

Pre-School Policies

Please do take time to read the Pre-school policies and let the staff know if you have any questions.

The policies are also available to read on our website:

www.goringandcleevepreschool.org.uk

Alternatively please ask a member of staff for a copy to borrow and read at home.

GORING & CLEEVE PRE-SCHOOL - POLICIES

Index

Statement of Intent

Admissions

Behaviour Management

Complaints

Data and Confidentiality

Equality and Diversity

Equipment and Resources

Health & Hygiene

Key Person

Lost Child –Pre-school

Lost Child-Forest School

Medication

Non-Collection of Children

Parental Involvement

Personal Care

Premises and Security

Safeguarding Children

Safety - Health & Safety at Work Act 1974

Selecting Play Equipment and Toys

Settling in Pre-school

Special Educational Needs/ Disability

Staffing & Employment

Student/Volunteer Placements

Appendix 1: Named practitioners/coordinators

GORING AND CLEEVE PRE-SCHOOL - POLICIES

Statement of Intent

The government published “Every Child Matters” in 2004 which set out a national framework for services to children from birth to 19. In this document 5 key factors were considered essential in the complete development of each and every child:

- staying safe
- being healthy
- enjoying and achieving
- economic well-being
- making a positive contribution

As part of this overview, the government has introduced new guidance for Early Years Providers, The Early Years Foundation Stage (EYFS, Sept 2008).

All providers are required to use the EYFS to ensure that whatever setting parents choose, they can be confident that their child will receive a quality experience that supports their development and learning.

As an Early Years Provider, Goring and Cleeve Pre-School is committed to delivering the requirements of the EYFS to the best of its ability and subscribes to the following statement of intent:

We value children's right to be safe, to play, to learn and develop skills to give them the very best start in life. It is our responsibility to create a stimulating and caring environment which encourages children to socialize, establish their growing independence, develop a positive self-image regardless of race, language, religion, culture or home background and take their first steps into the world of more formal learning. We recognize that every child is unique and as such must be treated as an individual. It is also our responsibility to work with parents to help achieve these aims.

The following policies have been developed with this statement in mind and incorporate the statutory framework set out in the EYFS.

GORING & CLEEVE PRE-SCHOOL - POLICY

Admissions Policy

It is our intention to make our Pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Pre-school is widely known in all local communities. We will place notices advertising the Pre-school in places where all sections of the community can see them, in more than one language, if appropriate.
- Arrange our waiting list in order of the child's age, families in the immediate community, families living in the wider community.
- Admit children every term.
- Describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious, and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equality and Diversity policy widely known.
- Try to be flexible about attendance patterns so as to accommodate the needs of individual children and families.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Behaviour Management Policy

Rules which keep everyone safe and happy in Pre-school:

- We do not run in Pre-school.
- We do not shout in Pre-school.
- We are helpful to each other.
- Everyone helps at tidy-up time.
- No climbing on benches.
- We do not hit, smack, bite or hurt in any other way anyone else in Pre-school.
- We do not throw things.
- Be kind and considerate to everyone else in Pre-school.
- Keep the sand in the sand tray (as much as possible) and never throw it.
- Keep the water in the water tray (as much as possible) and never throw it.

How do we keep these rules:

- They are explained to the children when they start to visit Pre-school.
- If a child does something wrong, we help them to see why that is wrong by giving them one-to-one adult support and ask them not to do it. If a child continues, we ask them to stop and explain if they do not they will not be allowed to continue doing what they are doing. If they still continue they are removed from the situation and again told why.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behavior or attitude is made very clear immediately by means of explanation rather than personal blame.
- In all cases of misbehaviour it is made clear to the child that it is the behaviour that is not welcome, not them.
- Children are never sent out of the room by themselves or with anyone else.
- We, or any parent or volunteer on the premises, do not administer any form of physical punishment, nor do we threaten to do so. Physical intervention is only used if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property, or in what would reasonably be described as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour is recorded and parents are informed about it on the same day.
- We do not have a 'naughty chair' or 'naughty corner'.
- Adults do not shout in a threatening way.
- Adults are aware of and respect all cultural expectations of impoliteness, e.g. not to demand eye contact with children whose culture believes that it is impolite.
- We have named practitioner responsible for behaviour management issues – see appendix 1

We take care to praise children and show that kindness and being willing to share is very good.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Complaints Procedure

We welcome suggestions on how to improve our Pre-school at any time.

Making concerns known:

- A parent who is uneasy about any aspect of the Pre-school's provision should first of all talk over any worries or anxieties with the Pre-school supervisors
- If this does not have a satisfactory outcome within a couple of weeks, or if the problem re-occurs, the parent should put the concerns or complaint in writing and request a meeting with the Pre-school supervisor and /or the chair of the committee. Both parent and the supervisors should have a friend or partner present if required and an agreed written record of the discussion should be made.
- This written record will be kept in a log at Pre-school together with a record of any action taken. This record of complaints will be kept for at least 3 years.

Most complaints should be resolved informally or at this initial stage:

- If the matter is still not sorted out to the parent's satisfaction, the parent should again contact the chairperson(s) or supervisor(s).
- If parent and Pre-school cannot reach agreement, it might be helpful to invite an external mediator, acceptable to both parties, to listen to both sides and offer advice. Staff or volunteers within the Pre-school may be available to act as mediator if both parties agree
- The mediator will help to define the problem, review the action so far, and suggest further ways in which it might be resolved
- All discussions will be kept confidential and a written record will be kept of any meetings held.

The role of the registering authority (*OFSTED*):

- If a written complaint relates to one or more of the National Standards for Day care and childminding, this will always be investigated by the Pre-school. The parent who made the complaint will be provided with an account of the findings of the investigation and of any action taken within 28 days. In some circumstances (for example, if there were child protection allegations) the investigation carried out might require the involvement of OFSTED or other agencies (e.g. Social Services). A written record of the complaint, including information on any action taken and the outcome of any investigation, will be made. Summary records of all complaints will be available for any parents who wish to see them.
- If parents wish to complain directly to OFSTED, their helpline number is 08456 40 40 40. Following discussion with the complainant, OFSTED may decide to refer the complaint back to the Pre-school to deal with or may ask the complainant to contact the Pre-school directly. Alternatively, OFSTED may decide to investigate the complaint themselves.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Data and Confidentiality Policy

The Pre-school's work means we must maintain records for the safe and efficient management of the setting. The Pre-school will keep the following documentation and information:

- Name, address and telephone number of all people employed on the premises and all people who regularly come into unsupervised contact with the children attending the Pre-school.
- A record of all CRB Disclosures obtained
- A record of visitors
- A daily record of the names of the children attending the Pre-school and their hours of attendance.
- The certificate of registration (which is displayed on the noticeboard)
- A copy of the latest OFSTED inspection report
- A certificate of employers liability insurance
- A record of safety checks and risk assessments
- A record of accidents, physical interventions, medicines administered, allergies and health conditions
- Developmental and personal files on each child attending the Pre-school (kept in locked filing cabinet). These will be kept for 3 years after the child has left the Pre-school

Keeping such documentation will sometimes bring us into contact with confidential information.

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

- Parents will have open access to the developmental records relating to their children (for example the EYFS Profile). However, a written request must be made for personal files on their children and they will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Pre-school supervisor(s) or keyworker will not be passed on to other adults without permission.
- Issues to do with the employment of the staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within Pre-school except with the child's keyworker, Pre-school supervisor(s) and the chairperson(s).
- Students on Pre-School Learning Alliance or other recognized courses observing in the Pre-school will be advised of our confidentiality policy and require to respect it. This also applies to parent helpers.

All the undertakings above are subject to the paramount commitment of the Pre-school, which is to the safety, and wellbeing of the child. Please see also our policy on child protection.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Equality and Diversity Policy

The Pre-School Learning Alliance is committed to helping pre-schools provide equality of opportunity for all children and families. As a member of the Alliance, **Goring and Cleeve Pre-school** works in accordance with all relevant legislation, including

- Disabled Persons Act 1958, 1986
- Disability Discrimination Act 1995
- Race Relations Act 1976, 2000
- Sex Discrimination Act 1986 (Amendment) Regulations 2003
- Children's Act 1989, 2004

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

We have a named practitioner responsible for equality and diversity issues – see appendix 1.

Admissions

The Pre-school is open to every family in the community. The waiting list is not operated on a first come, first served basis but on a fairer system. See 'Admissions Policy'. Families joining the Pre-school are made aware of its Equality and Diversity policy.

Employment

The Pre-school will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing the Pre-school's Equal Opportunities Policy will form part of the job description for all workers.

Families

The Pre-school recognizes that many different types of family successfully love and care for children.

The Pre-school offers a flexible payment system for families with differing means.

Festivals

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

In order to achieve this, we aim to acknowledge all the festivals which are celebrated in our area and /or by the families involved in the Pre-school:

- Without indoctrination in any specific faith, children will be made aware of the festivals, which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.
- Before introducing a festival with which the adults in the Pre-school are not themselves familiar, appropriate advice will be sought from those people to whom that festival is a familiar one.
- Children and families who celebrate at home festivals with which the rest of the Pre-school is not familiar will be invited to share their festival with the rest of the group, if they themselves wish to do so.
- Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities between themselves and others.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

Review and evaluation

The Pre-school reviews and evaluates its topics and resources every term to ensure that they are balanced and provide an equal opportunity for everyone to contribute.

Special Needs

The Pre-school recognises the wide range of special needs of children and families in the community, and will consider what part it can play in meeting these needs.

Planning for Pre-school meetings and events will take into account the needs of people with disabilities. See 'Special Needs Policy'.

Discriminatory behaviour/remarks

These are unacceptable in Pre-school. The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Language

Information, written and spoken, will be clearly communicated in as many languages as necessary.

Bilingual/multilingual children and adults are an asset. They will be valued and their language recognised and respected in Pre-school.

Food

Medical, cultural and dietary needs will be met.

Meetings

The time, place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the running of the Pre-school.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Equipment and Resources – Policy and Practice

The equipment and resources in Pre-school provide for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- is appropriate for the ages and stages of the children
- offers challenges to developing physical, social, personal and intellectual skills
- features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities
- includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving
- will enable children, with adult support, to develop individual potential and move towards required learning outcomes
- conforms to all relevant safety regulations and is sound and well-made

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Health & Hygiene – Policy and Practice

Our Pre-school 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 ways:

Health

Food

- All snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- Fresh drinking water will be available at all times.

Outdoor Play

- Where possible children will have the opportunity of physical play throughout the year (either in the Pre-school's own outside play area or in the school hall).

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the Pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. If the children of Pre-school staff are unwell, the children will not accompany their parents/carers to work in the Pre-school.
- If a child becomes unwell whilst at Pre-school, the parent/guardian will be contacted and asked to collect the child from Pre-school.
- OFSTED will be notified if a child at Pre-school has a communicable disease as defined by the Public Health (Infectious Diseases) Regulations 1988 and will act on any advice given. OFSTED will also be notified of any food poisoning affecting two or more children looked after at Pre-school or when a child has a serious disease whilst at Pre-school. This will be done as soon as is reasonably practicable but in any event within 14 days of the incident occurring.
- Cuts or open sores, whether on adults or children, will be covered with sticking plasters or other dressing.
- The Pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

Animals

- The Pre-school will ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.

Smoking

- Pre-school is a NO smoking environment

Information sources

- Parents will have the opportunity to discuss health issues with the Pre-school staff and will have access to information available to the Pre-school.

- The Pre-school 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 group will ensure that the following good practices are observed:

Personal hygiene

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

Clearing and cleaning

- Any spills of blood, vomit or excrement wiped up and flushed down the toilet. Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.
- Spare laundered pants, and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.

Food

The Pre-school will observe current legislation regarding food hygiene, registration and training. It will ensure that anyone responsible for the preparation and handling of food is competent to do so.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not to be involved with the preparation of food if suffering from any infection/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different cleaning cloths for tables, kitchen and toilet areas
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using.
- Wash fresh fruits and vegetables thoroughly before use.
- Any food and drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.
- Tea towels will be kept scrupulously clean.
- All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.
- Cracked or chipped china will not be used.
- Cups and beakers, where possible, air dried and not stored inside one another.
- Fridge must be wiped out weekly, paying attention to milk spills.

Emergency Procedures

In the event of a child needing emergency treatment, every endeavour will be taken to contact the parent/guardian. If this is not possible the Pre-school will call the appropriate emergency services.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Key person policy

We aim to offer the highest possible quality of experience for both children and adults in Pre-school. One way we do this is by offering a high ratio of staff to children, that is at least a ratio of 1 adult to 8 children for the over-3's, and 1 adult to 4 children for the under-3's. We have a key person system working at Goring and Cleeve Pre-school to ensure personal attention to the needs and development of each individual child and family. Please approach your child's key person if you have any worries, concerns or other information that you think is important and would like to discuss. All information will remain confidential.

A key person

- Has special responsibility for a set amount of children
- Will work alongside you to help your child settle into Pre-school
- Will ensure that your child's needs are recognised and met at each session
- Will regularly observe and assess the development of your child and monitor their progress
- Is responsible for updating your child's records once a term
- Will feed back any information or concerns about your child to you
- May change as the child's session change

A key person does not

- Shadow the children throughout the session
- Only work with their key children
- Prevent other adults from developing a relationship with their children

It is important to note that Goring and Cleeve Pre-school operates an open-door policy whereby parents and carers can talk to any member of staff about their child.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Lost Child Policy –Pre-school

Once we suspect a child is missing we will:

- check register to make sure the child arrived
- check exits of the Pre-school are not open
- search all of Pre-school

One member of staff will then collect an adult from the primary school to stay in Pre-school and maintain correct ratio (we need the Headmaster's permission to do this).

The member of staff will then check school grounds.

If unsuccessful, we will phone the parents and the police.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Lost Child Procedure –Forest School

Step A

1. Always count children in and out of activities.
2. Carry out periodic counts during Forest School.

Step B

3. Take the rest of the group inside shelter/nature reserve house/minibus and give them a task (CRB checked person).
4. Find out from the group/adult where the child was last seen and what happened (e.g. argument with friend).
5. Ask staff to record details of child and any details known about the period just before the child went missing on incident form.
6. Staff plus one other adult to search area calling child's name. Search for maximum of 5 mins. Staff to carry mobile phone(ensure pre school number entered in phone plus other adults numbers)

Step C

7. If after 5 mins the child has not been found ring police, Pre-school and Goring Primary School. Pre-school to ring parents of child.
8. Two people to continue searching.
9. Return rest of children to Pre-school (CRB checked person, plus minibus driver).

Step D

10. When police arrive give them all the details and assist them in any way required - control will then pass to the police.
11. Record all information including action taken at each step carefully in accident book (held in preschool and incident sheet in pack).

Note

If child is found at any time inform Pre School and Police. Pre School to inform parents. Record all events in the accident book

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Medication Policy and Practice

Administration

1. Only prescribed medication can be administered at the Pre-school.
2. Wherever possible the child's parent/guardian will administer the medication. However, if a child is on prescribed medication which needs to be taken during the Pre-school session the following procedures will be followed :
 - a) Medication must be in the original container, with the original chemist's/doctor's label showing date, child's name, dosage and any instructions. The school cannot accept any medicines that have been taken out of the container as originally dispensed.
 - b) Prior written permission must be obtained from the parent, giving clear information and instructions about the following:
 - name of medication
 - expiry date
 - dosage
 - time medication should be given
 - method of administering the medication
 - permission for a member of staff to follow the instructions

For simple medical conditions requiring oral and non-invasive medicines a Parental Agreement Form should be used for this purpose. It can be completed when a child first joins Pre-school, or if the health of a child changes during their time at Pre-school. For clarification, inhalers and nebulisers are considered oral medicines. For more complex medical conditions and those involving life-saving or invasive procedures a Health Care Plan should be completed in addition to the Parental Agreement Form (see over).
 - c) When a staff member administers the medication they should check the parental instructions match the dispenser's instructions on the container. Another member of staff must witness the administration. Only permanent members of staff may administer medicines. Temporary/cover staff, however, can witness the administration.
 - d) A record of medicines administered to all children must then be completed to log:
 - name of child receiving the medication
 - name of medication
 - dosage
 - date and time medication is administered
 - any reactions to medication
 - signature of person who administered each dose
 - signature of witness
 - signature of parent/guardian
 - e) All medicines will be kept inaccessible to children, but should, in the case of emergency, be readily available to staff. Medicines which are brought in and taken away every day will be put in the red box on top of the grey filing cabinet. Medications which are held permanently at Pre-school (e.g. epipens) will be kept in the kitchen cupboard. If a medicine needs to be refrigerated it should be kept in the fridge in the kitchen in an airtight container and clearly labelled.

- f) If a child refuses to take medicine, staff should not force them to do so, but this should be noted in the record of medicines administered and the parent should be informed that same day. If a refusal to take medicines results in an emergency then the Pre-school emergency procedure should be followed. This procedure is displayed on the wall in the kitchen.
- g) All medicines should be returned to the parent when no longer required in order to arrange for safe disposal.
- h) All parents must advise staff if they have given their child any medication that morning before coming to Pre-school. This will be noted in the accident/medical file.

Off-site activities

- 1. For off-site activities the same procedure will be followed except that during the trip medicines will be kept by permanent member of staff at all times and the record of medicines administered will be completed on return to the school premises.
- 2. For Forest School the same procedure will be followed except that medicines will be kept in the shelter at Withymead Nature Reserve.
- 3. If the medicine requires refrigeration the parent/guardian will be consulted to decide whether the child can attend the off-site activity.

Children with long-term/complex medical needs and/or requiring invasive/life-saving procedures

- 1. For any child with a more complex or long-term medical need and/or potentially requiring invasive/life-saving procedures a Health Care Plan should be completed in consultation with parents and, if necessary, medical professionals. This should be done at the time of joining Pre-school or at any subsequent time when a condition develops.
- 2. The Health Care Plan should give full information on the child's condition, symptoms, daily care requirements, special equipment and emergency procedures.
- 3. For children potentially requiring life-saving/invasive procedures (e.g. epipens, rectal diazepam) the following documents need to be sent to the Pre-school's insurer:
 - Copy of letter from child's GP stating that the medical procedure in question is appropriate
 - Copy of the parent/guardian's written consent that the medical procedure be administered
 - Copy of record of staff training in the procedure in question.

Confidentiality

- 1. All medical information should be treated as confidential.

Staff and parent/guardian roles and responsibilities

- 1. It is the responsibility of the parent or guardian to give information on their child's/children's medical requirements. All parents/guardians will be asked if their child has any medical problems when their child first joins Pre-school. If anything changes subsequently it is the parent's/guardian's responsibility to inform staff.

2. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance in good faith.
3. Once parental permission to administer medicine has been granted it is the responsibility of the supervisor on any given day to check all Parental Agreement Forms and Health Care Plans and ensure that medicines are administered correctly.
4. All staff at Pre-school must have a first aid certificate and will be trained on any additional medical procedures on a case by case basis. For example, all staff are trained in epipen procedure each time a child who has one enters Pre-school. A record of staff training is kept at Pre-school. A copy of this policy is kept at the front of the accident/medical file at Pre-school

This policy was adopted at a meeting of the Pre-school held on (date) _____

Signed on behalf of the Pre-school _____

GORING & CLEEVE PRE-SCHOOL - POLICY

Non-Collection of Children Policy

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting at the Pre-school are asked to provide specific information which is recorded on our Registration Form, including:

- home address and telephone number – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's
- place of work and telephone number (if applicable)
- mobile telephone number (if applicable)
- names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Pre-school, for example a childminder or grandparent
- information about any person who has been denied legal access to the child

On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our Child Collection Book.

On occasions when the parents or the persons normally authorized to collect the child are not able to collect the child, they record the name and telephone number of the person who will be collecting their child in our Child Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that – in the event that their children are not collected from Pre-school by an authorised adult and the staff can no longer supervise the child in our premises – we apply our child protection procedures as set out in our child protection policy.

If a child is not collected at the end of the session, we follow the following procedures:

- the Child Collection Book is checked for any information about changes to the normal collection routines
- if no information is available, parents/carers are contacted at home or work
- if this is unsuccessful, the adults who are authorised by the parents to collect their child from Pre-school – and those whose telephone numbers are recorded on the Registration Form – are contacted
- all reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Parental Involvement Policy

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

- appoint a new parent coordinator responsible for making all new parents aware of the Pre-school's systems and policies
- encourage parents on an individual basis to play an active part in the management of the Pre-school
- ensure that parents are informed on a regular basis about their child's progress
- ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the Pre-school. The Pre-school will have a parent rota for helping in the sessions where every parent will be invited once a term to help with the children and their activities.
- involve parents in shared record keeping about their own child, either formally or informally
- ensure that all parents are fully informed about meetings
- hold parent meetings in venues which are accessible and appropriate for all
- welcome the contributions of parents, whatever form these may take
- make known to all parents the systems for registering queries, complaints or suggestions
- provide opportunities for parents to learn about the Pre-school curriculum and about young children's learning, in Pre-school and at home

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING AND CLEEVE PRE-SCHOOL -POLICY-

Personal Care Policy

We believe that children and their families should not be excluded or treated less favourably because they have personal care needs (for example, wearing nappies, having occasional accidents or needing ongoing support with personal care).

We will:

- Consult parents/carers about their child's personal care in order to ensure that it is sensitive to the child's culture and is matched to the child's needs.
- Obtain parents'/carers' consent for staff to change a child.
- Consult children about their personal care, in accordance with their age and maturity.
- Assure parents that their child will, whenever possible, only receive personal care from people who know him/her well.
- Support parents in managing toilet training.

Staff will receive guidance and, if required, training to enable them to:

- Listen to children's preferences regarding personal care, and respect their rights to privacy and dignity.
- Meet children's individual needs.
- Protect children and themselves from infection or inappropriate handling.
- Lift children without harm to children or staff.
- Feel informed and confident about their responsibilities for personal care with regard to current guidance and legislation. In particular when staff leave the room to change a child they should inform a colleague.
- Work with other professionals (for example, Health Visitors), where necessary, in order to help a child make progress with his/her personal care.

The Pre-school committee, in liaison with staff, will ensure that the changing areas are appropriately adapted and equipped.

This policy was adopted at a meeting of the Pre-school held on: _____

Signed on behalf of the Pre-school by: _____

GORING & CLEEVE PRE-SCHOOL - POLICY

Premises and Security Policy

We will ensure that the Pre-school premises are safe and secure by adhering to the following procedures:

- At the beginning and end of Pre-school there will be only one access door open and this will be manned by a member of staff.
- During the sessions the door to the Pre-school building and the gate into the garden will be locked. Entry will be via a doorbell only. The fire exit will be accessible from inside the building,
- All members of staff will wear name tags
- Visitors will be asked to sign a visitor book.
- When the children are picked up from Pre-school the parents/guardians will enter the building and once the member of staff has seen they are present, will call out the child's name. At this point the child will leave the carpeted area in Pre-school and will become the responsibility of the parent/guardian.
- Prior written consent will be obtained from the parent/guardian if another person is required to pick up their child. This consent may be in a letter for long term arrangements or in the "Child Collection Book" for one-off instances. A parent may telephone with instructions for their child to be picked up by another person. A record of this phone call will be recorded in the "Child Collection Book". If the individual who arrives to collect the child is not recognised at Pre-school the parent will be contacted to verify their identity.

We will ensure our premises are organised in such a way as to meet the needs of the children.

- The premises will be cleaned regularly, be well-ventilated, well-lit and heated to a comfortable temperature.
- We have access to an outdoor play area which we use as regularly as possible.
- We have pegs to store the children's belongings and adequate storage for the Pre-school equipment.
- The Pre-school provides adequate space to give scope for free movement and well-spread activities.
- The Pre-school has a separate kitchen for the preparation of food.
- We have at least one toilet and one handbasin for use by every child over the age of two and suitable facilities for changing any children still in nappies.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL – POLICY

Safeguarding Children Policy

Introduction

- The Pre-school works within the Oxfordshire Area Safeguarding Children Board guidelines.
- The Pre-school has a copy of ‘What to do if you are worried a child is being abused’ for parents and staff. It is in the red box inside the tall cupboard. All staff are familiar with what to do if they have concerns.
- The Pre-school has procedures for contacting the local authority on child protection issues.
- The Pre-school will notify the registration authority (OFSTED) of any incident or accident and of any changes in its arrangements that might affect the wellbeing of children.

Staffing

- We have a designated member of staff who co-ordinates safeguarding children issues – see appendix 1.
- The Pre-school also seeks out training opportunities for all members of staff to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- All Pre-school staff are made aware of the procedures for reporting and recording possible incidents of abuse.
- The Pre-school provides adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the Pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out ‘enhanced disclosure’ checks with the Criminal Records Bureau before posts can be confirmed.
- The Pre-school abides by OFSTED requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- The Pre-school abides by the Protection of Children Act 1999 requirements in respect of any person who is dismissed from its employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- The Pre-school has procedures for recording the details of any visitors.
- The Pre-school locks its doors after the children’s entry to ensure that there is control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Responding to allegations of abuse

- The Pre-school acknowledges that the abuse of children can take many different forms –physical, emotional and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the member of staff will make a dated record of the details of the concern and discuss what to do with the Pre-school Supervisors and the Child Protection Co-ordinator. The information will be stored on the child’s personal file. If necessary a referral will be made to another agency e.g. Social Services: Children Young People and Families Assessment Team (see over for contact details) Staff in the Pre-school take care not to influence the outcome either through the way they speak to children or by asking questions of children.

- When a child reveals an incident of abuse to a staff member, he or she will be offered appropriate reassurance and support, including reassurance that he or she was not responsible for the abuse and that some action will be taken.

Allegations against staff or volunteers

- The Pre-school has a Complaints policy, which is made available to all parents to ensure that they know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- The Pre-school follows the guidance of the Oxfordshire Area Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- If a disclosure is made that abuse by a member of staff may have taken, or is taking place, the first response is to make a written record of any such alleged incident.
- The allegation is then referred directly to the Local Authority Designated Officer (LADO) (see over for contact details) and a decision will be made as to the best course of action. This may include a referral to Children, Young People and Families Assessment Team and/or the police (see over for contact details). . OFSTED is informed of the allegations as soon as is reasonably practicable, but at the latest 14 days after the allegations were made.
- The Pre-school co-operates entirely with any investigation carried out by Social Services in conjunction with the police.
- The member of staff is removed immediately from the workplace and is suspended on full pay for the duration of the incident. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- If the member of staff or a volunteer is dismissed from the Pre-school because of misconduct relating to a child, the LADO is consulted to determine whether the member of staff/volunteer's name should be included on the List for the Protection of Children and Vulnerable Adults.
- The Pre-school will keep a clear written record of all allegations, investigations, decisions and actions taken. These will be kept on the individual's personnel file and a copy given to the individual being investigated. The Pre-school will retain this record until retirement age of the individual being investigated or for 10 years, whichever is longer.

Informing parents

- The Pre-school seeks to make clear to all parents its roles and responsibilities in relation to Child Protection.
- Parents are usually told about the intention to contact the Local Authority, police, Children, Young People and Families or any other agency before a formal referral is made. The only exception to this would be when disclosing to parents might compromise the safety or welfare of the child.
- Any parent or individual who makes a complaint will be provided with an account of the findings of any investigation and of any action taken within 28 days.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know.

Contact Telephone Numbers

Social Services Children and Families Assessment Teams

South Oxon & Vale areas: 01235 549 297/ 549 298 (South Team)

After 5pm (4pm on Fridays) and at weekends ring 0800 833 408 to contact the Social Services Emergency Duty Team.

Police: Family Protection Unit, Oxfordshire: 01865 335 200

Local Authority Designated Officer (LADO): 01865 815956

NSPCC Child Protection Helpline: 0800 800 500

This policy was adopted at a meeting of the Pre-school held on _____

Signed on behalf of the Pre-school _____

GORING & CLEEVE PRE-SCHOOL - POLICY

Safety: Health & Safety at Work Act 1974

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions and equipment for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of the children and other people who may be affected by our activities.

- Overall and final responsibility for ensuring the policy is implemented is that of the Chair(s) of the Pre-school Committee.
- The Committee Health and Safety Officer will also help implement the policy.
- The Supervisor and Pre-school staff have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. This policy together with the Medications and Health & Hygiene policies combine to meet this objective.
- Whenever an employee or committee member notices a health or safety problem which they are not able to put right, they must immediately tell a Safety Officer or the Supervisor.
- Consultation between committee and staff on health and safety issues can take place at a committee meeting or urgent matters may be taken to the Chair(s).

Risk Assessment

- The Pre-school will conduct a risk assessment of all Pre-school environments i.e. anything which a child may come into contact with. This includes assessing the premises inside and out, the equipment, the staff/volunteers, activities and outings. These risk assessments will be reviewed at least once a year and should identify aspects of the environment which need to be checked on a regular basis.
- The Pre-school will determine the regularity of these checks according to the significance of the individual risk.
- It is also the responsibility of the Safety Officer to review the Accident Book every 6-12 months to ensure there is no pattern occurring.
- **The Safety Checklist forms part of the Health & Safety policy document.**

First Aid

- The First Aid Box is located in the tall cupboard, by the book corner. It has appropriate content to meet the needs of the children and staff at Pre-school.
- There is always at least one member of staff on the premises who holds a current paediatric first aid certificate and at least one person on any outings who holds such a certificate.

Accidents

Accident Procedure – Any minor accidents/injuries occurring at Pre-school will be recorded on an injury record form. Parents/guardians will have to sign this form to show they have been informed of the incident.

- Any serious accidents, illness, injuries to, or death of, a child whilst in the care of Pre-school will be reported to the local Children, Young People and Families Assessment Team (see Safeguarding Children Policy) and Pre-school will act on any advice given. Pre-school will also notify OFSTED as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

Alcohol and other substances

- Staff should never be under the influence of alcohol whilst at the Pre-school
- Staff who are taking medication which they believe could affect their ability to care for children should seek medical advice and act accordingly.

Fire Safety

- 2 escape routes – front and back doors.
- Extinguishers – 1 electrical (outside kitchen), 1 water (near entrance), 1 blanket (in kitchen). Instructions for these are posted on the wall beside extinguishers.
- Fire Drill Procedure posted on wall. Fire drills take place at least every half term and are recorded in the daily register
- All staff are briefed on their roles and responsibilities in the event of a fire.
- Pre-school is a NO SMOKING environment.

A folder containing a fire risk assessment and fire safety maintenance checklists is available for informing staff and visitors.

Employees will be trained adequately to enable them to work safely and carry out their health and safety responsibilities efficiently.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Settling in Pre-school – Policy and Practice

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the Pre-school.

In order to accomplish this, we will:

- ensure the New Parent Co-Ordinator sends parents/guardians a copy of the Information Pack which will include a brief questionnaire about their child(ren)
- invite parents and children to Rising 3 sessions and encourage parents to stay as long as necessary until the child(ren) are settled
- introduce flexible admissions procedures, if appropriate, to meet the needs of individual families and children
- make clear to families from the outset that they will be supported in the Pre-school for as long as it takes to settle their child there
- reassure parents whose children seem to be taking a long time settling into the Pre-school
- encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences

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

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Special Educational Needs/ Disability Policy

Statement of Intent

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

Aims

- We have regard for the DCFS Special Educational Needs Code of Practice.
- We include all children in our provision.
- We provide practitioners to help support parents and children with special educational needs (SEN)/disabilities
- We identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

Methods

- We designate a member of staff to be a Special Educational Needs Co-ordinator (SENCO) and give his/her name to parents – see appendix 1.
- We provide a statement showing how we provide for children with SEN/disabilities.
- We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with the parents of children with SEN/disabilities to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.
- We use the graduated response system for identifying, assessing, and responding to children's special educational needs.
- We provide a broad and balanced curriculum for all children with SEN/disabilities.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEPs) for children with SEN/disabilities.
- We ensure that children with SEN/disabilities are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We use a system of keeping records of the assessment, planning, provision and review for children with SEN/disabilities.
- We provide resources (human and financial) to implement our SEN/disability policy.
- We ensure the privacy of children with SEN/disabilities when intimate care is being provided.
- We provide in-service training for practitioners and volunteers.

- We ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Staffing and Employment Policy

A high adult to child ratio is essential in providing good quality pre-school care.

In our Pre-school:

- We have at least one member of staff to each eight children, and more if there are younger children present
- Our keyworker system ensures each child and family has one particular staff member who takes a special interest in them
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties
- We work towards an equal opportunities employment policy, seeking to offer job opportunities to both men and women, with and without disabilities, from all religious, social, ethnic and cultural groups
- All Supervisors must hold a full and relevant level 3 qualification (as defined by the Children's Workforce Development Council) and half of all the other staff must hold a full and relevant level 2 qualification.
- All Supervisors should have at least 2 years' experience of working in an early years setting or have at least 2 years' other suitable experience.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Pre-School Learning Alliance
- Our Pre-school's budget includes an allocation towards training costs and we are committed to supporting staff in improving their qualifications. In particular we will try and support staff with no qualifications in obtaining at a minimum a level 2 qualification.
- We support the work of our staff by means of regular monitoring/appraisals

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

The Pre-school will make decisions about suitability of employment using the following sources of information:

- CRB Disclosure
- References
- Full employment history
- Qualifications
- Interviews
- Identity checks
- Any other checks undertaken e.g. medical suitability

No person whose suitability has not been checked with a CRB Disclosure will have unsupervised contact with the children. Once the Disclosure has been issued Pre-school will record its unique reference number and the date it was received. OFSTED will be kept informed as to who is managing the Pre-school. Where a change takes place, the Pre-school will send details of the new person's date of birth, name and former names/aliases. If possible this will be done in advance of the change happening but in any event within 14 days of the event occurring.

We have staffing procedures in place which ensure the smooth running of the Pre-school and the protection of the children in our care.

- When a new member of staff starts at Pre-school they will be given a clear induction into all our policies and procedures.
- We have a named Deputy Supervisor who is able to take charge in the absence of the Supervisor
- Where a member of staff is absent, we draw on a pool of pre-CRB checked temporary staff to maintain the correct child to adult ratios.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING & CLEEVE PRE-SCHOOL - POLICY

Student Placement / Volunteer Policy

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

Students are welcomed into the Pre-school on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Pre-school
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities, or students who show an interest in developing a career in pre-school education
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- Any information gained by the students about the children, families or other adults in the Pre-school must remain confidential
- Unless registered as fit persons via a CRB check, students will not have unobserved or unrestricted access to children

We welcome volunteers to help in the running of the Pre-school and observe the following procedures:

- All volunteers will be carefully briefed as to their roles and responsibilities prior to starting.
- Unless a CRB Disclosure has been obtained, no volunteer will be given unsupervised access to the children.
- If a volunteer intends to continue helping at Pre-school for more than 6 weeks, then a CRB check will be initiated.

This policy was adopted at a meeting of the Pre-school held on (date)_____

Signed on behalf of the Pre-school_____

GORING AND CLEEVE PRE-SCHOOL - POLICIES

Appendix 1: Named practitioners/coordinators

Named practitioners/coordinators are as follows:

Special Educational Needs: Debbie Lewington

Behaviour Management: Debbie Lewington

Safeguarding children: Cheryl Cooper-Smith

Equality and Diversity: Sarah Hickling