide our team with a safe, inclusive and nurturing working environment that acknowledges their needs, not just within the work place but as a whole person.

Jennie Joyce and Sophie Hughes are the named members of staff who lead our setting's well-being practice. They will offer support on staff well-being and know where to access external support. They are also committed to keeping their well-being and mental health knowledge up to date and will review practices; supporting the developing knowledge of the whole staff team, to ensure we are implementing the necessary strategies to safeguard the well-being of our staff.

### **Procedure to minimise work related stress:**

- To ensure staff are supported within the setting, new staff will receive a full induction, so they feel competent and capable to carry out their role and responsibilities.
- Staff will receive ongoing training, coaching and mentoring to ensure that they are supported to feel confident in their role to minimise stress within the workplace.
- Regular supervisions will take place in which staff well-being will be discussed and recorded.
- Practitioners are respected and valued in their work, whatever their role. Tasks are shared out appropriately according to their role and level of responsibility, the workload is monitored and reviewed on a regular basis.
- Staff will be encouraged to have a work-life balance; this will be supported by ensuring the workload is monitored so that it is not necessary for staff to work outside of their scheduled hours. All contributions to work will be valued and celebrated.
- We will carefully review our expectations around the amount of paperwork that staff must complete, including observations and assessments of children. We will work as a team to ensure all record keeping is meaningful and kept to an appropriate level so as not to add undue pressure to staff members.
- We will work hard to maintain a reflective culture within the setting that encourages feedback from staff about management procedures and working relationships. This reflective culture will support an environment of teamwork, facilitating the involvement of every member of staff in the practice of our setting.
- Staff will be encouraged to take their required breaks at appropriate intervals to ensure they have time to rest and recuperate, with time away from busy rooms.
- The nursery well-being representatives are available for staff to come and discuss any issues or concerns.
- The nursery will ensure that confidential conversations take place in private, away from other staff members and children.
- All information will remain confidential or on a need to know basis to support the facilitation of open and honest conversations. However, where the manager or the well-being representatives feel there is a question around the safety of the staff member, they will refer to outside agencies for support and guidance. These measures will be discussed in a sensitive and understanding manner with the staff member, as appropriate.
- We actively promote a culture of mutual respect, tolerance and cooperation tolerance, in line with the British values.
- We promote a culture that supports any staff member who is experiencing a mental health related illness and reasonable adjustments will be made to support any staff experiencing stress and any mental health issues.
- If the nursery is made aware of any member of staff who requires support, a plan for more regular support sessions and adjustments to their working day will be discussed and decided in partnership with the staff member. This plan will be reviewed regularly and adapted to ensure it is relevant and appropriate,

- If adjustments are unable to meet the needs of the member of staff or the nursery, then further advice/support will be sought.
- Staff well-being and staff self-care information is available within designated staff areas.
- Leaders and managers support practitioners in a safe culture where bullying, harassment and discrimination will not be tolerated; along with a culture that will challenge and deal with any inappropriate behaviour in a timely manner.

### **Supporting staff members individually**

We include well-being as part of our discussions at staff supervision sessions and appraisals. During these sessions, we will work with staff on an individual basis and have well-being discussions to ascertain any individual well-being needs. Where the wellbeing representatives and staff member feel it is appropriate, they will draw up an individual action plan, this will include looking at the workload and any stress triggers. With the needs of the nursery also in mind, reasonable adjustments will be made for the member of staff; this could include flexible working agreements, changes in environment, adjustments to jobs role and responsibilities; more frequent breaks, a working buddy, or any other appropriate measure that it is felt could be helpful. If returning to work after a period of absence, a back to work interview will be carried out.

We follow all statutory guidance on the safeguarding of our workforce and as stated, if the Manager is concerned about the safety of a member of staff, we will work with the Designated Safeguarding Lead to ask for support from the appropriate external agencies; this is to ensure the continued safety of our workforce at all times.

## **MENOPAUSE POLICY**

We recognise that the menopause can be a challenging time for those experiencing it. We are committed to providing appropriate support for all members of staff who are affected by the menopause and seek to ensure that all individuals are treated with empathy, dignity and respect. The support and guidance in this policy is aimed at all employees and is inclusive of all gender identities.

The purpose of this policy is to:

- raise awareness about the menopause and its potential symptoms.
- offer support and guidance to those affected by the menopause.
- provide guidance to leaders and employees about how they can support those experiencing the menopause.
- ensure that the workplace or working practices do not make the symptoms of menopause worse.
- foster a workplace where staff feel able to discuss their symptoms, any issues they are facing and, if needed, ask for additional support.
- ensure that issues related to the menopause are treated consistently, fairly and respectfully.

### **Definitions**

**The menopause** is a natural part of the ageing process that usually occurs between 45 and 55 years of age. It happens in response to a change in the balance of hormones. The majority of people affected by the menopause will be women, although those who are transgender, non-binary and others that were born with a womb and ovaries may also experience the menopause or menopause-type symptoms.

**Perimenopause** is a time of hormonal change, leading up to the menopause, when an individual may experience symptoms. This stage begins with the first menopausal symptoms. It can last approximately five years prior to the menopause.

**Post menopause** is the stage of life that happens after the menopause and after the last menstrual period.

**Early menopause** is when menopause happens before the age of 45. This can be a natural process, or it can happen following certain surgical or medical treatments.

*For simplicity, when using the term 'menopause' in this policy, we also include perimenopause and post menopause.*

**Legislation** This policy has been drafted with reference to the following legislation: *Health and Safety at Work etc. Act 1974; The Workplace (Health, Safety and Welfare) Regulations 1992; The Management of Health and Safety at Work Regulations 1999, GB Regulations 4; Public Sector Equality Duty (PSED) introduced by the Equality Act 2010 (England, Scotland and Wales); The Equality Act 2010; The Health and Safety at Work etc. Act 1974 requires employers to ensure the health, safety and welfare of all workers. As part of The Management of Health and Safety at Work Regulations 1999, employers are required to complete risk assessments, including specific risks to those experiencing the menopause. The Equality Act 2010 prohibits discrimination on the grounds of certain 'protected characteristics'. Issues associated with the menopause may meet the definition of an 'impairment' under the Equality Act. Employers have a statutory duty to consider whether any 'reasonable adjustments' are required to mitigate against any disadvantages that staff encounter based on these characteristics.*

### **Signs and symptoms**

Menopause experiences will vary from person to person. NHS common symptoms of menopause include: hot flushes; night sweats; vaginal dryness and discomfort during sex; difficulty sleeping;

low mood or anxiety; reduced sex drive (libido); problems with memory or concentration. These symptoms can also be caused by other issues. If in doubt, you should see a doctor for advice.

### **Roles and responsibilities**

All staff are responsible for their own health; reading (and ensuring that they understand) the contents of this policy; creating a culture of trust and support; being open and honest about any problems they are experiencing and asking for help when needed; encouraging others to seek help when they need it; having respect for others and supporting colleagues where needed; being supportive of any reasonable adjustments made for colleagues.

Managers are responsible for: developing positive relationships with the staff that they manage; being aware when staff might be experiencing problems and proactively offering support; being aware that issues related to the menopause can impact on performance; being prepared to discuss issues related to the menopause, listening and responding with empathy and sensitivity; signposting to further support when needed.

Proprietors are responsible for: ensuring that this policy is implemented consistently; working with occupational health, when needed, to ensure that staff are supported appropriately.

### **Reasonable adjustments**

Where an employee is experiencing issues related to the menopause, we will consider making reasonable adjustments to support them. As everyone's experience of the menopause differs, adjustments will be considered on a case-by-case basis.

### **Self help**

Self-help measures, such as getting plenty of rest, taking regular exercise and doing relaxing activities like yoga and meditation, may help to alleviate some of the common symptoms of menopause. Where the symptoms of menopause persist, you should always seek medical advice. If you feel that the menopause is affecting your work or wellbeing, you should request a supervision with Jennie Joyce or Sophie Hughes who have additional resources they can signpost you to for support and guidance.

## **STUDENTS AND WORK EXPERIENCE**

Home Farm is asked from time to time to provide placements for childcare 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 proofread 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 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 timekeeping, 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**

Providing an employee who considers they have a grievance, with an opportunity to have it examined quickly, effectively and resolved.

**Procedure** In the event of an employee having a grievance relating to his/her employment they should, in the first instance, speak to the manager/deputy manager. The manager/deputy manager will endeavour to resolve the grievance as soon as possible or 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 manager/deputy 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.

Staff files include: Reference of enhanced CRB (pre Dec 2012) or DBS (post Dec 2012); Copies of qualification certifications; Two written references; CV/application form, showing previous employment history; Up to date details of next of kin; Induction and signed documentation; Contract of employment; Records of appraisal/peer observations/supervisions; Health declaration; GDPR consents; Annual leave records; 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.

### **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 printed. All 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. Registers need to be checked to ensure every child signed out correctly. All windows and outside doors must be shut and locked. 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 computer is turned off and filing cabinet is locked.

## **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 on handheld set.

Internal calls on large black phone, dial

3 Ducklings

6 Hold

### **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.