



POLICY DOCUMENTS

REVIEWED: SEPT 2021

REVIEW ISSUE: 01

Mission Statement

To provide families with high quality care and education where key relationships are at the heart of children's development. Foundations provide a safe, caring and stimulating environment where all children can feel happy, relaxed and develop to their full potential. We monitor progress of everyone to ensure everyone's needs are cared for. Our knowledgeable staff develop children's emotional, physical, social and intellectual capabilities by providing an extensive range of activities which support and challenge children in their exploration of the world. We strive to create a positive and tolerant attitude towards British Values by promoting democracy, rule of law, individual liberties and mutual respect and tolerance.

Aims and Objectives

Foundations Day Nursery aims to provide a safe secure and stimulating environment for children from the age of 6 weeks to 4 years.

Within our nursery children are encouraged to participate in a wide range of play activities. Many of which are designed to stimulate children's senses for them to gain knowledge and understanding of their environment. We have embraced the curiosity approach and believe in children being able to take risks in a safe way.

We follow the Early Years Foundation Stage to enhance the children's learning.

We aim to help each child develop a positive self-image and of others regardless of colour, religion, disability or gender.

Admissions Policy

Updated: September 2021

Aim

At Foundations Day Nursery, our aim is to provide a safe, secure and stimulating environment for children from the age of 6 weeks to 4 years. Within Foundations, all children are encouraged to participate in a wide range of play/learning activities. Many of which are designed to stimulate children's senses for them to gain knowledge of their environment. We follow the Early Years foundation stage framework to enhance their learning through play. We also promote The Curiosity Approach. We aim to help each child to develop a positive self-image and an understanding of British values, learning about democracy, mutual respect, individual liberty and rule of law.

Designated Person

Janet Parker.

Angela Chiles

Criteria for Admissions

- * Those have siblings already at Foundations.
- * The ability of Foundations to provide the facilities for the welfare of the children i.e. the correct staff/child ratio.
- * Any extenuating circumstances affecting the child's welfare or his/her family.
- * Any child on the Looked after children register.

Arrivals and Departures

It is our policy to give children a warm welcome on their arrival into the nursery.

Please sign your child in on arrival and out when leaving. The signing in/out register is located at the top of the stairs in the main entrance, by the entrance in the baby unit, at the Pre-school main entrance.

Staff will also sign your child in/out on The Family app.

Parents are requested to pass the care of their child to the child's key person or a specific member of staff who will record their attendance in the register.

A key person or specific member of staff will hand over your child and pass on any relevant information at the end of the day.

Under no circumstances will we allow your child to go home with anyone who is not named on your child's record card as the second person with parental responsibility or anyone who has not been authorised by you to collect your child.

A staff member must always acknowledge the departure of a child.

Settling in Procedure

The nursery and staff will work in partnership with parent/carers in the nursery to settle their child into the nursery.

Induction 1: Parents will stay and complete an 'Entry Profile' and any other related paperwork.

Induction 2: Parents will settle their child into the room and then meet with our nursery administrator to discuss and activate their financial account. You will then proceed to complete your child's baseline assessment with their new Key Person.

Induction 3: Parents will again settle their child into their new room and collect them at the given time.

Once a parent and the nursery staff agree that the child is ready, the child may stay for a full session.

Parents are encouraged to build relationships with the staff and in particular their child's key person in the early settling in period.

Parents are asked to give staff any relevant information about their child, which may be useful in helping their child settle.

Parents/carer must inform the key person if their child is involved with any other agencies e.g. children's services, health visitor etc...

Parents must make staff aware of any ailments, allergies and dietary requirements of their child before their child is left in the nursery.

Review date: September 2022

Administration of Medication Policy

Updated: September 2021

Designated Person/Person's

Level 3 Early Years Practitioner.

Aim

At Foundations Day Nursery we are committed to providing the safest possible process when handling and administering medication. Our guidelines either are clear and concise to eliminate any mistakes, by a child being under or overdosed by medication.

Hand over to staff

Parents are required to hand all medication to the staff member by hand and not leave the medication in their child's bag.

A "Medication to be given" form must be completed during the hand over.

Storage

All medication is stored according to instructions on packaging and away from all children, clearly labelled with your child's name.

Administration

- The parents must administer first dose of any medication, this also includes sun cream and any other type of cream.
- The very first administered antibiotics need to be given by parents to eliminate any unknown allergy.
- No medication will be given without a parent/carers signed consent.
- We will NOT administer non-prescription over the counter medication, other than Calpol/Paracetamol or Piriton/Antihistamine to reduce temperature or an allergic reaction. Parent/carers will be informed before administering Piriton.
- Medication will only be administered based on the specific information printed on the packaging. E.g., child's full name, D.O.B and dosage this will be checked on hand over.
- Accurate records are kept of each medical administration including parental permission.
- Parents are notified at the end of each day and will be asked to sign to say they have read and agreed with all the information provided. Parents will receive a copy of the medication form informing them of the time the medication was given.
- Only level three EYPs are permitted to administer medication but any member of staff (trainees, students, volunteers, etc) can observe the witness of the administering.
- The medication form will be completed and signed by the member of staff administering the medication, then counter signed by the witness.
- Staff must wash hands before and after administering medication.

- Measurements of the dosage are given by using only the measuring instruments (spoon or syringe) designed for the medication and are exact and not approximated.
- All medication measurements and information including the dose stated on the label/prescription, child's full name and date of birth are checked with another member of staff before administering it.
- All medications are kept in their original container and not transferred to other bottles.
- All staff will make themselves aware of the information on the medication administration form for example: - What is the purpose of the medication? For how long will it have to be administered for? What are the possible side effects?
- The administering of medication to children is a matter of great responsibility. No shortcuts or compromises are ever allowed.
- Plasters will be used but only the hypo allergenic type plasters.
- Each child who requires an inhaler will have a blue Inhaler Alert Card. This will clearly be displayed in the child's room. All staff have been made aware of the guidelines when dealing with children who require an inhaler.
- Each child who has prescribed antihistamine or an Epi pen within the nursery will have a care plan and an allergy alert card, both of these will be displayed within the child's room. Staff will make themselves and new staff aware of this information.
- Only staff who are Epi-pen trained can administer Epi-pens.
- Nappy cream and other emollients- Parents are requested to apply the 1st application of cream to eliminate any possible allergic reactions. All nappy creams or skin emollients will be stored in the nappy changing rooms in your child's individual box or in your child's room in box stored out of reach of the children. These will be labelled and dated.
- Non-prescribed eye drops will be administered according to packet instructions after the first dose is given by the parents. A medication to be given form will need to be completed before this can happen.

Review Date: September 2022

Anti-Bullying Policy

Updated September 2021

At Foundations Day Nursery we are committed to providing a caring, friendly and safe environment for all children in our care, so they can learn in a relaxed atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all children should be able to tell and know that the incident will be dealt with promptly and effectively. We are a TELLING nursery. This means that anyone who knows that bullying is happening is expected to tell the staff.

Designated Person

All staff are responsible

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- * Emotional – being unfriendly, exclusion, tormenting.
- * Physical – pushing, kicking, hitting, punching or the use of violence.
- * Racist – racial taunts, graffiti or gestures.
- * Sexual – unwanted physical contact or sexually abusive comments.
- * Homophobic – because of, or focusing on the issue of sexuality.
- * Verbal – name calling, sarcasm, spreading rumours, teasing.
- * Cyber – All areas of the Internet, such as e-mail, chat room's misuse of mobiles, threats by text messaging.

Why it is important to respond to bullying.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving. Foundations Day Nursery has a responsibility to respond promptly and effectively to issues of bullying.

Objectives

- * All staff, children and parents should have an understanding of bullying.
- * All staff, parents and children should know the nursery policy about bullying and follow it when bullying is reported (refer to Whistle Blowing policy)
- * As a nursery we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- * Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he/she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- * Is frightened of walking to or from nursery/school.
- * Changes their usual routine.
- * Is unwilling to go to nursery/school.
- * Becomes withdrawn or lacking confidence.
- * Starts stammering.
- * Cries them self to sleep at night or has nightmares.
- * Feels ill in the morning.
- * Comes home with torn clothes.
- * Has unexplained cuts and bruises.
- * Becomes aggressive, disruptive or unreasonable.
- * Is bullying other children or siblings.
- * Stops eating.
- * Is frightened to say what is wrong.

These signs and behaviour could indicate other problems, but bullying should be considered as a possibility and should be investigated.

Procedure

1. Report the bullying incident to management.
2. In cases of serious bullying, the incident will be recorded by staff.
3. In serious cases parents will be informed and will be asked to attend a meeting to discuss the problem.

4. If necessary and appropriate the police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and will be stopped immediately.
6. An attempt will be made to help the bully (bullies) change their behaviour.

Outcomes

1. The bully (bullies) will be asked to genuinely apologise.
2. After the incident/incidents have been investigated and dealt with each case will be monitored to ensure repeated bullying does not take place again.

Prevention

As and when appropriate, these may be the methods we use to prevent bullying:

- * Children learn about and create their own class rules regarding behaviour (refer to British Values policy).
- * Writing stories or poems or drawing pictures about bullying.
- * Reading stories about bullying or having them read in class.
- * Making up role-play.
- * Having discussions about bullying and why it matters.

Help Organisations

www.birmingham.gov.uk/stop-bullying

Download:

Anti bullying pack called “How to deal with Bullying”

Visit www.bullying.co.uk- helpline-08088002222

Family Information Services– 0121 303 1888

help@bullying.co.uk

Child line 08001111

www.childline.org.uk

Review date: September 2022

Inhaler Policy

Policy Updated: September 2021

Designated Person/person's

All level 3 EY Educators.

Introduction

As a setting we recognise that all children are individual and have different needs. However strict rules must be followed to ensure the child's safety and wellbeing. Any child prescribed an inhaler will have an Inhaler alert card which will be completed by staff and parents in the form of a blue document which will be displayed in the child's room. This will contain information of when the inhaler is needed, triggers, dosage etc.

Reliever Inhalers

If a child needs a reliever inhaler in the setting:

- A "Medication to be given" Form must be filled out by the parent/carer of the child, and a member of staff, the keyperson must be shown the equipment.
- Level 3 EY educators who administer inhalers will have completed relevant training.
- The inhaler will be stored in a safe place in the child's room and easily accessible to staff and will be taken wherever the child goes e.g. outings, garden etc.
- All medication will be kept in original box, clearly labelled with the child's name and instructions.
- Clear written records are kept and this information will be shared with the parents.

Preventer Inhaler

If a child needs a preventer inhaler in the setting a

- A "Medication to be given" Form must be filled out by the parent/carer of the child, and a member of staff. Times as to when they should be given to the child are vital and will be clearly displayed on the inhaler alert card.
- Inhalers must always be prescribed by the doctor with the child's name on it.

In the case of an Asthma Attack

- The child will be reassured and treated in a very calm manner.
- We will help the child breathe slowly, sit upright or lean forward and loosen their clothing.
- We will help the child to take their reliever (blue) inhaler with the use of a spacer device.
- We will stay with the child until the attack has resolved.
- We will notify parents

In a severe asthma attack an ambulance will be called if any of the following occur

- The child's condition is not improving within five minutes of using their reliever (blue) inhaler.
- The child is distressed and gasping or struggling for breath.
- The child cannot complete a sentence or is unable to feed.
- The child is showing signs of fatigue or exhaustion.
- The child is pale, sweaty and may be blue around the lips.
- The child is exhibiting a reduced level of consciousness.
- **You have any concerns at all about the child's condition.**

Review date: September 2022

Behaviour Policy

Updated: September 2021

Designated Person/person's

Behaviour coordinator: Sarah Lloyd

Aim:

Our aim at Foundations is to promote positive behaviour within the setting, maintaining the safety of the children in our care and to set achievable goals and boundaries. Our approach to behaviour is taken from the Framework for Intervention, which focuses on the environment as being an essential component of a child's learning and behaviour. We strive to create a positive attitude towards British Values by promoting democracy, rule of law, individual liberties and mutual respect and tolerance.

Behaviour Coordinator: BECO

Ofsted recommends that all early years' settings should have a named BECO. The BECO is there to offer support to staff that raise concerns about behaviour. The BECO is sympathetic and respectful but purposeful in developing a solution focused plan which includes auditing the environment. A three level approach is used to provide the means to put the solution into effect.

If you have any questions regarding behaviour, then please discuss this with the nursery BECO.

Partnership with Parents/Carers

At Foundations we actively involve and liaise with parents if any issues arise regarding their child's behaviour. In the first instance the nursery BECO will be informed where steps will be taken that focus on the environment the child is in rather than on the individual. These changes will include all staff and all children. We do not single out or label any children. The views and wishes of the child are of prime importance to us and must be heard and taken into account.

Behaviour guidelines

- Foundations Day Nursery believes in promoting positive behaviour in all circumstances.
- The "Behavioural environment" should be evaluated at the starting point of all interventions not on the individual child.

- We aim to encourage self-discipline and consideration for each other, our surroundings and the learning environment and all that's in.
- By offering constant praise and acknowledging any positive behaviour we hope to ensure that all the children feel valued.
- We are aware that rules and boundaries need to be set to demonstrate what is and isn't acceptable while in nursery but only those that are truly necessary. (Too many rules for young children can be confusing and they can be easily forgotten)
- All children will have an equal right and those rights will be protected. The views and wishes of the child are of prime importance and will be heard and taken into account.
- If a child needs to be removed from a situation due to negative behaviour then the child will be moved from the situation and asked to join another activity or sat for thinking time, away from the others for no longer than 5 minutes in order to reflect on their negative behaviour.
- The children will be asked to apologise to anyone they may hurt or upset.
- With problems that persist the BECO will be involved and steps and changes within the environment will be changed and developed in order to minimize the negative behaviour.
- The BECO will work with parents if their child is persistently unkind or upset and will work together on strategies to overcome this.
- Our ultimate aim is that we work together with parents to lay foundations from which children will grow into happy, self-confident and well-adjusted children.

Biting

Biting can be very common for young children and can be happen due to a variety of factors. This may be down to teething, frustration, exploring their mouth, asserting independence and even to gain attention. We realise biting is distressing for all involved but we aim to provide as much staff support in each room so that it is a rare occurrence. Many children go through a stage of biting, please don't be alarmed it won't last forever.

Links with support services and other agencies

Initially our nursery BECO will work closely with Key person and possibly SENCO to offer support and advice regarding negative behaviour. If the negative behaviour continues after the BECO has worked with the Room leader, then Parental consent will be obtained. We can then share observations and assessments with outside support.

Review Date: September 2022

Biting Policy

Updated: September 2021

Designated Person/person's

Behaviour Coordinator: Sarah Lloyd

Aim:

It is our aim at Foundations to promote positive behaviour within the setting, maintaining the safety of all the children in our care. We realise that biting is distressing for all involved but we aim to provide as much support for both parent, children and staff to ensure that this is a rare occurrence.

Why children may bite:

Biting is a common behaviour that some young children go through. This can be part of some children's development stage and where they do not yet have the words to communicate their needs, anger or frustration.

This is usually a temporary stage that commonly occurs between 12-24 months.

- Teething: Swelling gums can be painful and cause discomfort; some children may bite as a form of relief.
- 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 or 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 become frustrated by a number of things, such as; wanting to be independent and do things for themselves and not having the vocabulary to express their selves clearly; this can lead to biting as a way of dealing with this frustration.

Our procedure when dealing with biting:

- The biting will be interrupted with a firm "No...we do not bite our friends" please make sure this is done at the child's level.
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation.
- The wound of the bitten child shall be assessed, and a cold compress WILL be applied.

- Appropriate forms (Accident note) will be completed by staff and parents MUST be informed on collection of their child.
- The parents of the child that has bitten MUST also be informed on collection of their child. If the biting becomes constant, then we will decide to meet with parents to discuss working together to combat these issues.
- Confidentiality of all children involved will be maintained.
- If this is a recurrent situation, the child that has bitten will be observed or shadowed by a member of staff (e.g. shadowed for 10minutes at a time without hindering their play or activities) and the observations will be monitored to see why the biting is reoccurring.
- The child will be given appropriate activities (sensory activities) to help cope with biting.

Review date: September 2022

Bottle Feed – Preparation and Sterilisation Procedure

Updated September 2021

Foundations Day Nursery caters for young children and babies who are on formula, breast and cow's milk. In order to maintain high standards of hygiene and care we will follow the following procedure:

- We will ask parents to provide formula milk in newly purchased tin/container with the seal unopened.
- All powder formula milk will be labelled with the child's name and the date of opening.
- Powder formula milk will be returned to the parent a month after their opening date and parents will be asked to provide new, sealed formula milk.
- Baby feeds will be prepared in accordance to the instructions provided by the manufacturer, using the bottle making machine within the kitchen.
- Bottles will be made up by staff as needed, on demand.
- Bottles will be labelled with the child's name.
- Bottles of formula milk **WILL NOT** be re-heated.
- Staff members will wipe the areas where milk feeds are prepared with anti-bacterial spray prior to making bottles.
- Staff members will wash hands and wear a "disposable apron" prior and during the preparation of a milk feed.

Preparation for cow's milk (children over the age of 12 Months)

- Once opened, keep refrigerated and consume by used by date printed on the container.
- Cow's milk is placed in a clean jug in the microwave for 4 minutes for a full jug and 2 minutes for half a jug to warm through.
- The cow's milk is then transferred into the children's cups or bottles and shaken to remove any heat spots.
- The milk should be checked by shaking a few drops on to the inside of the wrist, it should feel luke warm not hot.

Cooling Down Procedure

- Bottles are prepared at the required temperature when prepared in the bottle making machine.
- Cow's milk will be left to cool in a jug of cold water in the kitchen area.
- Feeding temperature is checked by shaking a few drops of the milk onto the inside of the wrist. It should be Lukewarm not hot.

Breast Feeding

- Foundations Day Nursery will create an environment which supports breast feeding.
- Breast milk will be heated by placing the bottle in a jug of hot water in the kitchen area, the temperature will then be checked by shaking a few drops of milk on to the inside of the wrist. It should be Lukewarm not hot.

Storage and usage of soya milk

- Soya milk once opened will be kept refrigerated and consumed, this will be discarded after 3 days.
- A completed label with information of the first day of opening will be attached.

Review date: September 2022

Camera/Android Tablet Use Policy

At Foundations day Nursery the welfare, protection and safety of every child in our care is of paramount importance. We take our responsibility to safeguarding children seriously. We aim to promote safe and appropriate practise through establishing clear and robust guidelines.

Policy updated: September 2021

Personal Mobile Phone

We believe all staff should be completely attentive during their working hours to ensure all children within the setting receive outstanding, quality care. It is the intention of Foundations Day Nursery to provide an environment in which children, parents/carers and staff are safe from images, being recorded and inappropriately used.

There are signs on all entrances and inner doors to the setting clear stating the setting is a mobile free zone apart from in designated areas.

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace and to ensure effective safeguarding practise is promoted to protect against potential misuse. In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone onsite, including parents and visitors as detailed below:

Practitioners:

- Mobile phones are to be placed in staff's personal locker in the staff room, locked filing cabinet in Management Baby Unit office or Manager's office on main floor.
- Mobile phones can only be used on staff breaks and in the designated areas (these areas being staffrooms with door closed, the manager's office or outside the building)
- If staff have a personal emergency they are, free to use the nursery phone or make a personal call from their mobile in the designated areas of the setting.
- No photographs/videos should be taken of the children on any personal mobile phone or device.
- It is the responsibility of all staff members to be vigilant and report any concerns to the Designated Safeguarding Lead (DSL) (see whistle blowing policy)
- Concerns will be taken seriously and if any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents/Carers, Visitors and Service users:

Are respectfully requested not to use their mobile phones within the setting. Should phone calls and/or text messages need to be taken or made these should be conducted outside of the setting.

Work Mobiles:

The use of a designated work mobile is promoted as it is:

- An essential part of the emergency tool kit, which is taken on offsite trips.
- An effective communication aid enabling either to make and receive for an emergency or to either make contact with the setting.
- A back up facility should problems arise with the nursery's landline.

Camera/Android Tablets:

At Foundations Day Nursery, our Camera/Android Tablet Policy aims to ensure the safe and appropriate use of cameras and image through the agreed acceptable use procedures. This is to be in line with legislation requirements and will aim to respect the rights of all individuals.

Camera/Android Tablets are regularly used within the setting to provide evidence of the children's achievements and to share events.

Under the Early Years Foundation Stage, Early Years Educators are requested to track the children's progress. The information that is gathered about the individual child is stored on their electronic Learning Journal on an app called FAMLY. Information stored on this app is shared between key person and parents/carers.

The FAMLY app is also used for:

- Assessment, planning and recording.
- Observation tools.
- Information for visitors and parents/carers.
- Training purposes.
- Teaching and learning purposes.

The purpose for taking any images is clearly explained and agreed with the parent/carer.

The consent given and signed by the parent will cover the taking of images for general purposes, such as taking photographs that will be used to document children's learning. Other uses of images are:

- **Display of children's work** – A record of ideas and topic references for future use, including pictures of the children taking part in these activities.
- **Examples of children's learning** – As part of the individual child's profile shared with parents/carers at the end of their journey at Foundations Day Nursery.
- **Learning Room areas** – To show visitors and parents/carers the range of opportunities available for the children.
- **Room Albums** – For children to look at and talk about.
- **Special Events & Festivals**– As a record of the nursery year and for the children and parents/carers to look at.
- **Childs Information**- Use as a learning room resource for sharing information about the child's background, culture, beliefs etc... Also, images will used as a resource for topic work usually focused in and on the knowledge and understanding of the world.
- **FAMILY**- To act as a link between home and nursery. On the Child's first day of their settling in period their parent/carer will complete and sign a permission form giving the staff at Foundations Day Nursery consent to upload photos and videos into the FAMLY app. Consent is also obtained from parent/carer for their child to be photographed amongst a group of

children and for these images to be shared on the learning journal of another child. This is anticipated that this will be a regular occurrence, as group activity photos are encouraged.

- **Children's own photography**- Children take photos within our setting with the tablets as part of the curriculum to gain experience with using technology.

Points to Consider:

We are aware of the need for sensitivity when taking photographs and observe the following:

- The tablets are locked away in secure areas of the setting.
- Room Leaders will check all photographs/videos on the devices before they are uploaded to the FAMILY app
- Photographs are used to show positive images (e.g. an example of work the child has achieved or is pleased with, children engaging co-operatively together)
- There may be cultural issues of which we need to be aware of when taking photographs of children from different ethnic minority groups.
- Parents/ Carers are made aware of our Camera/Android Tablet policy, and have the opportunity to voice any concerns.

Parents Photographing and Videoing Children within the setting

- Parents may take photographs of the Nursery Nativity and Preschool Graduation Evening subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.
- It is however, important to note (and to advise parents if necessary) that photography/ video footage should not be published in print or digitally (e.g. on websites or social media) without the approval of the parents/ carers of all the children featured in the photographs/ videos. This applies both to individuals and to the nursery. Addresses should never be published in association with photographs.
- All the above conforms to our GDPR privacy notice.

Review Date: September 2022

Child's Record Keeping Policy

Policy updated: September 2021

Aim

Our aim is that staff should inform parents about their children verbally on a regular basis. We do not wish for formal records to replace verbal contact.

Nursery staff will keep records of all aspects of the children's development on their FAMILY app this can viewed by parents at any time with a unique ref no. Parents are encouraged to contribute to their observations using the FAMILY app. All children's records that is considered highly confidential or sensitive will be kept in a secure place, following our GDPR privacy notice.

If nursery staff has any concerns about a child, they will inform the Manager, Deputy or DSL's and recorded on CR8's & CR10's.

Incident report forms and CR8, CR10's will be used to note any health matters, changes of behaviour or injuries, including injuries received outside the nursery. When an incident form is completed a parent's/carer signature will be required.

The final record before school is called the 'Transition Document' and we are required to send this on to your child's school. The child's record of progress will be passed to the child's school or next provider.

When a child leaves the nursery the EYFS coordinator will archive information on the app.

All documents will be stored according to our GDPR Audit document.

Parents are responsible for keeping the information they give us up to date.

Review date September 2022

Code of Conduct

Updated policy: September 2021

Introduction

All parents/carers, children and service users are entitled to expect the highest standards of conduct from all our staff, and it is regarded as an essential part of the warm, friendly welcoming ethos of our nursery.

The aim of this policy is to provide guidelines which will help maintain and improve standards and protect all our staff from any misunderstandings or criticism.

We expect all our staff to provide high levels of care for all children and to follow all policies and procedures.

1. Staff must always treat children with respect .
2. Staff must not behave in a racist manner under any circumstances and must not make racist or sexist remarks.
3. Staff must never show favouritism.
4. Staff will not be permitted in the nursery if there is any indication that they are under the influence of alcohol or substance misuse.
5. Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to Foundations Day Nursery or the children or staff, both past and present, on any social networking sites. There should never be photos of the nursery or the children who attend the nursery on a staff member's profile. Staff should ensure their profile is "closed" and not accessible for everyone to see. Staff should not be friends with parents/carers from the nursery.
Any material with foul language or of an explicit nature must not be shared in any part of the setting including the staff rooms, this also includes staff using inappropriate language i.e swearing.

You tube or any sort of video footage cannot be used on any computers in the setting other than in the main office for training purposes

Staff found doing any of the above; will be subject to a disciplinary procedure.

6. Staff must not be permitted to have mobile phones in their possession whilst on duty at Foundations Day Nursery. All mobile phones should be switched off and stored in staff's lockers in a secured staff room. There will be an allocated locker for agency staff, apprentices/students and volunteers to store their mobile phones and the key will be kept in the main office. The designated areas to use your mobile phones are the staff room with door shut, the main office or outside the building. The nursery's main telephone number should be used as the main point of contact for staff in an emergency. The use of mobile phones within the nursery rooms will result in a disciplinary procedure.
7. Staff are NOT permitted to smoke anywhere within the building or in its grounds. Staff should not wear their uniform whilst smoking, if you find it necessary to smoke on your allocated break then an outdoor coat must always be worn . You must always wash your hands and spray your clothes with deodorant/perfume before returning to your room.
8. Staff must adhere to our "Camera/tablet Policy". It is the responsibility of the staff based within the room to clear the tablets/cameras of any photographs or videos once these have been uploaded to the FAMALY app.

9. It is the responsibility of the settings manager/deputy and DSL's and the EYC to approve photographs for use on displays and for marketing purposes.
10. Staff must not wear inappropriate jewellery. Staff will wear appropriate uniform and footwear while on duty.
11. Staff must always observe confidentiality , this includes the discussion of nursery matters, concerns or issues being dealt with by management, either in the rooms or staff rooms. Doing this will result in a disciplinary procedure as it will be regarded as breaking confidentiality within the setting.
12. Staff must inform the office of any absence before 7:30 am staff should then contact the office by 2:00 pm on the same day to inform us of their return.
13. All staff must attend a back to work interview before the start of their shift with a member of the management team.
14. Staff must make sure they are in their respective rooms and ready to start 10mins before the beginning of their shift.
15. Staff must alert a colleague if it is strictly necessary to speak to a child on their own. This should not be in a secluded area of the setting, and you should ensure visual access and /or an open door.
16. Staff must challenge unacceptable behaviour by another member of staff and bring this to the immediate attention of the designated safeguarding lead, or another member of the management team. All staff must adhere to the "Whistle Blowing" Policy.

Conclusion

The staff at Foundations Day Nursery are our strength. How the staff conducts themselves reflects on the whole of the setting. High standards and expectations are essential in all aspects of our work.

Review Date: September 2022

Complaints Policy

Policy updated: September 2021

Aim

At Foundations we aim to provide a stimulating and safe environment for all children.

We aim to deliver the highest standard of care and foster good relationships with all parents and carers.

We believe parent's views and concerns should be respected and acknowledged. We understand that on occasions some circumstances may result in a parent or carer wishing to make a complaint.

Appropriate and prompt action is to be taken on any concerns raised. As there is a regular exchange between parents and staff it is hoped that minor concerns can be resolved during this time.

A member of the management team must be informed of the complaint by the relevant staff member.

If nursery staff are unable to resolve the concern, parents and carers can address their concerns to the nursery manager (or if absent a DSL).

If the matter is still unresolved, Foundations and the Management committee require the complaint in writing. The complaint will be investigated, and complainants will be notified of the outcome within 28 days.

If the parent or carer is not satisfied, they can refer the complaint to the registering authority Ofsted. The contact number is 0300 123 1231

Review date: September 2022

Confidentiality Policy

Updated Policy: September 2021

All staff, apprentices/students, agencies and volunteers must adhere to this policy

Referring also to our GDPR privacy notice.

Aim

All staff working at Foundations Day Nursery are knowledgeable and adhere to the importance of confidentiality this does not affect our whistle blowing policy.

To ensure that all those using and working in the setting can do so with confidence, we will respect confidentiality in the following ways: -

- Parents will have access to the files and records of their own children but will not have access to information about any other child within the setting.
- Staff will not discuss individual children, other than for purposes of curriculum, planning and Sen with people other than the parents/carers of that child unless there is a safeguarding concern (refer to safeguarding policy).
- Information given by parent/carers to the nursery manager or staff will not be passed onto other adults without permission unless it's a safe guarding issue.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any concerns/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the setting except with the keyperson, DSL's and nursery management
- Students recognised courses observing in the nursery will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the setting which is to the safety and wellbeing of the child.

Please refer to our policy on Safeguarding children.

Review Date: September 2022

Diet Policy and Practice

Policy updated: September 2021

Aim

At Foundations Day Nursery we aim to provide a well-balanced, nutritional diet that caters for all children's needs. As a setting we adhere to the "Start Well" ethos.

The sharing of refreshments can play an important part in the social life of the Nursery as well as reinforcing children's understanding of the importance of healthy eating.

The Nursery will ensure that the following is accomplished:

- All meals and snacks provided are nutritious, avoiding large quantities of fat, salt, sugar, additives, preservatives and colourings.
- Children's medical and personal dietary requirements are respected.
- Menus are planned in advance and food offered is fresh, wholesome and balanced.
- A Vegetarian diet is offered to those who do not eat meat.
- Any child with additional needs (SEN) will be catered for if they require an alternative option.
- The dietary rules of vegetarian/vegans are known and are met in appropriate ways.
- If a main meal is offered, the following elements are included:

Protein for growth

Carbohydrates for energy

Essential minerals and vitamins in raw foods, salads and fruits

Semi-skimmed milk is provided for all children over the age of 2 years.

Whole milk is provided for all children under the age of 2 years.

Review Date: September 2022

Equal Opportunities Policy

Policy Updated: September 2021

Designated person/person's

Angela Chiles deputy manager.

All staff employed by Foundations Day Nursery

Aim

At Foundations Day Nursery we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual of a similar age, whether they are an adult or a child.

Discrimination under sex, race, religion, disability, colour, creed, marital status, ethnic origin or political belief has no place at Foundations Day Nursery.

British Values

We implement the British Values ethos (see displays, posters and planning)

Employment

At Foundations Day Nursery we take great care in selecting and recruiting staff on the grounds of having sound childcare knowledge. Advertising, short listing and interviewing are done regardless of gender, race, religion or disability. (Refer to our safer recruitment folder procedure)

Curriculum

We are committed to provide equal opportunities through play and learning to each child in a non-discriminatory or sexist way, taking into account the different ages, interests, background and abilities.

At Foundations Day Nursery;

- We follow the guidelines of the Early Years Foundation Stage using the child's individual observations before the planning of opportunities can be achieved.
- Staff support, recognise and promote achievements by all children.
- We recognise children's interests, individuality and efforts and include these into our planning.

- Staff will display flexible styles of leadership and respond appropriately to the children according to their age, understanding and needs.
- We provide children with a range of equipment and resources appropriate to their age, interests and level of ability.
- Children are offered outside play daily in all weather conditions in a safe and secure environment.
- We use the Early Years Foundation Stage which enables us to provide an extensive range of opportunities and enhance children's development.

Inclusion

At Foundations Day Nursery we recognise the wide range of Special Educational Needs and Disability (SEND) of children and families in the community and will consider what part we can play in meeting these needs. For further information, please refer to our Special Educational Needs and Disability Policy.

Resources

Resources will be chosen to give children a balanced view of the world around them and an appreciation of the rich diversity of our multi-racial society. Resources will be selected to help children develop their self-respect and to respect others by avoiding stereo typing and derogatory pictures or messages about any group of people. (Also refer to our British Values Policy)

Behaviour

We believe that children as well as adults flourish best in an orderly environment where everyone knows what is expected of them. Children are free to develop their play and learning without fear of being hurt or hindered by anyone else. For further information please refer to our Behaviour Policy.

Assessment

At Foundations Day Nursery all children are assessed on a quarterly basis using a summary of attainment with evidence gathered from the ILD system. Any child that we feel needs supporting with or during assessment will be given additional support e.g Early Years Co-ordinator (EYC) and Nursery BECO/SENCO.

Review date: September 2022

Failure to Collect Children Procedure

Policy updated: September 2021

If a child is not collected from nursery this is the procedure, we must follow.

- Try to contact the named person on our record cards.
- If contact cannot be made within one hour after closing time, with the named person we will try your emergency contact number.
- If no contact can be made, then we are obligated to contact Birmingham Children's Services.
- Your child will be kept at the setting with two qualified EYP's and a Designated Safeguarding Lead until the child is safely collected by parents/carers or social care.
- A duty officer will take your details and try to contact you or your nearest relative.
- If all else fails, your child will be taken into care until you have been contacted.
- Under NO circumstances do staff go to look for the parent nor do they take the children home with them.
- A full written report of the incident is recorded on the child's CR8/CR10. And reported to Ofsted.

The nursery must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The parent/carer should give the name, address and a physical description of the unauthorised person. A password will also be required upon collection. The manager/ DSL in charge should check all this information before permitting the child to leave.

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

We operate a late pick up charge scheme, failure to collect your child at 6.00pm will incur a £20 late fine this will increase by a further £20 every 15minutes. This money is not given to the nursery but is given to the staff who then stay/work late to maintain the staff/child ratios until you arrive.

Review Date: September 2022

Healthy Eating Policy

Date: September 2021

Aim

It is our aim at Foundations to provide the children with a balanced diet as this is essential for the maintenance and protection of health, to ensure that full mental and physical potential is reached each day and to optimise growth and development. Developing a healthy diet, positive eating habits and good oral hygiene in early life will lay the foundations for future health. As a setting we work with and promote Startwell with our children.

Early Years Foundations Stage

The statutory framework for the Early Years Foundation Stage states:

- The provider must promote the good health of the children.
- Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious.
- Provider to work with parents informing them what can be stored safely about appropriate food content.
- Fresh drinking water to be available at all times.

Startwell

Startwell is based around 7 key messages to support early years' settings, parents and health professionals, creating a healthier environment for our children and families.

1. **Suzu Startwell role model** - Children learn from copying the behaviors of those they see around them. As a parent, practitioner or adult who is in close contact with children it is important that the behaviors they see and copy are positive.
2. **2 Snax Max**- Regular, healthy snacks help children grow and develop well.
3. **180 Katie**-180 Katie promotes pre-school age children who are capable of walking to be active daily for at least 180 minutes (3 hours) spread throughout the day; this is the governments recommended guidelines for this age range. Research from Loughborough University has found that only 9% of children are achieving this. As part of this 180 minutes of physical activity, 60 minutes should be high intensity physical activity which makes the heart go 'boom
4. **Micky me sized** – Remember children's tummies are a lot smaller than grownups so they will not need the same amount of food.
5. **Active Azra**- Avoiding inactivity- Under 5's should not be restrained or kept inactive for more than one hour at a time except for sleeping.

6. **Fay 5 a day**- Make sure children get a variety of at least 5 portions of fruit and veg every day full of essential vitamins, minerals and fiber that may help reduce the risk of illnesses later in life.
7. **Sammy Skills**- Sammy Skills promotes skills-based play. As well as encouraging children to be more physically active it is also important that we create environments and activities which will encourage children to develop their fundamental movement skills. Data shows that an increasing number of children are behind with their skill development by the age of 3 years.

For more information please visit <http://startwellbirmingham.co.uk>

Review date: September 2022

Health, Illness and Emergency Procedures

Policy Updated: September 2021

Designated Person/Person's

Janet Parker, Angela Chiles and a designated DSL.

Aim

Foundations Day Nursery aims to encourage and promote good health and to deal efficiently with illness and emergencies that may arise whilst children are in our care.

First Aid

In line with the Health and Safety Regulations (1981) Foundations Day Nursery will provide adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be delivered. The nursery will have all members of staff with a current first aid certificate. The nominated first aid officers (FAO) are Janet Parker and Angela Chiles. A designated qualified first aider will be responsible for maintaining the correct contents of all first aid bags. Every room is allocated with a first aid bag that is within their room and taken outside during outdoor play. A first aid bog will be taken on all off site visits or outings, and will be the responsibility of the first aid officers.

In the event of a major accident or illness or incident

All parent/carers must complete and sign the emergency medical treatment form to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the nursery.

The administration of any medication (see Administration of Medication Policy) is always done by a qualified Level 3 staff member and witnessed by a 2nd member of staff.

In the event of a major accident, incident or illness the following procedures will apply;

- The first aid officers (FAO) will be notified and will take responsibility for deciding upon the appropriate action.

- The FAO will assess the situation and decide whether the child needs to go straight to hospital, or whether they can wait for the parent/carer to arrive.
- If the child does need to go straight to the hospital, an ambulance will be called. The parent/carer will be contacted and told which hospital they are to go to. A member of staff (preferably a supervisor or member of management) will accompany the child to hospital and will consent to medical treatment being given, if consent has been completed and signed by the parent/carer.
- The member of staff must ensure they take the medical treatment and medical consent form and the child's information and registration form.
- If the child does not go straight to the hospital, but they do need to go home, the parent/carer will be asked to collect their child. In the meantime, the child will be made as comfortable as possible and kept under close supervision.
- Upon collection of the child, the parent/carer will be made fully aware of the details of any accident's or incidents, and any actions that have taken place. These will be recorded on an accident or incident form, which the parent/carer will be asked to sign on collection of the child.
- The manager should consider whether the accident or incident highlights any actual or potential weakness in the nurseries policies or procedures, and act accordingly, making adjustments where necessary, by completing a risk assessment.

Illness

All illness, infections and virus will be assessed individually according to its degree, and recorded on medication forms and an Illness monitoring record while attending Foundations day nursery form. A brief guide to the most common children's illnesses are: -

A. Sickness and Diarrhoea

We will call you immediately to collect your child to eliminate cross infection. We request the child refrain from attending nursery until 24 hours clear of symptoms or a firm stool has been produced.

B. Conjunctivitis

Children can attend nursery once medical advice has been sort. If medication is provided by a doctor or Pharmacist, then we ask for the first administration of cream/drops to be given at home by parent/carer.

C. Chickenpox

Once spots appear your child needs to be excluded from nursery for a minimum of 5 days from the onset of rash or until spots have crusted over and your child is well enough to return to nursery.

D. Parvovirus B19 (Slapped Cheek Syndrome)

No specific action is needed children can return to nursery when well enough to do so.

E. Hand Foot & Mouth Disease

Children with HFMD do not need to be excluded from nursery.

F. High Temperature

If your child does not respond to paracetamol to lower temperature, we will contact you to collect your child asap.

G. Impetigo

Unless the sores can be reliably covered with a waterproof dressing the child should stay at home until the sores have crusted over or healed this will usually be at least 48 hours after start of treatment.

H. Coronavirus.

Please see our coronavirus policy.

In the event of a Minor Accident or Incident

All members of staff and parents *must be informed* of the accident/incident within 24 hours, giving a full account of the accident/incident. The serious incident form must be read and signed by the Manager and all staff involved at the earliest opportunity.

- The first aid officers will be notified and will take responsibility for deciding upon the appropriate action.
- If the child does not need to go to hospital, the FAO will remove the child from the activities and treat the injury, illness themselves.
- If the child feels better, they will be integrated back into the activities but closely supervised for the rest of the session.
- At the end of the sessions, parent/carers will be informed of the accident, incident or illness and any medication that has been administered.
- If the child is still unwell, then the manager will contact the parent/carer to collect their child. In the case of any infectious diseases, then the infection control guidelines should be adhered to.
- All accidents and incidents should be recorded in the incident form and accident form, and the parent/carer should sign the forms to acknowledge the incident.

Closing the nursery in an emergency

In very exceptional circumstances, the nursery may need to be closed at very short notice due to an emergency. Such incidents could include: -

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Bomb scare/explosion. (see Prevent Duty Policy)
- Death of a member of staff.
- Serious assault on a member of staff by the public.
- Serious accident or illness.

In these circumstances the Manager and staff will take all appropriate steps to keep the children safe. All staff and children will meet at the pre-arranged assembly point where a register will be taken. (Except in the case of bomb scare and explosion see Prevent Duty Policy)

Parents/carers will be informed where to collect their children from. The children will be closely supervised until collection.

Review Date: September 2022

Health, Safety and Hygiene

Policy Updated: September 2021

Designated person/person's

Tony Pash

Health and Hygiene – Policy and Practice

Foundations Day Nursery promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following:

Health

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

Outdoor Play

Children will have the opportunity to play in the fresh air throughout the day and in all weathers. We fill in Risk Assessment forms and we record trips. Parental/ Carer permission is sought to take children out of the nursery.

Illness

- If a child is prescribed medication the following procedures will be followed:- Prescribed medication will be administered by level 3 qualified nursery staff and witnessed by 2nd member of staff but the first dose MUST be administered by parents/carers.
- The medication must be clearly labelled with the child's full name, dosage, date of issue and any other instructions.
- Parents/Carers will fill out a 'medication to be given' form which will inform staff the purpose of the medication, the time and the dose. The parents/carers will sign the form giving consent for the medication to be administered.
- All medication will be kept in a safe place away from children.
- With regard to the administration of life saving medication such as an Epi pen. Only Epi-pen trained staff will administer.
- The HAO's will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packaging until needed.

An Accident Book for staff, parents/carers and service users is available in the main office for the reporting of any incidents/accidents. Children's accidents are recorded on individual accident forms which are kept within the child's room.

- All accidents are to be reported and countersigned by staff and parents/carers.
- Accidents that mark/bruise a child that occur at home must also be noted in the nursery using an incident form (these are countersigned by parent/carer) and possibly on CR8 forms.

Medicines

Information Sources

- Parents/carers will have the opportunity to discuss health issues with their child's Key Person and will have access to information available within the Nursery.
- The nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

Hygiene

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

Personal hygiene

- Hands are washed after using the toilet and changing children's nappies – this applies to staff and children.
- Tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of in an appropriate way.
- Children are encouraged to shield their mouths when coughing.
- Paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.
- Every room has an alcohol fluid dispenser for adult use only.
- Gloves and aprons must be worn when changing nappies.

Cleaning and Clearing

- Any spills of bodily fluids will be disposed of appropriately. Aprons and gloves MUST always be worn when cleaning up any spillages. Floors and other affected surfaces are disinfected. Fabrics contaminated with bodily fluids are thoroughly washed in hot water. Separate mops and buckets are clearly labelled and marked. Each room has their own sick bucket for the children.
- Parents/Carers are expected to provide a set of spare laundered pants, and other clothing in the case of accidents, polythene bags also available in which to wrap soiled garments.
- All surfaces are cleaned daily with the appropriate cleaner.

Food

The nursery will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will: -

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

Any food or drink that requires heating will be heated immediately prior to serving and not left standing. Tea towels will be kept scrupulously clean and washed between each session. All utensils will be kept clean and stored in a dust free place, for example closed cupboard or drawers. Cracked or chipped china will not be used. Aprons will always be worn when preparing or serving food.

Rules as decreed by the environmental health will be observed. Training will be offered in order to maintain food and hygiene standards.

Review date: September 2022

Hygiene Policy

Policy Updated: September 2021

Designated person/person's

Janet Parker and Angela Chiles

All staff

Aim

At Foundations Day Nursery we recognise the importance of maintaining the highest possible standards of hygiene in and around the premises to minimise the risks posed to staff, children and visitors.

Our staff are committed to taking all practicable steps to prevent and control the spread of infectious germs and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene

In all circumstances, staff will adhere to the following examples of good personal hygiene: -

- Washing hands before and after handling foods.
- Washing hands after using the toilet.
- Encouraging children to adopt the same routines.
- Regular use of hand sanitisers.
- Covering cuts and abrasions while on the premises.
- Keeping long hair tied back especially when handling food.
- Taking any other steps that are likely to minimise the spread of infections.

Hygiene of the nursery

All staff will be vigilant to any potential threats to good hygiene at the nursery. Staff will ensure that toilets are cleaned daily and there is always a good supply of soap and hand drying facilities for both staff and children. Staff will also be vigilant to any sharp objects such as glass that might be on the premises. Daily risk assessments in all rooms and the outdoor play areas will be carried out before the children arrive to ensure that all potential hazards are identified.

Dealing with spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and disposed of carefully. Blood, vomit and urine will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable gloves and an apron while dealing with the above and also whilst using any cleaning products i.e. Milton or anti-bacterial spray. Children will be kept well clear while such substances are being dealt with.

First Aid

The designated first aider will be mindful of the need to observe the highest possible standards of personal hygiene when administering any treatment to children and staff alike. As such they will wash their hands thoroughly both before and after administering first aid, and ensure that any cuts, wounds or skin damage is covered with the appropriate dressing.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps are taken.

- Waste will be disposed of safely and appropriately and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and children will wash and dry their hands thoroughly before coming into contact with any food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

Review Date: September 2022

Inclusion Policy

Policy Updated: September 2021

Designated Person/Person's

Janet Parker

Angela Chiles

Aim

Foundations Day Nursery is committed to providing a fully inclusive setting for all. Our aims are to provide a safe and secure environment which encourages all children to develop to their full potential, whilst recognising and reflecting the needs of children, parents/carers, staff and visitors to the setting. These could include special educational needs, disability, medical, racial, religious and/or cultural needs. We are opposed to any forms of discriminatory practice or attitude on the grounds of colour, race, ethnic and national origin, marital status, sex, domestic circumstances, disability, sexual orientation, class and religious, ethnic or political beliefs. We welcome any child, parent/carer, staff, volunteer and visitors as far as our physical setting allows.

What is Inclusion?

Inclusion involves the following points: -

- Valuing all children, parents/carers, staff and visitors equally.
- Insuring all children can participate fully in our curriculum.
- Matching the curriculum and the way it is delivered to meet the needs of the children in our care, realising that not all children learn in the same way.
- Getting the right, resources at the right time and in the right way to promote every child's development.
- Encouraging the participation of all parents/carers in our setting.
- Working together with all children, their families/carers and other professionals.
- Reviewing the policies, procedures and practices of the setting so that we meet the diverse needs of the children, parents/carers, staff and visitors and being open and adaptable to change as and when needed.
- Inclusion for all is an attainable goal.

Ways we implement our Inclusion Policy

- All staff and management promote inclusion. This is supported by staffing levels, resources and our commitment to training.
- All staff routinely attend training sessions, including, among others, Special Educational Needs, Equal Opportunities and Inclusion.

- Information about our setting can be accessed via our website, through Ofsted and their website, word of mouth from the local community, via email, written, telephone and personal enquiries.
- We have regard for Early Years Foundation Stage Framework, the special educational needs revised code of practice and the special educational needs and disability act.
- We plan for individual children by: observing, assessing and recording each child's development and using this information to provide appropriate activities to maximise their learning potential.
- We alter and adapt activities in such a way that all children can join in.
- Using the Early Years Foundation Stage Framework as a guide, we observe the children on a regular basis whilst they participate in the daily curriculum. We record using individual observation and use these to assess the development of the individual child and plan for their next learning objectives.
- The effectiveness of our teaching and learning is regularly reviewed, monitored and evaluated for its effectiveness through regular staff meetings, parent meetings, supervisions, appraisals and training.
- We link effectively with others, such as outside agencies, to exchange information by meeting them, e-mailing, telephoning and writing.
- The arrangements we have in place for working closely with parents/carers includes an OPEN DOOR POLICY– that is verbal communication with parents on a frequent basis, daily information sheets, quarterly newsletters, telephone, e-mail and written communication as and when needed.

Objectives

The objectives of the Nursery include: -

- To provide all the children with a secure, caring and stimulating environment in which they can express themselves freely.
- To enable the children to develop a positive self-image.
- To work closely with parents/carers and other agencies so the needs of the children are always being met.
- To promote equality amongst the children by: -
Providing a non-sexist environment in which children can access all toys, books and games.
- Promoting British Values with positive images and resources that reflect the diversity of our community, for example, posters, toys, food, clothing and celebrating festivals.
- To provide quality care, and education for all the children in our setting.
- To work towards exceeding the requirements set down by the national standards.
- To provide places for children with special needs and staff who are trained to give the child and parent/main carer support.
- To have an open-door policy for parents.

Review date: September 2022

Involving and Consulting Children Policy

Policy updated: September 2021

Aim

The nursery and its entire staff are committed to the principal of involving and consulting children wherever possible.

The nursery believes that actively promoting participation of children in the decision-making process is beneficial to children, staff and the nursery. In accordance with the Un conventions on the rights of the child;

- A child's opinion should be considered into anything that affects them.
- Children should have information disseminated in a way that enables them to make choices and decisions.

For children, involvement and consultations helps them to develop new skills such as negotiating, sharing and understanding the perspectives of others. It helps them to understand how decisions are made and recognises that their opinions are important.

In recognition of the complex needs of the children who attend the nursery, direct consultation may not always be possible. The manager will consult with parent/carers and other professional to gather information on likes and dislikes of the child. A variety of activities will be organised in response.

All children will be listened to and consulted with actively. This will take several forms including;

- Listening to what they say in speech and other forms of communication.
- Observing body language and behaviour.
- Roleplay.
- Through play and creative expression and the use of visual aids.
- Regular children's meetings in the form of Circle Time, between children and staff, discussing the new and enjoyed activities and any other relevant topics i.e. "Our Weekend News".
- Questionnaires and other feedback on activities.

For both staff and the nursery there are multiple benefits from using this approach, such as improved behaviour, a relationship with children based on partnership, a more cohesive environment and activities and decisions that children feel a sense of ownership over.

Review Date: September 2022

Lost/Missing Child Policy

Policy updated: September 2021

Aim

The welfare of the children in our care is paramount. We aim to ensure the safety of the children, including knowing where they are always.

It is the responsibility of **ALL** staff members to be aware of how many children are present, and to ensure that the premises and/or surrounding environment are secure.

Parent Partnership

Parents are made aware of the need to register the arrival and departures of their child using the signing in and out system located at all relevant entrances, Staff will also ensure that a daily room register is completed or children are signed in via the 'Family' app. Parents are advised of our security procedures, and are given the opportunity to discuss any concerns.

Missing/Lost Child Procedure

In the unlikely event that a child is suspected missing the following procedure will be followed:

- The manager or deputy will take an immediate roll call of all children.
- If it is discovered that a child is unaccounted for then a full search of the nursery building, and its immediate surroundings will take place.
- On no account will any other child be left unsupervised at any time.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent/guardian/carer will be contacted.
- On arrival of the emergency services and the child's parent/guardian/carer, the nursery manager/deputy will be responsible for updating them of all the information in respect to the missing child and what action has been taken.

Once the situation has been resolved, an internal investigation will take place to examine how it occurred and to put immediate measures into place to ensure that it does not happen again.

Review Date: September 2022

Maternity Policy

Policy Updated: September 2021

Introduction

Foundation Day Nursery recognises the challenging demands on the time and financial resources faced by pregnant employees and the Maternity Policy is intended to reflect the needs of employees during maternity leave, and to retain their skills and commitment which are invaluable to the nursery which aims to provide a high quality nursery provision.

The following sets out the provisions and conditions of the Foundations Day Nursery Maternity Policy. It aims to inform employees of their appropriate entitlement to both statutory and, where applicable, enhanced maternity rights.

Eligibility

This policy applies to all female employees, regardless of their length of service or hours of work.

Time off for Ante-Natal care

You have the right to reasonable paid time off work to attend appointments for ante-natal care. After your initial appointment, you may be asked to produce your appointment card when requesting time off.

Health and Safety

Foundations Day Nursery is committed to safeguarding the health, safety and welfare of all its employees and, in particular, pregnant employees, employees who have recently returned to work after giving birth and employees who are breastfeeding.

Foundations Day Nursery will therefore, carry out a risk assessment on all pregnant employees (Reviewed on a monthly basis or if any adverse ill affect occurs) and those who return to work following maternity leave, to make a suitable and sufficient assessment of any potential risks to your health and safety whilst you are at work.

Maternity Leave

The earliest date you can commence maternity leave is the beginning of the 11th week before your baby is due.

You can begin your maternity leave on any day of the week.

All female employees, regardless of length of service, are entitled to 52 weeks' maternity leave (26 weeks "ordinary" maternity leave, plus 26 weeks "additional" maternity leave).

Maternity Pay

Foundations Day Nursery maternity pay includes Statutory Maternity Pay (SMP), which is payable for a 39-week period to employees who have 26 weeks' continuous service by the 14th week before the expected week of childbirth, as follows: -

First 6 weeks of payment is 90% of average weekly pay. Remaining 33 weeks is at the current rate.

To be eligible to receive SMP, your average weekly earnings (for the 8 weeks ending with the 15th week before the week in which your baby is due) must be at or above the lower earnings limit for the payment of National Insurance.

Employees with less than 26 weeks' continuous service by the 14th week before expected week of childbirth

You will not have an entitlement to paid maternity leave by Foundations Day Nursery but may be able to claim Maternity Allowance from the Department of Social Security for 39 weeks.

Maternity Allowance is a weekly benefit paid directly by the Department of Social Security. The weekly rate is dependent upon earnings and circumstances.

Full details can be obtained from your local Social Security office or Jobcentre Plus Office. Further details are also available on the Department for Work and Pensions website. www.dwp.gov.uk

During Maternity Leave

Keeping in touch

There may be occasions where it would be beneficial for your manager to make reasonable contact with you during your maternity leave. This may include, for example, writing to you to update you on changes affecting your department or work area.

Foundations Day Nursery has introduced the option of up to 10 paid 'keeping in touch days' which would give you the opportunity to attend work, for example, to undertake training or key meetings without bringing your period of maternity leave to an end. This will not be within the two-week period immediately following the birth of your child.

Where possible, contact arrangements will be discussed with you in advance of you starting your maternity leave.

[Sickness Absence](#)

Maternity leave will start automatically if you are absent from work for a pregnancy related illness during the four weeks before the start of your expected week of childbirth, regardless of when you had intended your maternity leave to start.

[Pension](#)

Your pension contributions will continue to be deducted from your salary whilst you are on paid maternity leave.

Once your maternity pay, has expired your pension contributions will cease. Thereafter, contribution is optional. Upon your return to work you will have the opportunity to make up any contributions missed as a result of unpaid maternity leave, if you wish.

Annual Leave

You would be expected to take any outstanding annual leave entitlement before commencing your maternity leave.

Thereafter, your entitlement to normal contractual annual leave continues to accrue throughout your maternity leave.

Statutory and local closure days that fall during your maternity leave period are not accrued as 'holidays'.

Returning to work after Maternity Leave

Unless you are employed on a fixed term contract which comes to an end before the date of your return, you are entitled to return, as follows: -

Following 26 weeks "Ordinary" Maternity Leave

To the job in which you were employed before your absence, on the same terms and conditions as those which would be applicable if you had not been on maternity leave. You will also be entitled to benefit from any improvements to that job, for example, a pay increase which arose during your absence.

Following 26 weeks "Additional" Maternity Leave

To the job in which you were employed before your absence, or, if that is not reasonably practicable, to another job which is both suitable for you and appropriate for you to do in the circumstances. The new job has to be on terms and conditions not less favourable than those which would have applied if you had not been absent.

Flexible Working and Childcare Provision

Foundations Day Nursery is committed to providing employees with more opportunities to balance work and family life, whilst being compatible with, and beneficial to, business efficiency.

As part of this commitment, Foundations Day Nursery has a number of schemes and procedures designed to support and benefit employees who may wish to consider or request flexible working arrangements.

Procedure

Notification of Leave

You are required to notify Foundations Day Nursery of your intention to take maternity leave by the 15th week before the expected week of childbirth, unless this is not reasonably practicable.

To qualify for maternity leave you should complete a Notification form, available from administration, which includes the following information.

- That you intend to be absent from work due to pregnancy
- The week in which your baby is expected to be born
- The date on which you intend to begin your absence
-

You can change your mind about when you would like to start your maternity leave providing you give Foundations Day Nursery written reasonable notice, which will normally be 28 days.

In addition, your GP or Midwife will provide you with a Maternity Certificate (Form Mat B1), which confirms your expected week of childbirth. It is important that you forward this form to administration as soon as possible, and at least 21 days before the date on which you intend to begin your maternity leave.

[Response to Notification of Leave](#)

Foundations Day Nursery will respond to a notification of leave within 28 days. Foundations Day Nursery will write to you, confirming the date on which you are expected to return to work if you were to take your full entitlement to maternity leave.

[Notice of Return](#)

Foundations Day Nursery will assume that you intend to return to work at the end of your 52 weeks' maternity leave, and therefore you are not required to give notice of your intention to return.

Policy review date:-01 September 2022

Approved by:- Administration

Job Title:- Administrator

Department:- Administration

Mealtime and Drinks Policy

Policy updated: September 2021

Designated Persons

Janet Parker, Angela Chiles, Barbara Draper

Aim

Our aim at Foundations Day Nursery is to provide all children with a well-balanced and nutritious meal every day. We will provide food for all children catering for their individual dietary requirements, any child with additional needs (SEND) will also catered for if they require an alternative option. Our weekly menus will provide all children with a tasty, varied diet which will include food from the main food groups. It is our aim at Foundations to provide the children with a balanced diet as this is essential for the maintenance and protection of health, to ensure that full mental and physical potential is reached each day and to optimise growth and development.

Admissions

Upon induction into Foundations parents are asked to fill in a child's record card detailing all dietary requirements or medical conditions, which require a special diet. Once recorded all staff are made aware of the dietary requirements and the importance of adhering to them, this information will be displayed clearly in the child's room and also in the kitchen area this information will then be used when planning food/mealtimes.

Objectives

- Management will oversee all aspects of food within Foundations Day Nursery.
- Our 4 weekly menus will be displayed for parents/carers to read.
- To ensure each child has a lunch time meal and tea that is suited to their dietary requirements.
- We will ensure that children with allergies to certain foods are not given these foods.
- We will ensure that children who are required not to eat certain foods including meats, fish or dairy products do not receive them.
- All children will be offered breakfast on arrival up until 8:45am. If a child arrives after 8:45 am and parents inform staff that they haven't had breakfast, then toast and a drink will be offered.

- All children will be encouraged to sit in a familiar setting with a member of staff and other children to eat at mealtimes. Here at Foundations we recognise that mealtime is a social time and it is an opportunity for children to learn about healthy eating and develop new skills such as serving food and drink and feeding themselves.
- No child will be prevented from eating a desert if they do not eat their dinner and food and drink will not be used as a reward or punishment.
- Children will be encouraged to try new and unfamiliar foods.
- Children will be encouraged by staff to use the correct implement for eating. (for example, right size spoon for the age of the child)
- All foods are cooked freshly everyday using the **minimum** of high salted processed foods, high fat content and high sugar content.
- Children will be encouraged to drink water throughout their meal but not forced.
- Healthy eating activities will be promoted i.e. cooking activities or food tasting.
- Healthy eating (Startwell) information will be offered to parents/carers through workshops and informal coffee mornings.
- Parents/carers will be responsible for informing staff of any dietary requirement information changes.
- When menus are being revised by the cook, children's food choices will be taken into consideration.
- Staff will inform parents at the end of each day about the foods their child has eaten, and if there are any changes in the child's eating habits. For example: Lack of appetite.
- Children will be encouraged to play outside every day, to ensure they have an opportunity to be exposed to sunlight to help their bodies make vitamin D. (refer to Foundations Day Nursery Weather Policy).

Drinks

- Non-valve, free flowing beakers and open cups will be used for all drinks to protect the children's/baby's teeth.
- Chilled water will be accessible to all children throughout the day and the children will be encouraged to drink regularly.
- Milk provided for over 2's will be semi skimmed, for under 2's full fat.
- Milk will be offered alongside water during AM and PM snack time.

Training

All staff handling food will attend and complete a basic food hygiene course. Catering staff will attend relevant training and up to date courses as and when required.

Review Date: September 2022

Mobile Phone Policy

Policy updated: September 2021

Aim

At Foundations Day Nursery the welfare, protection and safety of every child in our care is of paramount importance. We take our responsibility to safeguard children seriously. We believe all staff should be completely attentive during their hours of working to ensure all children within our setting receive outstanding quality care. This is one of the reasons why mobile phones are not to be used during working hours.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Staff must adhere to the following

- Mobile phones are to be turned off during working hours.
- Staff, parents/carers, visitors e.t.c should turn their mobile phones off before entering the building.
- Mobile phones can only be used on staff breaks and in the designated areas (these areas being the staff room with door closed, the manager's office or outside the building)
- If staff have a personal emergency, they are free to use the nursery phone or make a personal call from their mobile in the designated areas of the setting.
- All staff must ensure that their mobile phones are switched off and placed in their personal locker or in the staff room or main office.
- No photographs should be taken of the children on any mobile phone or device.
- During group outings a nominated staff will have access to the settings mobile phones which are to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Leads. (See Whistle Blowing Policy)
- Concerns will be taken seriously and if any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Review Date: September 2022

Outings Policy

Policy Updated: September 2021

Designated Person/Person's

Janet Parker and Angela Chiles

Aim

At Foundations Day Nursery we believe that visits and outings are important in the children's development and understanding of the world around them. However, during such events the safety of the children remains paramount.

Before an outing

A risk assessment will be carried out before each outing which will consider the journey, transport and the venue. Children will always be talked through any potential safety hazards and told to remain with staff. Staff will also explain to the children what is expected of them in terms of behaviour.

Staff ratios will be in line with legal requirements, also considering deferring particular needs of the children in our care. Wherever possible additional staff and volunteers will be employed.

Parental Consent

Parents/carers will be informed about the trip in advance. They will be given information regarding details of the place, any costs involved, programme of activities and the expected time of return. Signed permission slips signed by parent/carers must be obtained for all trips.

The supervisors must ensure that copies of the following records are taken on every trip: -

- Children's emergency contact details.
- Medical details

Parent/carers have the right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

On the trip the following are adhered to: -

- A nursery mobile phone is taken.
- A registered first aider.
- A first aid kit is taken.
- Preventative medication such as inhalers, EpiPen's or antihistamine will be taken on any outing.
- No child should be left unattended in a vehicle i.e. coach or bus.
- All staff will have specific group of children to care for.
- Children will wear contact details of the nursery.

Review Date: September 2022

Partnership with Parents Policy

Policy updated: September 2021

Designated Person:

Natalie Smylie

Aim

At Foundations Day Nursery we endeavour to build strong, positive relationships with parents and carers of all the children who attend the setting. We are committed to working with parents and carers to provide a safe, secure and positive environment for all the children.

We believe that the relationship between the setting and the parents and carers is crucial to the well-being, development and progress of every child. To support this, we provide information for parents on policies and procedures of the setting.

Parent's Welcome Packs are distributed to all new parents providing information about the nursery, EYFS, funding and copies of some policies including Parent Partnership, Admissions, Behaviour, Fees, Illness, Safeguarding Children, Accidents and Complaints. All policies are available to view in booklet form in every room.

At Foundations Day Nursery we create different opportunities to build up relationships with parents and carers, these bring:

1. An "Open Door Policy" for all parents/carers.
2. Parents Evenings.
3. Parents Workshops.
4. Informal Coffee Mornings.
5. Termly Newsletter.
6. A daily update via our Nursery App.
7. Questionnaires.
8. A photo board.
9. A parent's notice board in each room.

Interactive Learning Diaries.

Parents download an App which enables them to access their child's development and contribute towards their child's learning.

Key Person

We have a Key Person system in place, which gives the parents and carers and children with a vital link from home to the nursery. The Key Person will aid the child and parents and carers in the settling in process and will monitor their key child's progress throughout the time they spend with us. (see key person policy)

Parents Support

Where concerns have been raised about a child, staff and parent meetings are arranged, concerns are discussed, and actions agreed. Subsequently there are regular reviews. Where appropriate other professionals are consulted and may be involved in these meetings. Where appropriate, support is offered to parents who need to liaise with other agencies.

Procedures for informing parents

There is a parent notice board and a staff/parent notice board both of which convey information about the EYFS and life in our nursery in every room.

Staff will always be available to speak to parents at dropping off and collection times.

Parent's views and ideas are always welcomed by staff and maybe used to support the review, evaluation, and development of our provision. A questionnaire will be distributed annually to ensure parental opinion is updated.

Review Date: September 2022

Play, Care and Learning Policy

Policy updated: September 2021

Aim

The activities and the atmosphere at the nursery aims to encourage confidence, independence and enjoyment. Our work has the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and to be creative.

The nursery will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore and experiment. The activities will recognise and take into account the different ages, interests, backgrounds and abilities of the children.

At all times the nursery will recognise the child's individuality, effort and achievement. These will be recorded on their on FAMILY app.

Staff meetings and planning times will provide opportunities for:

- Reflection on practice.
- Recognise that working with children is a complex, challenging and demanding task and that often there are no easy answers.
- That learning is a shared process and that children learn most effectively when, with the support of a knowledgeable and trusted adult, they are actively involved and interested.
- Discussions on children's learning and development in weekly room meetings.

Staff will display a flexible style of leadership and respond appropriately to children according to their age, understanding and needs. Staff will support, recognise and promote achievements by all children.

Foundations Day Nursery will provide children with a range of equipment and resources appropriate to the age, interest and levels of ability.

Children will be offered access to outdoor play on a daily basis. No children will ever be left unsupervised during activities in our setting. The manager will ensure that time is managed properly to allow time for all activity sessions to be evaluated.

Review Date: September 2022

Prevent Duty Policy

Date: September 2021

Designated Persons

All members of staff

Aim:

Foundations Day Nursery has regard to the Prevent Duty 2015 (updated version). This duty works alongside other Safeguarding policies & procedures required by Working Together to Safeguard Children.

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

Practise and Procedure:

1. **Risk Assessment:** Foundations Day Nursery Staff follow nursery policy closely. We follow the Key Person policy to build a relationship with our children and their families within the setting and to keep open lines of communication. If staff have concerns regarding the welfare of a child, then our Safeguarding Policy will be followed. The Department for Education (DfE) has dedicated a telephone helpline (020-7340-7264) and an email address (extremism@education.gsi.gov.uk) which will enable staff to raise concerns relating to extremism, also the local police force are available on non-emergency number 101 for you to contact with any concerns.
2. **Staff Training:** At Foundations Day Nursery it is essential that all staff can identify children who may be vulnerable to Radicalisation and know what to do when this is identified. Staff are alert to:
 - Changes in family behaviour.
 - Changes in children's behaviour e.g. aggression towards others.
 - Comments made by a child which may cause concerns.
 - Comments made by family member's e.g. about certain Faiths, Beliefs or Cultures.
 - Any other signs that family members maybe showing extremism.
 - All staff have received WRAP training.
 - Staff have shared understanding of what British Values are and how we promote and support these at our setting. (Refer to British Values Policy).

3. Procedure in the event of a terrorist act: The Fire Evacuation Policy will be followed when evacuating the building. The assembly point for a terrorist act/ bomb scare will be at...

The Railway Children's Day Nursery

3b Ewhurst Avenue

Selly Oak

Birmingham

B29-6EY

0121-472-2786

Update Policy: September 2022

Safeguarding Children Policy

Policy updated: September 2021

Designated Person/Person's

Janet Parker, Angela Chiles, Natalie Smylie, Sarah Lloyd, Mel Beetison and Sarah Ball

Definition of Safeguarding is the process of protecting children from abuse or neglect, preventing impairment of their health or development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Aim

At Foundations we stress that it is everyone's responsibility to identify and protect all children, young people and families. We work in conjunction with all outside agencies to protect all children, young people and families; we also refer to our Confidentiality Policy. All our policies are in line with GDPR

We aim to:

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

We aim to protect children from:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying, including online bullying and prejudice-based bullying.
- Racist, disability and homophobic or transphobic abuse.
- Gender-based violence/violence against women and girls.
- Radicalisation and/or extremist behaviour.
- Child sexual exploitation and trafficking.
- The impact of new technologies on sexual behaviour, for example gang activity and youth violence.
- Domestic violence.
- Breast Ironing.
- Female genital mutilation.
- Forced marriage.
- Fabricated or induced illness.
- Poor parenting, particularly in relation to babies and young children.

- Other issues not listed here but that pose a risk to children, young people and vulnerable adults.

-

Advertising For Recruitment

We ensure when advertising for new members of staff we provide the appropriate information regarding Safeguarding and Whistle Blowing Policies and request an enhanced Disclosure Barring Service (DBS.)

Selection and Development of Staff and Volunteers

All paid staff and volunteers have a clear understanding of their roles within the nursery regarding Safeguarding Children. Employed staff will receive a job description defining a clear outline of the Safeguarding Children Procedures and our Whistle Blowing Policy within the nursery.

Recruitment and Selection

Upon recruitment applicants are asked to provide all previous names and addresses (refer to DBS information form). The names of two referees are also required and any gaps from employment history will be investigated. Applicants for any childcare position must fit the criteria which have the relevant qualifications and produce evidence of such qualification, identifications and address.

All applicants are informed of our safeguarding and whistle blowing policy and procedures. A job description and job specification is supplied to all applicants. All new staff, students/apprentices and volunteers receive an induction session on their first day of work.

Disclosure and Barring Service

All newly appointed staff will have an up to date enhanced DBS check on their trial day, before beginning their employment at Foundations. Until the enhanced DBS unique number is in the settings possession **NO** staff will be able to work in the setting. All staff's DBS codes are kept on a spread sheet in a password safe computer. Foundations Day Nursery has a written procedure outlining the measures we take with a positive DBS disclosure.

Behaviour of Staff and Volunteers

Staff and volunteers must treat all children with respect (refer to our equality policy). Staff and volunteers must not make racist or sexist remarks. Staff and volunteers must avoid showing favouritism. All staff have the responsibility to prevent abuse of all of the children regardless of age

and abilities. (Refer to the Anti-Bullying Policy). All staff are provided with and must adhere to Foundations Day Nursery's Code of Conduct.

Staff Development

At Foundations all newly employed staff work a three-month probationary period where their performance is closely monitored if after their three-month probationary period we are not satisfied with their performance, they will be asked to do a further three months' probation period. All staff receive regular supervisions monitoring their performance. All staff are aware of all forms of abuse. Basic child abuse training is provided to all staff and volunteers; whilst training the staff they are reminded that they must never place themselves in a situation, which may cause a misunderstanding or misinterpretation.

Concerns about Children

If you have any concern about a child please refer to Right Help, Right Time Guidance (RHRT)

If you are concerned about a child being abused contact:

Children's Advice & Support Service (CASS) on **0121 303 1888** or e-mail.

If you have access to secure e-mail: secure.cass@birmingham.gcsx.gov.uk, if you do not have access to a secure e-mail: cass@birminghamchildrenstrust.co.uk

Outside of normal office hours please call 0121 675 4806 for the Emergency Duty Team

All staff adhere to Foundations Day Nursery's Safeguarding and Whistle Blowing Policy and Procedure and there is always a Senior Designated Lead on shift at all times. (7.30am-6.00pm).

Effective risk assessments are implemented through Key Persons observations and assessments of children which may include support from SENCO (Oliver Beechey & Katie Elton) and BECO (Sarah Lloyd.) Care plans are devised with parent/carers and implemented throughout the setting where needed. A simplified flow chart on "what to do if a disclosure is made" is displayed in the 2 nursery offices and in all staff rooms within the setting.

Foundations Day Nursery has an E-Safety, Camera Use and Mobile Phone Procedure. These are included in our Code of Conduct. (See Code of Conduct)

Early Help

Early help means taking action to support a child, young person or their family at the beginning of a problem, as soon as it emerges. It can be required at any stage of a child's life from pre-birth to adulthood, and applies to any problem or need that the family cannot deal with or meet on their own. It also applies to all children and young people, with any form of need. Early help requires that agencies should work together as soon as a problem emerges or a need is identified to ensure the child gets the right responses, and the right help from the right people at the right time.

For more information on Early Help visit www.lscbbirmingham.org.uk

Monitoring of Safeguarding Procedures and Practises

At Foundations Day Nursery Safeguarding Policies and Procedures are reviewed regularly, they are updated each time a member of staff attends any new training. There are six DSL'S on site covering the shift system 7.30am-6.00pm.

The Safeguarding and Whistle Blowing Policy and Procedure are displayed within the setting for all parents/carers and service users. This includes the OFSTED complaints telephone number.

Position of Trust (POT)

All Foundations Day Nursery staff are aware of their roles and responsibilities regarding their "position of trust". If any allegation is made via our Whistle Blowing Policy we refer all information to Local Authority Designated Officer(LADO), who then informs us of the next procedure. We do not deal with these allegations through the usual disciplinary procedure.

Foundations Day Nursery will risk assess on all individual allegations to protect children and staff. A flow chart of instructions is displayed in the 2 nursery offices regarding the POT procedure.

Daily declaration

At Foundations day nursery we are committed to protect and safeguard all children and staff within the setting. All Staff, Apprentices, Agency and volunteers are required to sign a daily declaration before starting work that ensures no one has been convicted of any criminal offenses or become subject to a criminal investigation regarding concerns or conduct issues outside the workplace. If they are unable to sign the declaration for any of the above reasons the they must inform their employer immediately.

Admissions Procedure

A record of the children's personal information is kept on file in the nursery office in case of an emergency. Once a child is admitted into the nursery their parent/guardian is asked to sign a contract, on the contract it clearly states that if we suspect that a child is being abused or a child discloses information that causes concern we have to pass that information to social services. Parents are also asked to sign our contract allowing us to administer or seek medical advice in an emergency.

OFSTED's complaints telephone number: 0300 1231231

Review Date: September 2022

Site Security - Premises

Policy updated: September 2021

Aim

At Foundations Day Nursery we are committed to providing care and learning for children in a safe and secure environment. All staff has an individual and collective responsibility to ensure that they have a continuous regard for the safety and security of all children at the nursery.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the nursery premises at any time. Both the nursery and the staff will reinforce these messages. The manager in consultation with the staff and parents/carers will regularly review safety and security procedures. (For example, risk assessments).

Staff and any authorised people who are in regular visitors to the nursery will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear at all times whilst on the nursery premises.

At Foundation Day Nursery we incorporate a computerised, electronic safety system on all entrances.

Supervision

Children will not be left unsupervised at any time during any part of the day. Child to staff ratio's will always be maintained.

Delivery's & Maintenance

Any visitors delivering to the nursery or carrying out any maintenance in the building will be required to sign in and out, wear a visitors badge and will be escorted around the setting.

Visitors

The nursery has a visitor's book, which are kept in the main entrances (main nursery and baby unit) which all visitors must sign on arrival, alongside giving the following information.

- Their name.
- The date and time of arrival.
- The reason for their visit.
- Their departure times.
- We also provide visitors passes

Visitors to the nursery will not be left unsupervised with children at any one time. Staff have a duty to approach any visitor on the premises who has not signed in. they must introduce themselves and establish immediately who they are visiting and the reason for them being on the premises. If the visitor has no reason for them being on the premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, then the police must be telephoned immediately. A record will be made of such incidents in the incidents book and the manager will be immediately notified.

Review Date September 2022

Smoking, Alcohol and Drugs Policy

Policy Updated: September 2021

Designated person/person's

Janet Parker and Angela Chiles

Aim

At Foundations Day Nursery we strongly prohibit the use or possession of cigarettes, alcohol and illegal drugs on the premises at any time. If staff, students/apprentices or volunteers are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. Any contravention of the provisions of this policy will be dealt with under staff disciplinary procedure and behaviour management policy.

Drugs

Staff, students/apprentices and volunteers who arrive at the nursery clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures will be implemented immediately. If staff found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs which may affect their ability to function effectively at work, the manager must be informed as early as possible. If staff have returned to work after sickness/illness they must inform the back to work interviewer regarding the drugs they have been prescribed.

If a member of staff has a good reason to suspect a parent/carer is under the influence of illegal drugs when they drop off or collect their child/children, they have a duty to inform both the manager and the designated safeguarding leader(DSL) according to the provisions of the Safeguarding Policy.

In such circumstances, the manager and the DSL will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child always remains paramount.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle with someone who is clearly under the influence of illegal drugs.

Where an illegal act is suspected to have taken place, the police will be called.

Alcohol

Staff, students/apprentices and volunteers who arrive at the nursery clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will be implemented immediately. If staff found in possession of alcohol, serious disciplinary action will follow.

If a member of staff has a good reason to suspect a parent/carer is under the influence of alcohol when they drop off or collect their child, they have a duty to inform both the manager and the DSL according to the provisions of the Safeguarding Policy.

In such circumstances, the manager and the DSL will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child always remains paramount .

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle with someone who is clearly under the influence of alcohol.

Where an illegal act is suspected to have taken place, the police will be called.

Smoking

Smoking is not permitted anywhere on the premises or in the grounds. This rule applies equally to staff, students/apprentices, volunteers, parent/carers and any other visitor. Staff should not wear their uniform whilst smoking, if you find it necessary to smoke on your allocated break then an outdoor coat must always be worn . You must always wash your hands and spray your clothes with deodorant/perfume before returning to your room.

Review Date: September 2022

Special Educational Needs and Disabilities Policy

Policy updated: September 2021

Designated Person/Person's

Oliver Beechey

Katie Elton

Aim

At Foundations Day Nursery we welcome all children and adults where appropriate provisions can be made. We actively encourage parental involvement. Support from outside agencies are welcomed as we are all committed to working as a team.

Admissions Arrangements

All children at Foundations Day Nursery are valued for who they are regardless of their culture, gender, ability, background or disability.

Partnership with Parents

At Foundations Day Nursery we actively involve and liaise with parents at the earliest possible stages and all parents are encouraged to participate with their child's education. Key persons will continually communicate their child's needs, ability and progress to parents. Staff will be available to discuss any possible concerns both informally and formally where appropriate. Anything discussed between staff and parents is kept strictly confidential.

Training

Staff are committed to attend training courses and where relevant, they relay the information back to the whole team.

Resources and the Learning Environment

All children with special educational needs have equal access and opportunities to the nursery curriculum, differentiation of activities, where appropriate it is implemented in the planning for children with special educational needs and disabilities. We will make simple additions or alterations to the room layout where appropriate.

Identification and Assessment

On admissions to Foundations Day Nursery the parents are given an opportunity to discuss their child's needs with the assistance of other professionals, (health visitor, Area Senco, Educational Psychiatrist). We aim to set about managing every child's individual needs and have regard to the code of practice 2001 for the early identification and assessment of special educational needs. Children's records are confidential and parents at any time can request to see their own child's records.

Links with support services and other agencies

We are committed to work with other outside agencies. We will seek parental permission (consent form) before referring a child to an outside agency for support or advice. Once parental consent has been obtained then we will share any observations/assessments or other information with these outside agencies.

Review date: September 2022

Staffing and Employment Policy

Policy Updated: September 2021

Designated Person/Person's

Janet Parker and Angela Chiles

Aim

A constant adult to child ratio is essential in providing good quality nursery care.

In the nursery:

- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities policy, seeking to offer job opportunities equally to both men and women, with or without disabilities from all religious, social, ethnic and cultural group.
- Our staff are qualified to a NVQ Level 3/2 or an equivalent qualification.
- We also have 3 Nursery assistants (unqualified)
- Regular in-service training is available to all staff, both paid and volunteer members, plus through Early Years training or other training bodies.
- Our nursery budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring, supervisions and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and have a robust recruitment procedure.

Student Placement Policy

We recognise that the quality and variety of work which goes on in a nursery makes it an ideal place for students on placement from school and college childcare courses as well as those on other suitable courses.

Students are welcomed into the nursery on the following conditions: -

- Students must be confirmed by their tutor as being enrolled in a suitable childcare qualification course which provides necessary background understanding of children's development and activities.
- Students required to conduct child studies will obtain permission from the parents of the child being studied.
- Any information gained by the students about the children, families and other adults in the nursery must remain confidential.
- A DBS check will be required before starting with us.
- Students/apprentices and volunteers will require a written reference.
- We have a student coordinator to support/monitor all students on placement.

Review Date September 2022

Students, Trainees and Volunteers Policy

Policy Updated: September 2021

Designated Person/Persons

Janet Parker, Angela Chiles and Melanie Beetison

Aim

At Foundations Day Nursery we believe that a placement for students, apprentices and volunteers at our nursery is a valuable opportunity to build experience whilst learning about childcare. We equally appreciate the positive contribution that such committed and enthusiastic people can bring to our setting. Despite our positive attitude towards students, apprentices and volunteers, the needs of children are paramount, therefore we will restrict the number of students, apprentices and volunteers admitted at any one time, in order to minimise any disruption to the nursery.

Student, Apprentice and Volunteer procedure

- The manager and student coordinator is responsible for ensuring all students, apprentices and volunteers at the nursery are suitable and will not have a detrimental effect on the service provided. The manager and student coordinator can access additional support via the student's educational setting (College or School).
- All students, apprentices and volunteers must come for an initial visit and meet with the manager to check their suitability. If the students, apprentices or volunteers are over 16 years old then they must produce an up to date DBS before they begin the placement.
- All Students, Apprentices and Volunteers will require a written reference.
- The manager or student coordinator will enter into a formal written agreement with the student/ apprentice/volunteer at the start of their placement. Every student, apprentice or volunteer will have a student induction which will take place on the first day with us. A student welcome pack will be issued to them containing information such as our code of conduct, health & safety reminders, important policy documents, what is expected throughout their training and a student information sheet which must be filled out and handed to the manager or student coordinator. This agreement will also detail what the student/apprentice/volunteer can expect from the nursery. The agreement must be read, understood and signed before making a commitment to voluntary work. The student, apprentice or volunteer will then be shown around the entire setting and introduced to all of the staff. At the end of the induction the manager/student coordinator will complete a checklist with the individual to ensure all relevant information has been passed on, read and fully understood. An opportunity for any questions will also be offered at the end of the induction.
- New students, apprentices and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs whilst at the nursery. They will always be

expected to adopt a professional manner . Students and volunteers on the placement should not be included in the staff ratios.

Additional needs & requirements

The nursery welcomes students, apprentices and volunteers with additional needs. The manager will have an informal chat with them to identify their needs and ascertain what skills they can contribute to the nursery, and what additional support if any is required.

Review Date: September 2022

Weather Policy

Policy Updated: September 2021

Designated Person/Person's

Janet Parker and Angela Chiles

Aim

At Foundations Day Nursery we aim for children to have everyday access to outside areas regardless of the weather.

Sun Protection

In hot weather, parents MUST supply children with non-aerosol of SPF 30+ sunscreen. This must be clearly labelled with their child's name and date and should be updated every 12 months. All children must be provided with a hat also clearly marked with their name. Parents are requested to apply the 1st application of cream to eliminate any possible allergic reactions.

All sun cream will be stored in a box out of the reach of children within the room.

Parents will be requested to complete a permission slip to allow staff to apply sunscreen to their child when and where needed throughout the day.

Winter

All children must be provided with a coat regardless of the weather as children play outside in all weather conditions. Children are encouraged to bring a hat, scarf and gloves to nursery and also Wellington boots for outside play which will need to be clearly marked with the child's name.

Review Date: September 2022

Whistle Blowing Policy

Updated policy September 2021

Designated Whistle Blowing Contacts

Janet Parker (Manager),

Angie Chiles (Deputy Manager),

Sarah Lloyd (D.S.L),

Natalie Smylie (D.S.L)

Mel Beetison (DSL)

Sarah Ball (DSL)

Who is Responsible?

Whistle Blowing encourages and enables all employees, apprentices, students, volunteers and service users at Foundations Day Nursery to raise any serious concerns they have regarding any malpractice/wrong doing within the setting.

Definition

“Whistleblowing” is very different from a complaint or a grievance (see 1. Complaints Procedure, 2 Grievance Procedure). The Whistle Blowing Policy applies when you have no vested interest and are acting as a witness to “Bad Practise” that you have observed.

Aims

Foundations Day Nursery is committed to the highest possible standards of openness and accountability.

It is our intention that staff, parents/carers, students, apprentices, volunteers and service users at Foundations Day Nursery feel confident about coming forward and reporting any issues/concerns they may have regarding the areas below whilst remaining protected from any subsequent discrimination.

What should be reported?

1. The inappropriate treatment/care of a child.
2. Inappropriate behaviour of the manager, staff, students/apprentices, volunteers or service users.
3. Discrimination of any kind.
4. Concerns that could impact on the health and safety of the children, employees, students/apprentice, volunteers and service users.
5. Abuse of position.
6. A breach of Foundations Day Nursery’s Policies and Procedures.

Confidentiality

All concerns will be treated sensitively and with due regard to confidentiality. Where possible every effort will be made to protect your identity if you so wish. Nether the less, in the interest of an investigation taking place the source of the information will be revealed and a statement made by you may be required as part of the evidence.

How to raise a concern

If you wish to raise a concern, this should be with Mrs. Janet Parker (Nursery Manager) or Angela Chiles(Deputy Manager)If you feel unable to do this (perhaps because your concern relates to the management) you should raise your concern with the Chairperson of the Nursery Board, currently Mrs Ng Anya email nanya@encounterchurch.uk If you are still not satisfied with the response then OFSTED need to be informed.

When raising a concern, you will need to demonstrate that you have sufficient evidence and reasonable grounds to raise them.

Concerns are better raised in writing. You are advised to set out background and history of your concerns, giving names, dates and places, where possible, and the reason why you are particularly concerned about the situation. The earlier you express your concern, the easier it is for Foundations Day Nursery to take action.

Concerns will be dealt with in the following way

- Initial inquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- If it is a Safeguarding concern, the Safeguarding Policy and Procedure will be followed.
- If it is a Position of Trust allegation, then a LADO referral will be made.

A receipt of acknowledgement will be sent to the “Whistle Blower” within 10 days, which will include information regarding:

- a) How your concern was dealt with?
- b) An estimated amount of time it will take to respond to you.
- c) Whether further investigations will take place and if not why not.
- d) Information about support available for the “Whistle Blower”

Some concerns may be resolved by agreed action without the need of an investigation. Where an investigation is necessary, it will take form by:

- I. Referral to LADO.
- II. Referral to OFSTED.
- III. Referral to Police.

The “Whistle Blower” will be informed of the outcome of any investigation in writing. However if the concern has not been dealt with in a manner which is satisfactory to the “Whistle Blower” they can contact OFSTED directly.

Early Years OFSTED;

Tel No: 0300 123 1231

Malicious Allegations – staff

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make a malicious allegation, disciplinary action will be taken against you in accordance with Foundations Day Nursery's Procedures.

Policy Statement

Foundations Day Nursery undertakes to ensure that all aspects of the nursery's Safeguarding Policies and Procedures are kept under review and that they operate in a non-discriminatory manner.

The management will ensure that all staff, parent/carers, students/trainees, volunteers and service users are aware of the "Whistle Blowing" Policy and any channels through which they lodge complaints and appeals on all matters.

CONTACT DETAILS – Safeguarding issues

1. OFSTED – 0300 123 1231
2. BIRMINGHAM CASS – 0121 303 1888
3. EARLY YEARS CONSULTANT ON DUTY(LADO) – 0121 675 4806

Review date: September 2022

Key Person Policy

Policy updated September 2021

Aim

At Foundations Day Nursery we are highly committed to identifying and meeting the individual needs of every child attending the setting. To adhere to this Foundations Day Nursery operate a Key Person system where by every member of our based staff are responsible for a 'Key Group' of children, liaising with their families and maintaining records of development and learning.

What is a Key Person?

In order to ensure every child at Foundations is given the appropriate level of attention and care a Key Person is appointed for each child. A Key Person is a named member of staff assigned to a individual child to support their development and act as the key point of contact with that child's parent/carers. The Key Person has special responsibilities for working with a group of children and help to build and develop positive relationships between child, parent/carer and staff.

This will be done by:

- Transition meetings (room to room/ setting to setting)
- 2 year Checks
- Summary of attainment
- 'FAMILY' App
- Key Person Planning
- Parent Partnership Events

The Key Person is the family of the child's initial but not exclusive point of contact with the nursery. Other staff will also maintain contact as it is likely that the Key Person will not always be on duty due to annual leave or sickness. In the event of this their Key Children will be observed by other staff in the room to maintain their development.

Management of Key Persons

The Room Leaders supported by management and our Early Years Co-ordinator (Melanie Beetison) will oversee the Key Person responsibilities of the staff within the rooms. This will be done via individual room meetings, room leader meetings, staff supervisions and appraisals.

The EYC will monitor children's records of development and learning under the EYFS (Early Years Foundation Stage) and insure they are updated regularly to a high standard using a 'Summary of Attainment' from each child's individual progress tracker and Individual Learning Diary.

Review date: September 2022

Headlice Policy

Updated September 2021

Aim

Foundations Day Nursery understands how head lice can affect children of nursery age at home and in the setting. This policy attempts to set out the duties and responsibilities of parent/carers, the nursery and health authorities when dealing with head lice. The policy outlines what can and cannot be done and providing practical advice on how to tackle head lice.

Role of Parent/Carers

As the carer of a child you should:

- Undertake regular weekly and where appropriate daily checks to ensure that your child/family is not affected.
- Inform all contacts of the family and friends who may have come into head to head contact in the last month.
- Seek advice from a medical professional (pharmacist/Health Visitor/Doctor)

Foundations will undertake to:

- Provide parents/carers with information about Head Lice if and when cases arise.
- Encourage parents to seek medical advice.
- Alert parents/carers if an outbreak is noted.
- Maintain a VISUAL check

Foundations Day Nursery by law cannot

- Carry out physical checks on children
- Exclude a child from nursery because of head lice

Review date: September 2022
