



Policies & Procedures

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All Flamstead Preschool staff, volunteers and committee members must read these Policies & Procedures.

Please sign the list below to confirm you have read each Policy & Procedure. Do let Sarah McCarthy or Emilie Griffin know if you have any questions.

Many thanks.

Staff

Sarah McCarthy

Karen Cooley

Katie Hobbs

Anna Hickson

Sian Locke

Volunteers

Jane Wilkinson

Sally Roberts

Julie Greer

Committee Members

Emilie Griffin (Chair)

Tania Budowski-Guinand (Treasurer)

Rae Sheppard (Secretary)

Anna Franklin (Administrator)

Louise Russell (Bookkeeper)

Christy Lee (Committee)

Kathryn Coulter (Committee)



SAFEGUARDING CHILDREN

Policy Statement

Children have a right to be kept safe from harm. We will work with children, parents and the community to ensure the rights and safety of children at Flamstead Preschool and to give them the very best start in life regardless of race, language, religion, culture or home background.

We will ensure the safety and care of all the children at our Preschool in line with procedures set down by the Hertfordshire Safeguarding Children Board.

Procedure

Sarah McCarthy (safe recruitment officer) and Katie Hobbs (child protection lead) are our Designated Senior Managers (DSMs) who co-ordinate child protection issues but **we all have a role to play in ensuring children are kept safe**. Our Management Committee Chair, Emilie Griffin is also involved in this work as a Named Senior Officer (NSO).

We believe in building trusting and supportive relationships between families, staff and volunteers at Flamstead Preschool. We create a setting that promotes a culture of value and respect for any individual. We work to nurture the personal, social and emotional development of all children.

Each child is assigned a key person, who will ensure that every child's care is tailored to meet its individual needs. (*see Settling In Policy*) Flamstead Preschool is staffed above current staff: child ratios.

We abide by Ofsted requirements in respect of references and police checks for staff, apprentices and volunteers, to ensure that no disqualified or unfit person works at the Preschool or has access to the children. Records of these DBS checks are easily available and accessible. Checks are carried out by Capita Recruitment Vetting Service on 0870 8502516.

Only persons who have been checked for criminal records by an Enhanced Disclosure from the Criminal Records Bureau have unsupervised access to the children, including helping them with toileting.

We have a robust Prevent Duty Policy as well as a Values Policy to ensure safeguarding children is at the centre of all we do. (*see Prevent Duty Policy and Values Policy*)

We have strict procedures for recording the details of all visitors to the Village Hall during Preschool hours. (*see Entry Security Policy*)



We have a strict no mobile phone policy. (see *Mobile Phone & Camera Policy*) as well as procedures for the use of Social Media by the setting, committee and staff. (see *Social Media Policy*)

We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and can specify whether or not images of their children can be used for Preschool business - printed or online. All parents have access to records holding visual images of their child. It is Flamstead Preschool's Policy not to allow images taken in the setting by parents to be used on the Internet. (see *Mobile Phone & Camera Policy*)

Safety for our staff and children is paramount. (see *Fire Safety Policy, Health & Safety Policy and Accident Policy*)

We continually ensure that Flamstead Preschool is fit for purpose. We keep premises and equipment clean and all equipment and toys are safe for the children to use. This is checked during the daily set-up.

At least one person who has a current Paediatric First Aid Certificate is on the premises at all times when children are present, and must accompany children on any outings.

We work to promote the good health of all children and staff at Flamstead Preschool. (see *First Aid & Medication Policy; Sickness Policy, No Smoking Policy and Food & Drink Policy*)

Staff will not be under the influence of alcohol or any other substance that may affect their ability to care for children. If they are taking any medication, which may affect their ability to do their job, medical advice will be taken and then a decision made on that staff member's ability to look after children properly at that time. (see *First Aid & Medication Policy*)

We believe that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. (see *Managing Behaviour Policy*)

All staff are able to raise concerns about practises or procedures at Flamstead Preschool without fear of repercussions. They should report, in good faith, any concerns they may have regarding inappropriate behaviour or actions to the Ofsted whistleblower hotline on 0300 123 3155. (see *Staff Grievances & Whistleblowing Policy*)

All staff understand that safeguarding is their responsibility.

Staff do not use personal cameras or filming equipment to record images.

Personal mobile phones are not used where children are present.



CHILD PROTECTION

We seek out training to help all adults at Flamstead Preschool recognise possible signs of abuse and to know what procedures to follow in disclosure of allegations as well as recording and reporting any concerns. We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect. Children's responses to abuse or neglect may be demonstrated in changes in the child's behaviour, or in their play. Where such changes occur or cause concern then we will investigate.

We also act with regard to the "need to prevent people from being drawn into terrorism". (See *Prevent Policy*)

Where a child makes a disclosure to a member of staff, that member of staff can listen and offer reassurance to the child. They must not question the child. All written records, including date, time, quotes of what was said & by whom, must be signed and dated and kept in a confidential file.

All suspicions and information collected will only be shared with those who need to know - Ofsted, Social Services and the Police, if requested.

All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.

All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.

We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.

We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.

We will be transparent about how we lawfully process data.

All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.

We understand how to identify children who may be in need of early help, how to access services for them

We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services



We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.

WHAT TO DO IF YOU SUSPECT A CHILD IS BEING NEGLECTED OR ABUSED.

If there are concerns that a child is at risk of immediate significant harm, the first action is to call 999.

Always follow internal safeguarding/child protection processes and consult designated person for safeguarding advice.

Follow HSCB procedures www.hertssafeguarding.org.uk

Use the Meeting the Needs Threshold Document to help you assess the level of need for the child. Meeting the needs of children and families – http://hertsscb.proceduresonline.com/pdfs/meeting_needs.pdf

If an adult at Flamstead Preschool has a suspicion or concern that a child is being neglected or abused the following strict procedure must be adhered to.

You must firstly discuss any concerns with one of the Designated Senior Managers (Sarah McCarthy or Jackie Ismay). If there are no further concerns after this discussion then a written record must be kept, but no further action is needed at that time.

If however concerns are on-going, then the parents or carers of the child should be informed that you are making a referral -- unless of course you suspect this will put the child more at risk

If there is a clear child protection concern make a referral to children's services. Provide clear and concise information stating your concerns and risks to the child.

Please find a copy of the child protection referral form that must be completed for all referrals, at the back of the safeguarding policy.

To make a referral call Children's Services on 0300 123 4043 (Inc. out of hours)

The Multi-Agency Safeguarding Hub (MASH) continue to support child protection referrals.

For cases where there is not an immediate child protection concern you may consider a families first early help assessment to enable a range of professionals to work together and decided how best to support the family's needs. Call the customer services team on 0300 123 4043 and ask for early help and advice to support a family through early help/Families First assessment



Families first portal – www.hertfordshire.gov.uk/familiesfirst

Email to: familiesfirstassessment@hertfordshire.gov.uk

Call Ofsted 0300 123 3155 (0800 - 1800 mon-fri) as soon as possible, but at the latest within 14 days of the allegation has being made. Ofsted can be also be contacted via an online reporting form ofstedonline.ofsted.gov.uk

WHAT TO DO IF THE ALLEGATION IS AGAINST A MEMBER OF STAFF.

If there are concerns that a child is at risk of immediate significant harm, the first action is to call 999.

Inform a Designated Senior Manager (Sarah McCarthy or Katie Hobbs) if this is appropriate. If it isn't, then please talk to the Management Committee Chair (Emilie Griffin).

The person you discuss your concerns with will then contact the Local Authority Designated Officer (LADO) on 01992 555420.

Whenever an allegation is made against a member of staff or volunteer working with children the designated person must review the information provided and make a decisions as to whether LADO must be informed.

The LADO must be informed within one working day of any allegation where a member of staff or volunteer has:-

1. Behaved in a way that has harmed a child, or may have harmed a child*;
2. Possibly committed a criminal offence against or related to a child*;
3. Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children*

'Staff have a responsibility to report to the designated person any concerns they may have regarding the behaviour or conduct of a colleague.' EYFS 2014

Referrals to LADO must be made using the LADO referral form

http://www.intra.thegrid.org.uk/info/welfare/child_protection/allegations/lado/shmtl

The LADO will provide advice and guidance to the manager/leaders of the setting in managing the allegation.

The LADO will link with other professionals as required including the police, children's services and ofsted.

The LADO will monitor the progress of the case.

The LADO will not investigate the case.



The early years setting is responsible for informing Ofsted of any allegations that have been received and updating Ofsted with any actions taken.

The early years setting is responsible for information the Disclosure and Barring Service (DBS) if required – the LADO will advise on this action.

Allegations can be made by staff, children parents, other professionals, members of the public.

The Designated person may review the information provided and decided that the allegation does not meet the thresholds stated above*.

You can always call National Society for the Prevention of Cruelty to Children (NSPCC) on **0808 800 5000** or Child line on **0800 1111**.

Redbourn & Villages Children's Centre number is **01582 713872**

Dept. of Education telephone Prevent Helpline **0207 340 7624**

We are happy to discuss any issues arising from this policy with you.

Further reading:

Statutory Framework for the Early Years Foundation Stage 2012

Department of Education (2012)

Safeguarding Children *Preschool* Learning Alliance publication (2010)

What to do if you're worried a child is being abused *Dept. of Education, HM Government (2006)*

Working Together to Safeguard Children *Dept. of Education, HM Government (2010)*



ACCIDENT POLICY

Policy Statement

Flamstead Preschool continually manages risk to reduce accidents amongst children, staff and visitors to the setting, but we do recognise that accidents can happen. We will record and report any accidents as necessary to maintain safety of all at Preschool.

Procedure

Our Accident Book is kept safely and is easily accessible. All staff and volunteers know where it is kept and how to complete it. It is reviewed at least half termly to identify any potential or actual hazards. We record any accidents or injuries and any first aid treatment given.

We will notify parents or carers as soon as possible of any accident or injury to their child, and of any first aid treatment given.

Ofsted is notified on 0300 123 3155 (0800 - 1800 mon-fri) of any injury requiring treatment by a GP or hospital, or the death, of a child or adult at our setting. Ofsted can be also be contacted via an online reporting form ofstedonline.ofsted.gov.uk

Any injury requiring GP or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive online at <http://www.hse.gov.uk/riddor/report.htm>.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (*The Reporting of Injury, Disease & Dangerous Occurrences Regulation*) and we report any accident to a member of staff requiring treatment by a GP or hospital; or any dangerous occurrences (where an event does not cause an accident but could have done) to the local office of the Health and Safety Executive at <http://www.hse.gov.uk/riddor/report.htm>. To report the work-related death of a member of staff call the HSE Duty Officer on 0151 922 9235.



ACT OF GOD POLICY

An Act of God is understood to be a term for events outside of human control, such as sudden floods or other natural disasters, for which no one can be held responsible.

Policy Statement

We will ensure there is sufficient staff cover at Flamstead Preschool, to minimise disruption to children and their families - this is to avoid having to close the Preschool due to unforeseen circumstances, weather and Acts of God.

Procedure

Staff are to make the Preschool Leader aware as soon as possible if they are unable to attend work for any reason. Staff, where possible, are to provide the Preschool Leader with an estimated date of return so appropriate staff levels can be covered and maintained. The Pre School Leader is to contact all bank staff as soon as possible in order to ensure the Pre School can remain open.

The Preschool Leader is to notify the Preschool Chair of any absences through Acts of God. The staff are to be made aware that if they are absent from work due to an Act of God, they will only be paid for one week's absence during these times within a yearly period.

If there is heavy snowfall, wherever safely possible, staff will try to get to Preschool, however, if staff ratios fall below the guidelines Preschool will close. If temperatures at Flamstead Village Hall do not rise above 15C, then the Preschool will be closed in accordance with temperature guidelines.

Parents are to be made aware of any Preschool closures by text or e-mail and on the Preschool's website where possible.



ADMISSIONS POLICY

Policy Statement

Flamstead Preschool is accessible to all children and families from the local community.

Procedure

We welcome all children and families to Flamstead Preschool, regardless of background, gender, special educational needs, disabilities, religion, ethnicity or competence in spoken English. We monitor the gender and ethnic background and the special educational needs or disabilities of children joining the setting to ensure no accidental discrimination is taking place.

We advertise our Preschool broadly throughout Flamstead and the neighbouring villages. We ensure this advertising is accessible to all sections of the community.

We ensure that we accommodate individual families' needs in regard to attendance patterns. We do recommend that children join us for a minimum of two sessions a week, as we have found that this gives the child the optimum chance of getting the very best from the Preschool experience.

We regularly review our opening times to make sure we can offer as flexible a childcare as possible.

If the Preschool becomes oversubscribed then our admissions policy needs to take into account, the distance the child lives from the preschool and if the child has a sibling already attending the setting.



APPRAISALS POLICY

Policy Statement

We carry out regular staff appraisals to monitor and review staff performance, training requirements, accomplishments and morale. The appraisals process is used to build a continuing professional development log for each member of staff.

Procedure

Appraisals should be undertaken annually between each member of staff and the Preschool Lead Practitioner. The Preschool Leader Practitioner, Sarah McCarthy's appraisal will be carried out by the Chair of the Management Committee.

Each staff member will be encouraged to complete a self- appraisal form and each appraisal will cover:

- Performance and achievements since the last appraisal
- Any difficulties experienced
- Developmental needs, both individual and team ones
- Review of the present job description

Training needs and areas requiring improvement (including actions and timescales) will be agreed at the appraisal meeting.



BEHAVIOUR MANAGEMENT POLICY

Policy Statement

We believe that promoting positive behaviour is crucial to helping children flourish. We provide an environment where children know how they are expected to behave and are free to play and learn without fear of being hurt or unfairly restricted by anyone else.

Procedure

All staff follow a positive approach to behaviour management by treating children, parents and one another, with friendliness, respect, care and courtesy. All staff receive positive behaviour management training. (Herts STEPS)

Staff and volunteers use positive strategies for handling any conflict. We work to help children find solutions in ways which are appropriate for their age and ability.

We give praise for good behaviour, such as kindness and sharing.

We do not shout or raise our voices in a threatening way to respond to children's behaviour. We never use, or threaten to use, physical punishment, such as smacking or shaking. Children are never sent out of the room by themselves. We do not single out or humiliate individuals.

We handle children's behaviour in ways which are appropriate to their ages and stages of development - for example by distraction, discussion or by withdrawing the child from the situation. We will ignore some behaviour if it is felt the child is only trying to get a reaction for their undesirable actions.

We set realistic boundaries and rules and we are consistent in making sure children stick to them. We help them to see what was wrong and how to cope more appropriately.

Staff will have physical contact with your child for a variety of reasons – used correctly, it is an everyday act of communication to guide, comfort or prompt. All physical contact will be carried out in an appropriate manner in strict accordance with preschool safeguarding policies. Training is given to all staff

We also realise that some children will not want to be touched. We will respect this unless the child is in immediate danger in which case, we will use appropriate physical intervention. For example, if a child was to run out in the road, we will hold onto their arm to stop them doing this. We will always be able to explain and justify to you, any physical intervention used with your child.



Parents or carers play an important role in the management of behaviour at Flamstead Preschool. A child's key worker will inform parents if recurrent unacceptable behaviour is a cause for concern and we will work together to understand any reasons and formulate an action plan.

We do however reserve the right to exclude a child should behaviour be frequently unacceptable and should the staff feel they are unsupported by the parents.

The Preschool Deputy Lead Practitioner, Karen Cooley has responsibility for issues concerning behaviour and is required to check that all staff have relevant in-service training on handling children's behaviour. A record of staff attendance at the in-service training on handling children's behaviour is kept. Karen Cooley reports to the Lead Practitioner, Sarah McCarthy.

Bullying

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child we intervene and then explain to the child doing the bullying why this behaviour is inappropriate. We then help them say sorry for their actions. We do not label children who bully and we give praise when they display acceptable behaviour. We will work with parents or carers to help the child develop more acceptable ways of behaving.

If the behaviour has been significant or may potentially have a detrimental effect on the child, the parents of the child who has been the victim of behaviour and the parents of the child who has been the perpetrator should be informed.

The designated person will contact children's social services if appropriate, i.e., if a child has been seriously injured, or if there is reason to believe that a child's challenging behaviour is an indication that they themselves are being abused.



COMPLAINTS PROCEDURE

Policy Statement

We want children and their families to be happy during their time with us at Flamstead Preschool. We believe that everyone is entitled to expect careful attention to their needs and wishes and we welcome suggestions on how to improve our Preschool. We will always give prompt and serious attention to any concerns you may have and whilst we hope these concerns be resolved informally, we have set out a procedure to take into account formal complaints.

Procedure

We hope that any parent who is uneasy about any aspect of Flamstead Preschool and their child's care would be able to come and speak with the Preschool Leader, Sarah McCarthy. The Management Committee Chair, Emilie Griffin is also happy to talk over any concerns you may have.

If this does not resolve the issue, then please put your concerns in writing to both the Preschool Leader and the Chair of the Management Committee.

We would hope that most complaints would be able to be resolved informally, through either of these stages.

The next step would be for the person with the concern to request a meeting with both the Preschool leader and the Committee Chair. All parties can have another person present, if they so wish. A written record of this discussion is kept and if a resolution is reached, all at the meeting sign the record and keep a copy of it. This signing means that the procedure has concluded.

If no agreement is reached, then an external mediator (a person acceptable to all parties) is invited to help settle the complaint. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved. The mediator can also hold separate meetings with the Preschool Leader and Committee Chair, as well as the person raising the complaint. All discussions are confidential, but a written record is kept of any meetings held and any advice the mediator may offer.

A final meeting would then be held between the complainant and the Preschool Leader and Committee Chair. This meeting is to see if the mediator's advice has helped all parties reach agreement. The mediator can be present at this meeting if it is thought that their presence will help the proceedings. A written record is kept, and a decision is made on the action to be taken. Everyone present signs the record and this signifies that the procedure has concluded.



We will keep a confidential record of all complaints raised against our Preschool outlining the date and nature of the complaint and how it was managed.

Parents may of course approach Ofsted directly at any stage of this procedure. The number for Ofsted Complaints and Investigation Unit is 0300 123 1231. Ofsted can be also be contacted via an online reporting form ofstedonline.ofsted.gov.uk

If a child is thought to be at risk then our Safeguarding Children Policy will be strictly followed. (see Safeguarding Children Policy)

We also display a poster explaining to parents how to complain if there is a problem to be dealt with. These details are displayed on our Preschool's notice board.



CONFIDENTIALITY POLICY

Policy Statement

Respecting the privacy of children and their families and carers is important to us here at Flamstead Preschool. We want parents and carers to be able to share information with us in the confidence that it will only be used to enhance the welfare of their children.

Procedure

We will all respect the confidentiality of children and their families during and after their time with us.

Staff and Committee Members will not discuss personal information given by parents to anyone inside or outside of the setting, except where it affects planning for that child's needs. Personal written information is kept securely in a lockable file. Parents have access to the files and records of their own children, but they do not have access to any information about any other child.

Any safeguarding concerns are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. The safety and well-being of your child is paramount and we will however give confidential information to Social Services and Ofsted if there are concerns that your child is being abused. (See out Safeguarding Children Policy)

Staff and Committee Members are treated to the same high level of confidentiality. Any issues to do with staff and volunteers remain confidential to the people directly involved with making personnel decisions.



CONTACT OF STAFF DURING THE PRESCHOOL SESSION POLICY

Policy Statement

The safety and well-being of the children attending the Preschool is of the utmost importance. Staff need to be able to remain focussed on their work of caring for children, but they also need to be contactable in case of an emergency during the Preschool sessions. Parents need to be able to speak to staff members if an urgent situation arises

Procedure

The main contact number for Flamstead Preschool is 07542 109058. The Administration number is 01582 203333.

At the beginning of the session the mobile phone is placed so it is audible to staff but out of the reach of children. It is checked for messages before the start of the session and 15 minutes before the end of each session, to make sure there are no changes to any child's collection plans. The phone is kept fully charged at all times.

The Preschool Lead Practitioner will also check her mobile phone during the session to make sure there are no urgent messages regarding any of the children there.

All staff's mobile phones are locked away for the duration of the session. (see Mobile Phone Policy)



DATA PROTECTION POLICY

1. Children's Records

Policy statement

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

Procedures

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, [we/I] will incorporate comments from other providers, as well as parents and/or carers into the child's records.

We keep two kinds of records on children attending our setting:

Developmental records

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

These are usually kept in a secure locked cupboard and can be accessed, and contributed to, by our staff, the child and the child's parents.

Personal records

These may include the following (as applicable):

Personal details – including the child's registration form and any consent forms.

Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.

Child's development, health and well-being – including a summary only of the child's EYFS profile report, a record of discussions about every day matters about the child's development health and well-being with the parent.

Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.

Welfare and child protection concerns – including records of all welfare and protection concerns, and [our/my] resulting action, meetings and telephone



conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.

Correspondence and Reports – including a copy of the child's 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.

These confidential records are stored in a lockable file or cabinet, which is always locked when not in use.

We read any correspondence in relation to a child, note any actions and file it immediately

We ensure that access to children's files is restricted to those authorised to see them and make entries in them, this being our manager, deputy or designated person for child protection, the child's key person, or other staff as authorised by our manager.

We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.

Parents have access, in accordance with our Privacy Notice, Confidentiality and Client Access to Records Policy, to the files and records of their own children, but do not have access to information about any other child.

Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality in the role of the key person.

We retain children's records for three years after they have left the setting; except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.

Archiving children's files

When a child leaves our setting, we remove all paper documents from the child's personal file and place them in a robust envelope, with the child's name and date of birth on the front and the date they left. We seal this and place it in an archive box, stored in a safe place (i.e. a locked cabinet) for three years. After three years it is destroyed.

If data is kept electronically it is encrypted and stored as above.

Where there were s.47 child protection investigations, [we/I] mark the envelope with a star and archive it for 25 years.

We store financial information according to our finance procedures.

Other records

We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.

Students on Early Years Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

Legal framework



General Data Protection Regulations (GDPR) (2018)
Human Rights Act (1998)

DATA PROTECTION POLICY

2. Provider records

Policy statement

We keep records and documentation for the purpose of maintaining our charity. These include:
Records pertaining to our registration.
Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
Financial records pertaining to income and expenditure.
Risk assessments.
Employment records of our staff including their name, home address and telephone number.
Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

[We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Procedures

All records are the responsibility of our management team who ensure they are kept securely.
All our records are kept in an orderly way in files and filing is kept up-to-date.
Our financial records are kept up-to-date for audit purposes.
We maintain health and safety records; these include risk assessments, details of checks or inspections and guidance etc.
Our Ofsted registration certificate is displayed.
Our Public Liability insurance certificate is displayed.
All our employment and staff records are kept securely and confidentially.



We notify Ofsted of any:
change to our premises which may affect the space available to us or the quality of childcare we provide;
Change to the person managing our provision;
significant event which is likely to affect our suitability to look after children; or
other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017).

Legal framework

General Data Protection Regulations (GDPR) (2018)
Human Rights Act 1998

DATA PROTECTION POLICY

3. Confidentiality and client access to records

Policy statement

In our setting, staff and managers can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We have record keeping systems in place that meet legal requirements; the means that we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

Confidentiality procedures

Most things that happen between the family, the child and the setting are confidential to our setting. In exceptional circumstances information is shared, for example with other professionals or possibly social care or the police. Information shared with other agencies is done in line with our Information Sharing Policy.

We always check whether parents regard the information they share with us to be confidential or not.



Some parents may share information about themselves with other parents as well as with our staff; we cannot be held responsible if information is shared by those parents whom the person has 'confided' in.

Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it. We are not responsible should that confidentiality be breached by participants.

We inform parents when we need to record confidential information beyond the general personal information we keep (see our Children's Records Policy and Privacy Notice) - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.

We keep all records securely (see our Children's Records Policy and Privacy Notice).

Information is kept in a manual file, or electronically. Our staff may also use a computer to type reports, or letters. Where this is the case, the typed document is deleted from the PC and only the hard copy kept.

Where it is helpful to keep an electronic copy, we download it onto a disc, labelled with the child's name and kept securely in the child's file. No documents are kept on the hard drive. This is because the settings' PC's do not have facilities for confidential user folders.

Our staff discuss children's general progress and well being together in meetings, but more sensitive information is restricted to our manager and the child's key person, and is shared with other staff on a need to know basis.

We do not discuss children with [staff who are not involved in the child's care, nor with other parents or anyone else outside of the setting.

Our discussions with other professionals take place within a professional framework and not on an informal or ad-hoc basis.

Where third parties share information about an individual our practitioners and managers check if it is confidential, both in terms of the party sharing the information and of the person whom the information concerns.

Client access to records procedures

Parents may request access to any confidential records we hold on their child and family following the procedure below:

The parent is the 'subject' of the file in the case where a child is too young to give 'informed consent' and has a right to see information that our setting has compiled on them.

Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the setting leader or manager..

We acknowledge the request in writing, informing the parent that an arrangement will be made for him/her to see the file contents, subject to third party consent.

Our written acknowledgement allows one month for the file to be made ready and available. We will be able to extend this by a further two months where requests are complex or numerous. If this is the case, We will inform you



within one month of the receipt of the request and explain why the extension is necessary

A fee may be charged for repeated requests, or where a request requires excessive administration to fulfil.

We write to each of those individuals explaining that the subject has requested sight of the file, which contains a reference to them, stating what this is.

They are asked to reply in writing to our manager giving or refusing consent for disclosure of that material.

We keep copies of these letters and their replies on the child's file.

'Third parties' include each family member noted on the file; so where there are separate entries pertaining to each parent, step parent, grandparent etc. we write to each of them to request third party consent.

Third parties also include workers from any other agency, including children's social care and the health authority for example. Agencies will normally refuse consent to share information, preferring instead for the parent to be redirected to those agencies for a request to see their file held by that agency.

Members of our staff should also be written to, but we reserve the right under the legislation to override a refusal for consent or to just delete the name of the staff member and not the information. We may grant refusal if the member of staff has provided information that could be considered 'sensitive' and the staff member may be in danger if that information is disclosed; or if that information is the basis of a police investigation. However, if the information is not sensitive, then it is not in our interest to withhold that information from a parent. In each case this should be discussed with members of staff and decisions recorded.

When we have received all the consents/refusals our manager takes a photocopy of the complete file. On the copy of the file, our manager removes any information that a third party has refused consent for us to disclose and blank out any references to the third party, and any information they have added to the file, using a thick marker pen.

What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.

We photocopy the 'clean copy' again and collate it for the parent to see.

Our manager informs the parent that the file is now ready and invite[s] him/her to make an appointment to view it.

Our manager and chair meet with the parent to go through the file, explaining the process as well as what the content of the file records about the child and the work that has been done. Only the person(s) with parental responsibility can attend that meeting, or the parent's legal representative or interpreter.

The parent may take a copy of the prepared file away; but, to ensure it is properly explained to and understood by the parent, we never hand it over without discussion.

It is an offence to remove material that is controversial or to rewrite records to make them more acceptable. Our recording procedures and guidelines ensure that the material reflects an accurate and non-judgemental account of the work we have done with the family.



If a parent feels aggrieved about any entry in the file, or the resulting outcome, then we refer the parent to our complaints procedure.

The law requires that the information we hold must be held for a legitimate reason and must be accurate (see our Privacy Notice). If a parent says that the information we hold is inaccurate, then the parent has a right to request for it to be changed. However, this only pertains to factual inaccuracies. Where the disputed entry is a matter of opinion, professional judgement, or represents a different view of the matter than that held by the parent, we retain the right not to change that entry, but we can record the parent's view of the matter. In most cases, we would have given a parent the opportunity at the time to state their side of the matter, and it would have been recorded there and then.

If there are any controversial aspects of the content of a child's file, [we/I] must seek legal advice. This might be where there is a court case between parents, where social care or the police may be considering legal action, or where a case has already completed and an appeal process is underway. We never 'under-record' for fear of the parent seeing, nor do we make 'personal notes' elsewhere.

Telephone advice regarding general queries may be made to The Information Commissioner's Office Helpline 0303 123 1113.

All the undertakings above are subject to the paramount commitment of [our/my] setting, which is to the safety and well-being of the child. Please see also [our/my] policy on Safeguarding Children and Child Protection.

Legal framework

General Data Protection Regulations (GDPR) (2018)
Human Rights Act (1998)

DATA PROTECTION POLICY

4. Information Sharing

Policy statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.



We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in [my/our] Privacy Notice that is given to parents at the point of registration. The six principles state that personal data must be:

Processed fairly, lawfully and in a transparent manner in relation to the data subject.

Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.

Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.

Accurate and where necessary, kept up to date.

Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.

Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or

not sharing it could be worse than the outcome of having shared it.

The responsibility for decision-making should not rely solely on an individual, but should have the back-up of the management team. The management team provide clear guidance, policy and procedures to ensure all staff and volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to any safeguarding concerns.

The three critical criteria are:

Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.

Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.

To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

Procedures

Our procedure is based on the GDPR principles as listed above and the seven golden rules for sharing information in the Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. We also follow the guidance on information sharing from the Local Safeguarding Children Board.



Remember that the General Data Protection Regulations 2018 and human rights law are not barriers to justified information sharing as per the Children Act 1989, but provide a framework to ensure that personal information about living individuals is shared appropriately.

Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information [both within the setting, as well as] with external agencies.

Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their consent, unless it is unsafe or if I have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain this further.

In our setting we ensure parents:

Receive a copy of our Privacy Notice and information about our Information Sharing Policy when starting their child in the setting and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
have information about our Safeguarding Children and Child Protection Policy; and
have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.

Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

Our staff discuss concerns about a child routinely in supervision and any actions are recorded in the child's file.

Our Safeguarding Children and Child Protection Policy sets out the duty of all members of our staff to refer concerns to our manager or deputy, as designated person, who will contact children's social care for advice where they have doubts or are unsure.

Our staff and committee seek advice if they need to share information without consent to disclose.

Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.



We base decisions to share information without consent on judgements about the facts of the case and whether there is a legal obligation.

Our guidelines for consent are part of this procedure.

Our manager is conversant with this and is able to advise staff accordingly.

Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

In our setting we:

record concerns and discuss these with our designated person and/or designated officer from the management team for child protection matters; record decisions made and the reasons why information will be shared and to whom; and

follow the procedures for reporting concerns and record keeping as set out in our Safeguarding Children and Child Protection Policy.

Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Where information is shared, we record the reasons for doing so in the child's file; where it is decided that information is not to be shared that is recorded too.

Consent

When parents choose our setting for their child, they will share information about themselves and their families. This information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most cases, as well as the kinds of circumstances when we may not seek their consent, or may override their refusal to give consent. We inform them as follows:

Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden. We may cover this verbally when the child starts or include this in our prospectus.

Parents sign our Registration Form at registration to confirm that they understand this.



We ask parents to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.

We give parents copies of the forms they sign.

We consider the following questions when we assess the need to share:

Is there a legitimate purpose to us sharing the information?

Does the information enable the person to be identified?

Is the information confidential?

If the information is confidential, do we have consent to share?

Is there a statutory duty or court order requiring us to share the information?

If consent is refused, or there are good reasons for us not to seek consent, is there sufficient public interest for us to share information?

If the decision is to share, are we sharing the right information in the right way?

Have we properly recorded our decision?

Consent must be freely given and informed - that is the person giving consent needs to understand why information will be shared, what will be shared, who will see information, the purpose of sharing it and the implications for them of sharing that information as detailed in the Privacy Notice.

Consent may be explicit, verbally but preferably in writing, or implicit, implied if the context is such that sharing information is an intrinsic part of [our/my] service or it has been explained and agreed at the outset.

Consent can be withdrawn at any time.

We explain our Information Sharing Policy to parents.

Separated parents

Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides.

Where there is a dispute, we will consider this carefully.

Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

All the undertakings above are subject to [our/my] paramount commitment, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

Legal framework

General Data Protection Regulations (GDPR) (2018)

Human Rights Act (1998)



ENTRY SECURITY POLICY

Policy Statement

We will maintain a safe and secure environment for all children and adults at our Preschool, managing who has access to the Village Hall during Preschool hours.

Procedure

The main door to Flamstead Preschool remains locked whilst the children are inside. This is to prevent unauthorised access to our premises. It also prevents children from leaving the premises unnoticed. When it is opened to let parents and children in at either the beginning or end of a session a member of staff stands by the door.

There is a doorbell in place for any visitors arriving outside of these set times. The arrival and departure times of staff, volunteers and visitors are recorded. We take a daily register of children.

Before the children play outside we put up a secure barrier to prevent any unauthorised access or exit from the setting. Children are always supervised when they are playing outside.

We recognise that our Preschool does share a building with the community and we work closely with the Flamstead Village Hall Committee (Jane Lutman) to ensure that the Preschool has the absolute minimum amount of disruption during its opening times.

At no time is anyone other than authorised staff alone with any child.



EMERGENCY CLOSURE POLICY

Policy Statement

Flamstead Preschool's opening hours are Monday 0900 - 1300; Tues - Thurs 0900 - 1500 and Friday 0900 – 1300 during term time. If a disruption to these hours is unavoidable we will make sure that all parents and staff are kept informed and the Preschool will reopen at the earliest opportunity.

Procedure

We will close the Preschool at short notice if we have no other choice. An emergency closure would be implemented if:

- Extreme weather meant either the building or approach was unsafe for both children and staff.
- The Village Hall was unusable through accidental or malicious damage
- The building was unusable because of required maintenance work that could not be carried out outside of Preschool hours.
- There was an outbreak of an illness amongst the Preschool population that required closure in line with the Health Protection Agency (HPA) and Ofsted guidelines.
- Staffing issues meant we were unable to maintain the correct ratios of suitable adults to children
- Flooding
- The breakdown of the heating system or extreme low temperatures meant we could not maintain the minimum temperature as set down by government guidance.

In the unlikely event of any of the above happening, our committee chair, Emilie Griffin would contact all parents and carers - primarily by text message, to let them know in advance that the Preschool will be closed. We will keep everyone informed as to when they could expect regular opening times to resume.

We will keep our website www.flamsteadpreschool.co.uk and Facebook page updated to let parents know what is happening.

If we needed to close the Preschool once a session had started due to an emergency situation, we would contact families by text message and telephone so that they could arrange for their children to be picked up as soon as possible.

If the building needed to be evacuated, the fire drill evacuation procedure would be followed. (See Fire Policy)



Once the Preschool is open as usual, we can offer your child alternate sessions to make up for the time lost. We can also arrange reimbursement of fees for any missed sessions due to emergency closure.



EQUALITY & DIVERSITY POLICY

Policy Statement

We are committed to providing an equality of opportunity for all children and their families. We provide an environment in which all children can flourish and all contributions are valued.

Procedure

We work hard to ensure our children are exposed to a wide range of cultures and communities. We provide positive non-stereotyping information about different ethnic groups and people with disabilities. We have regard for the Equality Act 2010 and we make inclusion a thread that runs through all the activities here at our Preschool.

Admissions

Flamstead Preschool is open to all members of the community, regardless of background and we advertise our setting widely in a clear and inclusive way. (see Admissions Policy)

We will never discriminate against a child with a disability. (see SEN/Disability Policy)

Curriculum

We encourage children to develop positive attitudes to people who are different from themselves. We do this by:

- making children feel valued and good about themselves
- ensuring that children have equality of access to learning
- reflecting the widest possible range of communities in the choice of resources
- avoiding stereotypes or derogatory images in the selection of materials
- celebrating a wide range of festivals
- creating an environment of mutual respect and tolerance
- helping children to understand that discriminatory behaviour and remarks are unacceptable
- ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities
- ensuring that children whose first language is not English have full access to the curriculum and are supported in their learning.

Valuing Diversity in Families



We welcome the diversity of family life and work with all families. Our ever-popular Show and Tell is a good way to encourage children to share stories of their everyday life with their friends at Preschool.

For families who have a first language other than English, we value the contribution their culture and language offer. We work in partnership with parents and carers to ensure the medical, cultural and dietary needs of their children are met. We also help children to learn about a range of food, cultural approaches to mealtimes and eating and to respect the differences among them.

We offer a flexible payment system for families of differing means.

Flamstead Preschool encourages all families to contribute and take part in the life of the Preschool. We believe this can only enrich your child's experiences with us. We hold regular committee meetings so those who wish to, can become involved in the running of the Preschool.

Employment & Training

Posts are advertised and all applicants are judged against explicit and fair criteria. The applicant who best meets the criteria is offered the post, subject to references and checks by the Criminal Records Bureau. This ensures fairness in the selection process. All job descriptions include a commitment to equality and diversity as part of their specifications. We monitor our application process to ensure that it is fair and accessible.

We seek out training opportunities for staff and volunteers to enable them to develop practices, which enable all children to flourish. We review our practices to ensure that we are fully implementing our policy for equality and diversity.



EQUIPMENT & RESOURCES POLICY

Statement of intent

We believe that high quality care is promoted by providing children with safe, clean, fun, age & stage appropriate resources, toys and equipment. We provide children with the resources to help them develop their knowledge, skills and interests.

Methods

We provide resources that promote all areas of children's learning and development, be it child-led or adult-led. We make sure there are plenty of toys and equipment for your child to play with. All play equipment and resources are safe and, where applicable, conform to the BSEN safety standards or Toys (Safety) Regulation (1995).

We select books, equipment and resources, which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.

We provide play equipment and resources, which meet the needs and interests of all children. We plan activities and resources so that a good balance of familiar equipment and resources and new exciting challenges are offered. Resources and equipment are set up each session so children can independently choose them to play with.

All resources are checked at the beginning and end of each session to make sure they are in good condition and safe for the children to use. We clean toys regularly and replace any unsafe, worn out, dirty or damaged equipment.

We keep an inventory of all resources and equipment. This is used to check the balance of resources and equipment, to ensure that we can support a range of activities across all areas of play, learning and development.



E-SAFETY POLICY

Policy Statement

Flamstead Preschool has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The E-Safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

Procedures

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the Preschool can play a vital part in starting this process. In line with other Preschool policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

Named Person Responsible for E-Safety – Emilie Griffin (committee chair) – this person ensures policies and procedures are in place and reviewed regularly; personal data is stored securely; access to and usage of the internet is safe, secure and monitored; staff access appropriate training.

Guided educational use:

Significant educational benefits should result from Internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment

We have a duty to ensure that children in the Preschool are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

Internet safety in the Preschool depends on staff, parents, carers and visitors taking responsibility for the use of Internet and other communication technologies such as mobile phones. It is the Preschool's responsibility to use technical solutions to limit Internet access and to monitor their effectiveness.

The Internet is an essential element in 21st century life for education, business and social interaction. The Preschool has a duty to provide children with quality Internet access as part of their learning experience. Preschool Internet access will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate Internet use. Staff will guide pupils in online activities that will support their learning journeys.



The Internet is also used in the Preschool to support the professional work of staff, to allow effective planning and to enhance the Preschool's management information and business administration systems.

Staff will monitor the websites being used by the children during preschool sessions.

Staff may logon during preschool sessions in order to view additional websites with the children, for example to look at sites related to topics they have been discussing. Staff must ensure they logout immediately after viewing the sites to restrict access for the remainder of the preschool session. If a member of staff uses the preschool PCs for preschool work, again they must ensure they logout immediately on completing the work to ensure access is restricted for the remainder of or the next preschool session.

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any Internet derived materials by staff or by children complies with copyright law.

The point of contact on the website should be the Preschool address, Preschool email and telephone number. Staff or children's home information will not be published. Pupils' full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers for featuring their child on the website is requested when each child starts at the Preschool and parents/carers wishes are followed at all times.

Children will not have access to e-mail.

Staff using e-mail will use a Preschool e-mail address. This address must not be used for personal e-mail.

The internet provides a number of benefits for staff. However when someone is identified with the setting or discusses their work, they are expected to behave appropriately when on the internet.

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However it is not appropriate to share work-related information whether written or pictorial in this way. Staff members should respect the privacy and the feelings of others.

Staff are in a professional position and are responsible for the care and education of children. Therefore they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

Our use of social networking applications, such as Facebook, has implications for our duty to safeguard children.

1. That our duty to safeguard children is maintained
2. That the setting is not exposed to legal risk
3. That the reputation of the setting is not adversely affected



4. That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting
5. That we do not damage our reputation
6. That we recognise our legal responsibilities

See also:

Mobile Phone and Camera Policy
Social Media Policy

Useful Resources/Links

www.hertssafeguarding.org.uk

www.swgl.org.uk Online Safety guided for early years settings by South West Grid for Learning Trust

www.thegrid.org.uk/eservices/safety/index.shtml - for E-Safety support and guidance



FEES & LATE PAYMENT POLICY

Policy Statement

Flamstead Preschool runs as a registered charity. We need to be able to collect fees promptly to pay the staff caring for your child. We are happy to discuss flexible payment options with you if requested.

Procedure

Flamstead Preschool costs are: (as of 1st January, 2020)

£15 for a morning session

£5 for Lunch Club and

£12 for an afternoon session.

£3.50 for Breakfast Club

A full day's session is worked out at the reduced rate of £30.

Fees are paid half termly, in advance.

Please do talk to the Committee Chair or Treasurer if there is any problem paying Preschool fees, so a payment plan can be worked out.

If a child is absent from Preschool, for whatever reason, fees still need to be paid in full. In the event of exceptional circumstances i.e. a long illness; the parent or carer should speak to the Preschool Committee Chair or Treasurer.

Families can arrange occasional, ad hoc extra sessions, in agreement with the Preschool Lead Practitioner. The charge for these extra sessions will be added to the following half term's invoice.

We want to provide flexible childcare and you can, with agreement from the Preschool Leader, swap the sessions your child attends at no extra charge -- as long as the session is swapped for another in the same week. Any swap must be agreed in advance in order to make sure staff to child ratios are not compromised.

Any long-term change of sessions must be arranged via our Administrator.

We are a small registered charity, with limited funds – staff and committee work hard to keep Flamstead Preschool fees as affordable as possible. The prompt collection of monies is vital for the smooth running of the Preschool.

The **Late Payment Policy** is as follows:



- Invoices are emailed out by the Administrator as soon as possible at the beginning of each half term, giving two weeks to pay.
- A reminder e-mail will be sent out after the two-week time period is up.
- If payment is not then forthcoming and no payment plan agreed, then the Committee Chair or Treasurer will contact the parent with a formal final request for the outstanding money with copies of the original invoice and this Preschool Policy.
- If there is still no payment made or payment plan agreed, by the end of that half-term, the family involved will not be allowed back in setting until all debts are cleared in full.
- If there is repeated late payment of fees, the Committee can insist that any future payments are paid either; weekly by standing order or in full, in advance each half term

Any parent who leaves owing fees will not be entitled to a further place at Flamstead Preschool for subsequent children, until the outstanding debt is paid in full.

Children are entitled to 15 hours free childcare, starting at the beginning of the term AFTER they turn 3. We also offer funded places for two year olds, depending on eligibility. Please see <https://www.gov.uk/free-early-education> and <http://www.hertsdirect.org/services/edlearn/css/flexyears/freeearlyeduc/> for more details.

We are happy to discuss any matters arising from this policy with you.



FINANCIAL RESERVES POLICY

Policy Statement

Flamstead Preschool is a registered charity with three Trustees who are responsible for managing the preschool finances. The Trustees budget for predictable fluctuations in income and expenditure. As a responsible employer the Preschool also holds money in reserve to cover unexpected costs.

Procedure

The Preschool's charity number is 1037489.

The charity has three Trustees: Emilie Griffin, Chairperson; Samantha Pirie, Secretary; and Katie Sanders, Treasurer. They are responsible for keeping the preschool financially stable. It also employs a bookkeeper and accountants.

The Preschool holds two bank accounts

- a general account for day to day income and expenditure;
- a savings account to hold Financial Reserves to cover all redundancy obligations as required by law, as well as money to help sustain preschool if the register and income falls unexpectedly. This can also be used for maternity/paternity leave or long term sick pay if needed.

The Financial Reserves currently total £20,000. This figure is to be reviewed regularly by the charity's Trustees. The Financial Reserves are not to be used for any other reasons apart from those listed above, without agreement by all three Trustees.

The amount held in the reserve account must always cover redundancy obligations. Current Statutory Redundancy pay information can be found at <https://www.gov.uk/staff-redundant/redundancy-pay>. The Preschool Learning Alliance also recommend three month's expenditure be held in reserve.

In the event of reserves falling significantly below the target level, the Preschool Trustees, Committee and Staff will aim to restore these levels as soon as possible, by either increasing income through the register and fees, reducing expenditure as well as focussing on fundraising. Money held significantly above the target level will be spent enhancing the quality of Preschool provision.



FIRE POLICY

Policy Statement

To maintain the safety of all children, staff and volunteers in the event of a fire.

Procedures

In the event of a fire,

- A whistle will be blown and all children will be led with little or no talking to the nearest safe fire exit in the main hall, exit in kitchen or front doors, depending on location of fire. No possessions will be collected en route.
- The children will walk from the building into the churchyard and assemble by the nearest bench where a register will be taken to check that every child and adult who was present that day was accounted for.
- As the register is being taken an adult will call the Fire Brigade on 999.
- Call parents to come and collect children.
- We will wait for the fire brigade to arrive, put the fire out and do a thorough assessment of the building.

This procedure is included as part of the induction process with all new members of staff or voluntary workers.

Fire doors are clearly marked, never obstructed and easily opened from inside. Smoke detectors/alarms and fire fighting appliances, conforming to BS/EN standards, are fitted.

Fire Drills take place in order to familiarise the children and staff with this procedure. We have regular evacuation practices for the children and staff at least once every six weeks. Written records are kept of fire drills and of the servicing of fire safety equipment. Our designated Fire Officer is Anna Hickson.



FIRST AID & MEDICATION POLICY

Policy Statement

We will maintain the health of our children and staff and volunteers. We will administer some medication to the children if requested and it will be done in a professional and careful manner.

Procedure

All our staff are trained in paediatric first aid. This training is refreshed every three years. Karen Cooley is our lead First Aider.

Our First Aid Kit is kept on site and is taken out on any Preschool outings. The kit complies with the Health and Safety (First Aid) Regulations 1981. It is checked monthly by a designated member of staff (Jackie Ismay) and restocked as necessary. The First Aid Kit is easily accessible to adults; and is kept out of the reach of children.

In order for us to give the best possible care for the children that attend Flamstead Preschool when a child starts with us we ask for details of all medications that they may be taking and that may be necessary for us to administer.

Wherever possible we would ask the parents or carers to administer the medication, but if that is not possible we will ensure that staff are not removed from their normal duties for any undue length of time. We need written permissions to administer long-term medications.

We ensure that staff understand the procedures for administering emergency medications and receive training if needed. We are all trained to use an EpiPen if necessary. We need written permissions to administer emergency medication to a child. If emergency medication needs to be given we follow the strict individual plan of action for that child and then call the parents to let them know what has happened.

Preschool staff are not allowed to administer any general medications (Calpol, antibiotics or creams).

We also ensure that our staff and volunteers are never under the influence of any substance that may affect their ability to care for children. If someone is taking medication that may affect their ability to care for children, medical advice is taken. Only when it is confirmed that the medication is unlikely to impair that staff member or volunteer's ability to look after children properly is that person allowed to continue their work.



Any staff medication on the premises must be securely stored, and out of reach of children, at all times

In the event of minor injuries or accidents, [we/I] normally inform parents when they collect their child, unless the child is unduly upset or [we/I] have concerns about the injury. In which case [we/I] will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

An ambulance is called for children requiring emergency treatment. [We/I] contact parents immediately and inform them of what has happened and where their child has been taken.

Parents sign a consent form at registration allowing [a member of staff/me] to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

Accidents and injuries are recorded in [our/my] accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with [our/my] Recording and Reporting of Accident and Incidents Policy.





FOOD & DRINK POLICY

Policy Statement

This Preschool regards snack and meal times as an important part of the Preschool's session. Eating represents a social time for children and adults and it helps children to learn about healthy eating. We will serve nutritious food for your child and meet all individual dietary needs.

Procedure

Before a child starts to attend the Preschool, we ask parents about their children's dietary needs, including any allergies. This information is recorded in each child's registration form and we ask parents or carers to let us know if any of this information changes.

We ensure that all staff and volunteers are fully aware of all the children's individual requirements and that children only receive food and drink that is consistent with their dietary needs and their parent's wishes.

We are aware of the dietary rules of any religious groups to which children and their families belong and ensure that these practises are accounted for when planning food and drink.

Staff who prepare and handle food understand basic food hygiene - additionally we do not prepare high risk food on the premises. Adults do not carry hot drinks through the play areas and do not place hot drinks within reach of children.

We will notify Ofsted (0300 123 3155) of any food poisoning affecting two or more children on the premises. This notification must be made as soon as possible, but in any event within 14 days of the incident. Ofsted can be also be contacted via an online reporting form ofstedonline.ofsted.gov.uk

Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of their diet or allergy.

We make snack times social occasions and use this time to help children develop independence. We help the children make choices about what they eat or drink. The children enjoy serving food and drink and feeding themselves and we make sure that any utensils used are appropriate for the ages and stages of development. Children are not allowed to walk about whilst eating or drinking.

We have fresh drinking water available at all times. The children know that they can ask for water at any time during the session.



Children are not allowed to share or swap food from their lunch boxes, in order to protect children with food allergies. We have a strict no nut policy at Flamstead Preschool and remind parents of this, so no nut produce is brought in with children's packed lunches.

For children who drink milk, we provide whole milk.

We are unable to store formula. For babies who are on formula, formula must be provided by parents in the form of either ready made formula, or bottles of pre sterilised water with a separate ready measured pot of formula powder. We will feed formula in accordance with feeding schedule provided by parents.



HEALTH & SAFETY POLICY

Policy Statement

The health and safety of children is paramount. We will minimise hazards and risks to make our Preschool a safe and healthy place for children, parents, staff and volunteers.

Procedure

All staff are responsible for the health & safety of children at Flamstead Preschool. They will undertake health and safety training and regularly update their knowledge and understanding.

Accidents (see Accident Policy)

Animals

Animals visiting the Preschool are free from disease, safe to be with children and do not pose a health risk. The children's records are checked prior to the visit to check for any allergies to animals.

Children's safety (see Safeguarding Policy)

Electrical/gas equipment

All electrical and gas equipment conforms to safety requirements and is checked regularly. This is carried out by the Village Hall Committee.

Our boiler; electrical switch gear and meter cupboard is not accessible to the children. There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds. Lighting and ventilation is adequate in all areas including storage areas.

Entry Security (see Entry Security Policy)

Equipment Safety

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Preschool.

The layout of play equipment allows adults and children to move safely and freely between activities. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. All materials - including paint and glue - are non-toxic.

Sand is clean and suitable for children's play. Physical play is constantly supervised.



Children are taught to handle and store tools safely.

Fire safety (see Fire Safety Policy)

First aid and medication (see First Aid & Medication Policy)

Food and drink (see Food & Drink policy)

Health & Safety Awareness

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances (see COSSH file). As necessary, health and safety training is included in the annual training plans. Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the Preschool.

Children are made aware of health and safety issues through discussions, planned activities and routines.

Hygiene - Cleaning

We have a daily cleaning routine for the Preschool, which includes play room(s), kitchen, toilets and nappy changing areas. We regularly clean equipment, dressing up clothes and furnishings.

The village hall is cleaned weekly by a contract cleaner.

We implement good hygiene practices by regularly cleaning play equipment, dressing up clothes and furnishings. We clean tables between activities and check the toilets regularly.

Hygiene - Personal

Our daily routines encourage the children to learn about personal hygiene. The toilet area has a high standard of hygiene including hand washing and drying facilities and steps are provided for the children. We provide tissues and wipes in the setting.

We implement good personal hygiene practises by wearing protective clothing - such as aprons and disposable gloves when changing nappies. We have clean clothes available if a child has an 'accident'

Insurance Cover



We have public liability insurance and employers' liability insurance with the Preschool Learning Alliance. (contact 0207 697 2585 - membership number 2544). The certificate is displayed on the notice board.

Kitchen (see also Food & Drink Policy)

Children do not have unsupervised access to the kitchen. When children take part in cooking activities, they are supervised at all times. They are kept away from hot surfaces and hot water and do not have unsupervised access to electrical equipment.

All surfaces are clean and nonporous. There are separate facilities for hand-washing and for washing up. Cleaning materials and other dangerous materials are stored out of children's reach.

Outdoor area

All outdoor activities are supervised at all times. Our outdoor area is securely fenced. Our outdoor area is checked for safety and cleared of rubbish before it is used

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Outings and visits (See Outings & Visits Policy)

Records

In accordance with the National Standards for Day Care, we keep records of:

- adults authorised to collect children from Preschool
- names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
- allergies, dietary requirements and illnesses of individual children
- times of attendance of children, staff, volunteers and visitors
- accidents and incidents.

Risk assessment

Regular risk assessments are carried out:

- in the indoor work and play environment
- in the outdoor play environment
- in our activities and procedures
- on all routine trips (e.g. to the local shop, to the local church)
- on all planned trips out (e.g. annual pancake race, annual summer trip)

Each risk assessment covers both adults and children. We will develop an action plan that specifies the action required, the timescales for this action and the person responsible for the action. We will also identify any funding required.



We also maintain lists of health and safety issues which are checked **daily** before each session begins.

Safety of adults

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. When adults need to reach up to store equipment they are provided with safe equipment to do so.

All warning signs are clear and in appropriate languages.

Adults do not remain in the building on their own or leave on their own after dark.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Sickness (See Sickness Policy)

Storage

All resources and materials which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Windows

These are checked daily to ensure they are clean and not uneven or damaged.



MISSING CHILD POLICY

Policy Statement

To find the missing child as quickly as possible whilst ensuring the remaining children stay together safely and supervised. Children's safety is our highest priority, both on and off the premises.

Procedure

In the unlikely event that a child was to go **missing from Preschool premises**:

- The person who has noticed that the child is missing must alert the setting leader.
- A through search of both inside and outside space is carried out immediately. Doors and gates will be checked to see if there has been a breach of security allowing a child to wander out.
- Whilst this is happening, the Preschool Lead Practitioner, Sarah McCarthy will contact the police. If Sarah McCarthy is not on site then the procedure will be led by the most senior member of staff in setting. They will let Sarah McCarthy know that there is a missing child.
- A register is taken to make sure all other children are accounted for.
- Staff and children are all talked to, to try and establish when and where the child was last seen.
- The Preschool Lead Practitioner will then contact the parents of the missing child. They will be asked to stay at home in case the child is making its way back there. If they are not at home, then the parent will be asked to get someone the child knows to go and wait at their address.
- A member of staff should start walking directly to the child's home address.
- The setting leader will contact the Committee Chair, Emilie Griffin to report the incident. They will come to the setting to start an investigation into the incident.
- Parents of other children will be called to collect their children and alerted to the missing child so that they can also help in the search.
- When the police arrive we will follow their instructions.

If a child goes **missing on a Preschool outing** where there are just Preschool staff present:



- The setting leader is alerted and they notify the police.
- A headcount of children is taking to ensure that no other child has gone missing.
- A staff member searches the immediate vicinity. If the trip is to a specific venue, rather than a walk to the park or allotments for example, then the staff will tell the venue's security that a child has gone missing.
- The setting leader contacts the parent, who will be asked to make their way to Flamstead Village Hall.
- The setting leader will contact the Committee Chair, who will go to the setting to carry out an investigation into the incident.
- We will follow police instructions

Some trips out are attended by parents and these procedures would need to be adjusted if the parent of the missing child was present. We would support the parent whilst ensuring the child is found as quickly as possible.

Staff will do their best to remain calm and not let the remaining children become anxious or worried. They should answer children's questions honestly but also reassure them.

All staff will co-operate fully with the police. Children's social care may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR arrangements (*see Accident policy*); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution. Ofsted is informed, as is the Preschool's insurance provider.

The Committee Chair will take written statements from all staff present. Setting leaders and Committee Members need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated.

In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found; or is found injured, or worse, this will be a very difficult time. The chairperson will use their discretion to decide what action to take.



MOBILE PHONE & CAMERA POLICY

Policy Statement

Flamstead Preschool will ensure the welfare of children is paramount at all times and full attention is always given to children whilst at Preschool. We will eliminate any risk of child protection issues that may arise from inappropriate mobile phone or camera use.

Procedure

Personal Mobile Phones

Personal mobile phones belonging to members of staff or volunteers are not to be used on the premises during working hours. At the beginning of each individual's shift, personal mobile phones are locked away. In the event of an emergency, personal mobile phones may be used in privacy, with permission from the manager.

If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls, as this will distract them from their work. Members of staff will not use their personal mobile phones for taking photographs of children on outings.

Parents and visitors are requested not to use their mobile phones whilst on the premises. If any parents are seen to be using their mobile phones within the Preschool setting they will be asked to put them away or to go outside to use their phone.

There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will then be advised of a quiet space where they can use their mobile phone, where no children are present.

Cameras and videos

Members of staff must not bring their own cameras or video recorders into the setting. Photographs or recordings of children are only taken on equipment belonging to the setting. Camera and video use is monitored by Sarah McCarthy

Children are only photographed or filmed on video or mobile phone in order to record their development or their participation in events organised by us. Parental consent is asked for on each individual child's Registration Form and can parents or carers can specify whether or not images of their children can



be used for Preschool business - printed or online. All parents have access to records holding visual images of their child.

If another parent wants to take photographs or film children in the setting on a special occasion, such as the Christmas Concert we check that all parents of children involved are happy to allow this.

It is Flamstead Preschool's policy not to allow images taken in the setting by parents to be used on the Internet.



NON-COLLECTION OF CHILDREN POLICY

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a Preschool session or day, we will endeavour to locate the child's parents or carer whilst still maintaining the usual high level of care and minimising any distress to the child.

Procedure

Parents of children starting at the Preschool 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, then an alternative number must be given, perhaps a neighbour or close relative.
- mobile telephone number
- place of work, address and telephone number (if applicable)
- two more emergency contacts who are authorised by the parents to collect their child from Preschool.
- a password that can be used to verify that someone is authorised by the parents to pick up their child.

Parents must tell us if they are not able to collect their child as planned. If someone different is due to pick the child up at the end of their Preschool session, the person responsible for dropping the child off in the morning must let staff know that this is the case. We will not allow a child to leave our setting with any other adult unless this has been prearranged by the parent or carer.

If a child is not collected at the end of a session, the following procedure will be put into place.

- Staff will check that there were no changes to the normal collection routine for that child.
- We will try and contact the parent or carer by telephone.
- If this is unsuccessful, all emergency contacts will be followed up.

If a reasonable amount of time has passed - one hour - and staff are unable to get in touch with any of the contacts recorded then we must contact Hertfordshire Children Services on 0300 123 4043, inform Ofsted 0300 123 3155 (Ofsted can be also be contacted via an online reporting form ofstedonline.ofsted.gov.uk) and our local Preschool Learning Alliance office/Preschool Development Worker (01462)814866 or 07967326980



- Your child will stay in the Preschool setting with two members of staff until the child is successfully collected.
- A full written report of the incident is recorded; and depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Further reading: **Safeguarding Children.** *Preschool Learning Alliance Publications (2010)*



NO SMOKING POLICY

Policy Statement

We operate a No Smoking policy at Flamstead Preschool.

Procedure

Flamstead Preschool is a No-Smoking environment - both indoors and outdoors. This complies with Health & Safety regulations as well as welfare requirements of the EYFS. Staff, parents, volunteers and visitors are made aware that smoking is not allowed on the premises.

Staff who smoke, do not do so during working hours. Any staff who smoke outside of working hours, make every effort to reduce the effect of odour and lingering effects of passive smoking for children and colleagues. We will support any member of staff wishing to give up smoking.



NAPPY CHANGING POLICY

Policy Statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

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

Procedures

Our key persons change the nappies of children in their care as necessary. We encourage young children from two years to normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents agree.

Our key persons undertake changing children in their key groups; back up key persons change them if the key person is absent.

Babies and young children are changed within sight of other staff whilst maintaining their dignity and privacy at all times.

Our changing area is warm, with a safe area to lay children and no bright lights shining down in their eyes.

Each child provides their own bag with nappies or pull ups and changing wipes.

Our staff put on gloves and aprons before changing starts and the areas are prepared. Paper towel is put down on the changing mat freshly for each child. All our staff are familiar with our hygiene procedures and carry these out when changing nappies.



Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.

We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.

We do not make inappropriate comments about children's genitals when changing their nappies.

In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.

We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

We encourage children to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.

We do not use anti-bacterial hand wash liquid or soap for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection. Older children access the toilet when they have the need to and are encouraged to be independent.

We dispose of nappies and pull ups hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for parents to take home.

We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect [and will be a disciplinary matter].



OUTINGS & VISITS POLICY

Policy Statement

We believe that trips out are an important way to enrich your child's early experiences. You can expect the same high level of care and attention for your child when they are on an outing, as they would receive in the setting.

Procedure

Risk assessments are carried out during the planning of any visit or trip out of the Preschool as well as on the day of the trip itself. Before any major outing, parents are asked to sign a consent form if they wish to give permission for their child to take part.

Children are appropriately supervised to ensure that no child gets lost and that there is no unauthorised access to children. In the unlikely event that an incident occurs we will strictly follow our Missing Child Policy. (*See Missing Child Policy*)

Our adult to child ratio is always high, be it in the setting or out.



PARENTAL INVOLVEMENT POLICY

Policy Statement

We believe that parents are their children's first and most important educators. We want to work in partnership with all parents to help children reach their full potential and get the most out of their time with us at Flamstead Preschool.

Procedure

We encourage and support parents to play an active part in the governance and management of the Preschool. Members to our committee are always welcome. We rely on parents' involvement in our fundraising efforts and we welcome contributions from parents in whatever form these may take.

We always try to organise meetings so they are accessible to all and no parent feels excluded. We provide information about opportunities for being involved in the Preschool in ways which are accessible to all parents.

We email out a regular newsletter outlining what the children are going to be doing during the coming weeks, in a bid to involve the parents in their child's curriculum.



PREVENT DUTY POLICY

Policy Statement

Everyone at Flamstead Preschool works with children, parents and the community to ensure the rights and safety of our children and to give them the very best start in life. From July 2015 the government has called for all schools and childcare providers to have “due regard to the need to prevent people from being drawn into terrorism.” This duty is known as Prevent Duty.

Procedure

We provide training to ensure that all staff are confident in safeguarding issues, including identifying children at risk of radicalisation of any kind.

We build children’s resilience to radicalisation by promoting fundamental values for equality. (*See Values Policy and Equality & Diversity Policy*). This is done through EYFS framework of Personal, Social and Emotional Development and Understanding the World.

Each child in our setting has a Key Person, who works to know that child well. Prevent does not require unnecessary intrusion into Family life, but as with any other safeguarding risk, staff must take action if they observe behaviour of concern

The Committee run a thorough and safe recruitment process, collecting all the relevant references, identity checks and education certificates as well as carrying out an Enhanced DBS before a person is appointed. All applicants are made aware any position at Preschool is exempt from the Rehabilitation of Offenders Act 1974.

We review our Safeguarding Policies regularly.

What to do if you have a concern about a child

You should follow the Preschool’s normal Safeguarding procedures. (see Safeguarding Children Policy)

You can also contact the local police force on 101 (the non-emergency number). They can talk in confidence and help you gain access to support and advice.

The Department of Education has a dedicated telephone helpline 0207 340 7624 to raise any concerns regards extremism. You can also email counter.extremism@education.gsi.gov.uk

Channel is a government run panel, which focuses a multi-agency approach to provide early stage support to people identified as being vulnerable to being drawn into terrorism.

<https://www.gov.uk/government/publications/channel-guidance>



If you think a child is at risk from being at immediate harm or security incident then you must follow Preschool's emergency safeguarding procedures and call the Police on 999.

Further reading

Counter Terrorism & Security Act 2015

Equality Act 2010



SETTLING IN & KEY PERSON POLICY

Policy Statement

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. We are committed to the key person approach which benefits the child, the parents, the staff and the setting. It encourages secure relationships which support children to thrive, give parents confidence and make the setting a happy place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's well-being and their role as active partners with our setting. We aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

Procedures

We allocate a key person before the child starts. The key person is responsible for:

Providing an induction for the family and for settling the child into our setting.

Completing relevant forms with parents, including consent forms.

Explaining our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.

Offering unconditional regard for the child and being non-judgemental.

Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.

Acting as the key contact for the parents.

Developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.

Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.

Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.

We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other adults and children.



Settling-in

Before a child starts to attend our setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual we provide opportunities for the child and his/her parents to visit the setting.

The key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.

We use pre-start visits and the first session at which a child attends to explain and complete, with his/her parents, the child's registration records.

When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.

We have an expectation that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child; increasing this time as and when the child is able to cope.

Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.

We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

We recognise that some children will settle more readily than others, but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for at least the first week, or possibly longer, until their child can stay happily without them.

We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.

We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

The progress check at age two

The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance A Know How Guide: The EYFS progress check at age two.

The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.

Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.

The progress check will describe the actions that will be taken by us to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).



The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.



SICK CHILD POLICY

Policy Statement

We will work to limit the transmission of any infections from one child to another child or amongst the staff.

Procedure

If a child is sick whilst at Preschool, one adult stands by the area, keeping other children away, whilst another member of staff fetches the relevant equipment to clean up the area. This is to prevent cross infection.

The parent of the sick child is then contacted and asked to collect the child. In the meantime the child is sat down away from the other children, again to prevent cross infection.

We encourage parents to tell us if their child has been sick, unwell or is acting out of sorts.

Ofsted is notified of any infectious diseases that a qualified medical person considers notable.

A poster for 'Guidance of Infection Control' is displayed on the Preschool notice board.

If a child has been sick or has had severe diarrhoea we would ask that they do not return to Preschool until forty eight hours have passed since they last vomited or had a loose motion. This is to stop the unnecessary spread of germs and infection to other children and staff.

We would ask that parents keep their children away from Preschool in line with the following periods of exclusion advice.

DISEASE OR ILLNESS	EXCLUSION PERIOD
Antibiotic prescribed	At least 48 hours
Conjunctivitis	Until fully recovered
Chicken Pox	One week from the appearance of spots if all spots crusted over.
Cold Sores	No exclusion period
Diarrhoea & Vomiting	48 hours since last incident
Flu (Influenza)	Please keep your child away from Preschool until they have recovered and no longer need Calpol or alternative
Glandular Fever	Please keep your child away from Preschool until they have recovered and no longer need Calpol or alternative



Hand, Foot & Mouth	Please keep your child away from Preschool until they have recovered and no longer need Calpol or alternative. Exclusion can be used in some circumstances. Contact HPT if large number of children infected.
Head Lice	Until appropriate treatment has been given
Impetigo	Until the skin has healed
Measles	5 days from the appearance of rash
Mumps	5 days from the onset of swollen glands
Ringworm (Body)	Seldom necessary to exclude provided treatment is being administered
Ringworm (Scalp)	Until cured
Rubella (German Measles)	5 days from the appearance of rash
Scabies	No need for exclusion once appropriate treatment has been given
Scarlet Fever	Antibiotic treatment recommended, so please keep your child away from Preschool for 48 hours after antibiotics started.
Slap Cheek	Please keep your child away from Preschool until they have recovered and no longer need Calpol or alternative
Temperature or Fever	If sent home the child must stay away from Preschool for 24 hours
Tonsillitis	Please keep your child away from Preschool until they have recovered and no longer need Calpol or alternative
Warts	No exclusion, but wart should be treated and covered
Whooping Cough	After 5 days of starting antibiotic course
Verrucae	No exclusion, but verrucae should be treated and covered

Please do ask a member of staff if you are unsure how long to keep your child away from Preschool whilst they are recovering from any other illness not listed above



SOCIAL MEDIA POLICY

Policy Statement

Safeguarding must be at the centre of everything we do at Flamstead Preschool.

Social media has an important and increasingly popular role to play in our society and whilst we have robust Safeguarding and Confidentiality Policies, it is vital that a modern childcare provider has clear guidelines specific for any website where an individual can post comments, photographs, videos and share documents.

Careless social media site use could lead to serious issues of data protection and confidentiality breaches, compromise the integrity and reputation of Flamstead Preschool, affect the privacy of staff and parents, or more importantly, put the children in our setting at risk.

Procedure

Every employee and parent or carer has the right to express themselves and communicate online, but as a responsible childcare provider we must set professional boundaries.

Staff, Volunteers, Trustees and Committee Members must:

- Not refer to any children by name.
- Not include any images or videos of themselves or work colleagues, volunteers, trustees or committee members, which may be perceived as inappropriate.
- Not post any images of children or their families on their own social media accounts. N.B. Photographs of preschool children can be used on the settings' Facebook pages and website with written consent of the parents. (*see Mobile Phone and Camera Policy*)
- Not post any confidential information about the setting or those involved with the setting.
- Ensure that negative personal comments are not made about colleagues, volunteers, trustees or committee members, children, families and other professionals associated with Flamstead Preschool.

Personal mobile phones belonging to staff or volunteers are not to be used on the premises during working hours – except in the event of an emergency.

Personal mobile phones are not to be used to take photographs of children in setting.

Photographs or recordings of children are only taken on equipment belonging to Flamstead Preschool in order to record their development or their



participation in events organised by us. Camera and video use is monitored by Sarah McCarthy. (See *Mobile Phone & Camera Policy*).

We must all remember that no information sent over the internet is totally secure. We will respect the confidentiality of all children and their families, during and after their time with us. (See *Confidentiality Policy*)

Any material posted online in reference to Flamstead Preschool by any employee or volunteer is the responsibility and view of the poster. Any member of staff found to be posting remarks deemed to be detrimental to the Preschool or their colleagues will face disciplinary action. Disciplinary action will also be taken if staff or volunteers post or publish photographs of the setting, children or staff without permission.

We will continue to maintain the high levels of professionalism, honesty and respect that Flamstead Preschool has always been proud to deliver.

We ask parents and carers to:

- Not to take photographs in setting unless it is at a specific event such as our Christmas Show or Leaver's Ceremony. Then, we insist that parents must not post or share any images of other children or families online without their consent.
- Ensure all personal comments about the Preschool and its staff are posted with regard to libel and deformation of character laws.

Parents sign a consent form and can specify whether or not images of their children can be used for Preschool business - printed or online. (See *Mobile Phone & Camera Policy*)

As Preschool Practitioners, Volunteers & Committee Members, we are unable to monitor and control parent usage and can only act upon any information that comes to our attention, which is deemed to be detrimental.

Flamstead Preschool's online presence

Flamstead Preschool has one social media page on Facebook, <https://www.facebook.com/Flamstead-Preschool-1489833717946583/?ref=hl> it is used as an advertising tool. It is maintained and moderated by Sophie Lechner King.

We also have our website <http://www.flamsteadpreschool.co.uk> . This is a small website to showcase and advertise who we are and the childcare we offer. All photographs here were taken with express permission from parents and carers of the children involved. The site is maintained by Sophie Lechner-King and hosted by Wix. All content has been written by the Preschool Committee and is updated as needed.



What to do if there is a problem

If anyone becomes aware of any social networking activity from either the setting body or parent and carer body, that would be deemed unprofessional or distasteful, please contact either Sarah McCarthy, Lead Practitioner or Emilie Griffin, Committee Chair.



SPECIAL EDUCATIONAL NEEDS/DISABILITY POLICY

“A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her”. As defined in the SEN Code of Practice (page 15, xiii), Dept. of Education and Dept. of Health. HM Government

Policy Statement

All children are welcome at Flamstead Preschool and we provide an environment in which all children are treated as individuals and supported to reach their full potential.

Procedure

Flamstead Preschool has an inclusive admission policy, which ensures equality of access and opportunity for all. (See Admission Policy) We do not discriminate against any child, family or member of staff. We have regard for and the Equality Act 2010 as well as the DfES Special Educational Needs Code of Practice 2014.

The designated member of staff who is our Special Educational Needs Co-ordinators (SENCo) is **Sarah McCarthy**, but everyone who works at Flamstead Preschool has a responsibility in the provision of care for children with Special Educational Needs or disabilities. We provide training for practitioners and volunteers to help them support families with special educational needs and disabilities.

Our Inclusion Development Officer is Julie Carroll – She is employed by Hertfordshire County Council and you can contact her on 07770 637105. She is there to help us support parents and children with Special Educational Needs or disabilities. We will also liaise with Julie Carroll and the area SENCos in order to make sure we are offering the best support we can to our families with SEN or disabilities.

We work closely with parents or carers of children with SEN or disabilities to create and maintain a positive partnership to support each child's special educational needs; and we ensure that they are informed at all stages of the assessment, planning, provision and review of their children's time with us.

We have built up good links and liaise as appropriate with professionals such as Health Visitors, Speech & Language Therapists, Educational Psychologists and Children's Centres.



We provide a broad and balanced inclusive curriculum for all children and make adjustments to activities to support any child with SEN or disabilities using Early Years Foundations Stage Development Matters.

We ensure that our physical environment, both inside and out, is, as far as possible, suitable for children and adults with disabilities.

The SENCo at Flamstead Preschool will help decide if your child has any special educational needs. They will take the lead in observations and assessments of children with SEN and work with your child's key person to carry out these assessments.

We use a **Graduated Approach** (SEN Code of Practice 2014) for identifying, assessing and responding to each child's special educational needs. This identifies four stages of action: **assess, plan, do** and **review**.

Assess

In identifying a child as needing SEN support, the key person, working with one of the settings SENCo, as well as the child's parents, will have carried out an assessment of the child's needs. This initial assessment will be reviewed regularly to ensure that support is matched to need.

Where there is little or no improvement in the child's progress, more specialist assessment may be called for from specialist teachers or from health, social services or other agencies from beyond our setting. This is all done with the parent's agreement.

At this point we will also request permission from the parent or carer for us to complete Hertfordshire's, **Individual Assessment of Early Learning and Development (IAELD)** to aid our planning for their child's specific needs.

Plan

Where it is decided to provide SEN support we formally notify the parents/carer. We will then agree, in consultation with them: the outcomes they are seeking; the interventions and support to be put in place; the expected impact on progress; and a clear date for review. These SEN Support Plans should also take into account the views of the child.

Do

At Flamstead Preschool each child has a key person who helps forge links with the child to help them settle in and tracks their progress during their time with us. The key person will do the same for a child with SEN, but they will be supported by one of the settings SENCo who will oversee the implementation of the interventions or programmes agreed as part of the SEN support.

The SENCo will work with the SEN child's key person to assess the child's response to any action taken and advise on how to best implement further support.



Review

Each SEN child's progress will be reviewed at least half-termly. The impact and quality of support offered will be evaluated by the child's key person and the SENCo alongside the child's parents or carers. Parents or carers should have clear information about the impact of the support provided and be involved in planning next steps.

At each stage parents are encouraged to be engaged with the setting; contributing insights to assessment and planning. Intended outcomes should be shared with parents and reviewed with them, along with action taken by the setting on an agreed timeline.

As your child approaches Primary School age, we will work with you and the school to help plan the support your child may need there. We will pass on all records held about the help your child has had during their time with us.

Hertfordshire Council should carry out an **Education, Health and Care Plan (EHCPs)** assessment if it is thought that your child's needs cannot be provided for from our Preschool's own resources. Families of children with an EHCP are entitled to a personal budget to help fund their care. Where a child has an EHCP, the local authority must review that plan at least every twelve months. As part of this review, they can ask setting to hold the annual review meeting on its behalf.

Existing statements will be transferred over to the EHC system from September 2014 – usually during an annual review or key transition for the SEN child.

We use the **Team Around the Child** approach to make sure we work closely with other agencies to get the best support for each SEN child.

We use a **Common Assessment Framework (e-CAF)** to assess an individual's needs. We work closely with parents to ensure background information is collected and shared appropriately. We also follow the national Early Support programme. This all aims to improve communication and joint working between any practitioner your child might need support from and to simplify the flow of care for your child.

We will provide parents with information on sources of independent advice and support.

Local authorities must publish a **Local Offer** - setting out in one place information about what provision can be expected to be available for all children and young people who have SEN or are disabled in the local area.

Flamstead Preschool also have a Local Offer which feeds into the Hertfordshire County Council Local offer and follows this policy and it can also be seen on the About Us page of our website.



We regularly review our practice and provision, and if necessary make adjustments.

Please let us know if you have any questions arising from this policy.

Further reading

Special educational needs and disability code of practice: 0 to 25 years (2014)

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

For more information on EHCs please see Chapter 9, Education, Health & Care needs assessments and plans (pp86-87)

Equality Act 2010: What do I need to know? *Equalities Office, HM Government (2010)*



SEND Information Report – LOCAL OFFER

Flamstead Preschool (Ofsted no129341)

1. How does the setting know if children need extra help and what should I do if I think my child may have special educational needs?

At Flamstead Preschool you can speak to a member of staff at any time regarding any concerns you may have about your child.

Sarah McCarthy is our dedicated coordinator for special educational needs and disabilities -- however you may approach any staff member at the setting.

If your child has a special need before starting at Flamstead Pre School, our dedicated SENCO will work with you to ensure everything your child will need, is put in place, before they join us. Every child will also be allocated its own key person who will ensure your child settles smoothly into preschool. This key person will also be responsible for monitoring your child's progress and development throughout the EYFS framework. The key person will work closely with the SENCO'S to ensure the child's needs are being met.

We work closely with other professionals, for example, Health Visitors, Speech and Language Therapists and other healthcare professionals to ensure every child is given the appropriate support.

We offer the very best care and opportunities we can for each child in our care

2. How will the setting staff support my child?

At Flamstead Pre School we have one member of staff who is our specialist SENCO'S. She has lots of experience helping children with a wide range of needs.

Your child's key person will develop a strong bond with your child which will begin during their settling in sessions where the member of staff will play with and get to know your child. This will enable your child to feel happy and secure before starting with us.

Your SENCO will continue to work with you during your child's time at Pre-School and ensure you are closely involved at all stages and will also liaise with a wide range of professionals.



3. How will I know how my child is doing?

You are always welcome to discuss your child's progress informally with a staff member at the end of a session. However if you do have a concern you wish to discuss more formally, arrangements can be made with your child's key person or the setting manager.

Regular parents' evenings are also held where you will have the opportunity to look at your child's Learning Journal and discuss your child's progress. If your child has additional needs, the regularity of meetings will vary to ensure their needs are being met and you are kept fully informed and involved.

4. How will the learning and development provision be matched to my child's needs?

We will observe and assess your child and plan their learning around this. Activities will be put in place for the child's individual needs. We will also work with other professionals to support your child's needs and the setting SENCO will ensure training is accessed for staff to support your child's learning and well-being.

5. What support will there be for my child's overall well-being?

We will involve other professionals to ensure all children are supported in their learning and development.

We support you with toilet training your child and with any issues regarding eating and sleeping.

The Preschool is equipped with a changing table and mats, potties and steps provided to enable the children to become independent in their personal development.

We provide a warm 'home from home' environment and each child has their own key person who gives them a sense of belonging and security.

If your child has a specific-medical need, staff will undergo training to ensure we are able to administer medication prescribed by a GP, as outlined in our First Aid and Medication Policy.

Our behavior management policy outlines the procedures used at the Preschool. If your child needs extra support to manage this we can meet with you to put strategies in place that will best support your child at both home and Preschool.

We can also request support from the inclusion development officer if we feel your child needs further support.



All children are given a positive approach to their individual needs.

6. What specialist services and expertise are available at, or accessed by the setting?

We work very closely with our local Inclusion Development Officer, who regularly visits the setting to support us put in place strategies to best support, our children's needs. Staff also access training from the Inclusion Development Officer to keep us fully up to date, which helps us to extend our knowledge in this area.

We have good links with our local children's Centre and have also accessed support from other agencies such as Speech and Language Therapists and Health Visitors.

We have good relationships with the local school and have recently put in place new strategies to support the children's transitions. We also collect Nursery Class children from the school daily so they can spend lunchtimes and afternoon sessions with us. This gives the children opportunities to become meet and become familiar with the staff there. We also have the Nursery Class teacher spending time at our setting to make the process of moving to school much smoother for the child.

7. What training and/or experience do the staff, supporting children with SEND, have?

All staff at Flamstead Preschool have lots of experience working with children with special needs. Our SENCO and manager has over 15 year's experience supporting children with various special needs.

8. How will my child be included in activities outside the setting?

Your child will be fully involved in outdoor activities and we will work closely with you to achieve this. If you would like to be involved with any outside events or trips, you are welcome to come along. However you are not expected to take part if you are not available or wish not to. Our staff will always ensure that your child has the opportunity to participate fully in activities outside the setting. A full risk assessment is always carried out prior to any trip taking place.

9. How will I be involved in discussions about and planning for my child's learning and development?

You will be fully involved in discussions planned around your child's learning



and development. Your child's key person will be available to discuss this with you and more formal meetings are held to ensure we are working together to get the best possible outcomes for your child.

We will always obtain parental consent before referring to any outside agency regarding your child's learning and development.

10. How accessible is the building/environment?

Our environment is very accessible. We have wheelchair access to our building and a disabled toilet.

Our outside area is an accessible concreted area and we have a large sandpit that is accessible to all.

We also have two rooms and have the flexibility to arrange furniture as necessary

11. How will the setting prepare and support my child with transitions between home, settings and school?

Before starting at Preschool you and your child will be invited to some settling-in sessions to help your child become familiar with their new surroundings and for you to be able to get to know the staff at the setting so you are reassured your child is being cared for in the best possible way.

You will meet with your child's key person who will help to settle your child into Preschool and you can discuss with us any concerns you may have prior to your child starting with us.

We also have visits from the local school teacher who works closely with us and gets to know the children before they start at their new school.

When it is time for your child to start in the Nursery Class, their new teacher will come and visit the Pre School -- this gives your child the opportunity to meet them and their key person will discuss your child's progress with them.

12. How will the setting's resources be used to support children's special educational needs?

Our building gives us the opportunity to be very flexible in the layout of our toys and how they are used. All of our equipment is age and stage appropriate and



adults support the children in their use of them.

We have access to a wide range of resources that can be borrowed from the local children's Centre.

If any item is needed for a specific need, we will seek to borrow it.

13. Who can I contact for further information about the early years offer in the setting?

You can contact the setting manager **Sarah McCarthy** for further information or contact us on **07542 109058** or email info@flamsteadpreschool.co.uk You can also visit our website. www.flamsteadpreschool.co.uk

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability please go to

<http://directory.hertsdirect.org/kb5/hertfordshire/directory/localoffer.page>



STAFF DISCIPLINARY PROCEDURE

Policy Statement

We want to encourage all employees to achieve high standards in a fair and consistent manner. Employees know the standard of conduct and work performance expected of them during their time at Flamstead Preschool. This disciplinary procedure sets out a framework to help both committee and staff to maintain these standards.

Procedure

If an allegation against a member of staff has occurred, the Lead Practitioner (Sarah McCarthy) must inform the employee that there has been an allegation and an investigation is to take place.

If the allegation is to do with the abuse or neglect of a child then our Safeguarding Policy must be strictly followed.

The Designated Senior Manager (Sarah McCarthy or Jackie Ismay) must contact the Local Authority Designated Officer (LADO). The LADO must be informed of any allegation of abuse or neglect by a member of staff within one working day. They will then tell you what you need to do next. (See *Safeguarding Policy*)

If the allegation is not a matter for LADO then a written statement must be taken of the employee's alleged conduct or circumstances as soon as possible. Statements should include, where possible, dates, times, details of those present and the issues of concern. The Lead Practitioner, working with the Committee Chair, must then establish the facts to decide whether there is a need for a disciplinary meeting.

If a disciplinary meeting is thought necessary, copies of any witness statements must be sent to the employee along with any other evidence that will be relied on during the investigation.

The employee is then invited to attend a disciplinary meeting with the Lead Practitioner and Committee Chair, to discuss the matter. They have the right to bring along someone to accompany them to the meeting. The employee should also be given a fair amount of notice of the meeting in order to prepare sufficiently.

A disciplinary meeting must take place before any disciplinary action is taken – except where immediate suspension of the employee is needed for safeguarding reasons.



At the meeting, the employee has the right to respond to the allegations. The Committee Chair and Lead Practitioner will then decide whether or not to issue a disciplinary penalty.

The outcome of the disciplinary meeting must be confirmed within ten working days, and must include the employee's Right to Appeal.

All time limits in disciplinary procedures may be extended by mutual agreement of all parties involved.

No employee will be dismissed for a first offence except in cases of gross misconduct.

Gross misconduct includes:

Serious failure to comply with policies, procedures and legal safeguarding requirements; Serious breach of confidentiality. Theft; Fraud; Physical Violence; Serious bullying or harassment; Deliberate damage to property; Misuse of the settings name, including virtual data or email; Bringing the organisation into disrepute; Serious incapability brought on by illegal drugs or alcohol; Serious negligence which causes or might cause unacceptable loss, damage or injury; Serious infringement of health and safety rules. This is not an exhaustive list.

For minor or isolated incidents, the Lead Practitioner or Committee Chair should give employees informal advice, coaching or counselling as part of their supervisory role.

The disciplinary procedure outlined above will be followed if a practitioners decline in conduct, performance or expected behaviour continues despite this informal advice, coaching or counselling.

Appeal

If an employee feels they have been disciplined unfairly, they may appeal in writing to the Committee Chair within five working days of the date of the disciplinary letter. An appeal meeting will be arranged with the employee, the Committee Chair and the Treasurer within fifteen working days of the employee's request.

Written minutes of the meeting will be taken and circulated to all at the meeting and the Committee chair will write to the member of staff within 10 working days advising them of the decision made.

Disciplinary penalties

The seriousness of the offence will determine which disciplinary penalty is issued.



Formal Verbal Warning – This will be issued for minor breaches of organisational discipline, misconduct or timekeeping; or failure to meet performance criteria.

This warning should be confirmed in writing. This needs to be signed by the employee to say they accept the disciplinary action.

If the verbal warning relates to unsatisfactory performance then the record of warning letter should set out: the performance & improvement required, the timescale for any improvement, any review date, and any support offered.

If the warning relates to a practitioners conduct, then the nature of misconduct and change of behaviour needed should also be set out in written record of warning.

The warning will be placed on the employee's personnel file. After a period of three months, if no further disciplinary action has been found necessary, and the minor breach has been resolved, then the warning will expire.

Written Warning – If the infringement is thought to be more serious, or the employee's work or conduct is still unsatisfactory after a formal verbal warning, a disciplinary meeting will be conducted by the Lead Practitioner.

This will follow the procedure described on page 56.

That is, the employee will be told of the complaint along with any evidence collected and be given an opportunity to respond. The employee will be told of the decision and given a letter of confirmation within ten working days of the meeting.

This confirmation will state; the date of the disciplinary meeting and those present; the penalty imposed; details of misconduct, poor performance or timekeeping and the changes required; timescales for any improvement; details of any extra support such as training or supervision; details of the next step in the disciplinary procedure for that case and the employee's right of appeal

After six months, if no further disciplinary action has been needed and the minor breach has been resolved, the warning will expire.

Final Written Warning - If the employee's work or conduct does not improve or the infringement is sufficiently serious the same procedure for issuing a written warning will be followed warning that any further misconduct will result in dismissal with appropriate notice.



After either six or twelve months (at the Committee Chair's discretion), if no further disciplinary action has been found necessary and the breach resolved, the warning will expire.

Dismissal with notice – An employee can be dismissed and their notice period paid as set out in their contract, unless, there has been an act of gross misconduct or major breach of duty or conduct which brings the Preschool into disrepute. Then, they employee can be dismissed without notice.

Any dismissal must be confirmed in writing within five days of the disciplinary interview. As well as all the information included in a written warning, the letter should also include any money owed to the individual, how it will be paid and the final date of employment.

Summary dismissal - Suspension should be used sparingly. Cases involving potential allegations of abuse or neglect and Gross Misconduct will usually result in suspension. Investigations to any allegations resulting in suspension should be carried out swiftly in order to reach a fair but prompt resolution and keep suspensions as brief as possible.

In any case of alleged misconduct towards a child, we will strictly follow our Safeguarding Policy.



STAFF GRIEVANCES PROCEDURE

Policy Statement

We will deal with any grievances that may arise amongst the staff in a supportive, professional and confidential manner. We want to maintain a happy team of staff as we believe this benefits all associated with Flamstead Preschool.

Procedure

If a member of staff has a grievance then they should attempt to resolve this firstly by speaking to the Preschool Leader Sarah McCarthy where appropriate. The Management Committee Chair Emilie Griffin is also happy to listen to any staff grievances.

If this discussion does not resolve the grievance then the complaint needs to be put in writing to the settings leaders and Committee Chair.

The Committee chair will then arrange a grievance hearing meeting within 10 working days of receiving this letter. The member of staff raising the grievance can choose to have a friend or family member attend this meeting with them. The Treasurer will also attend the grievance hearing.

Written minutes of the meeting will be taken and circulated to all at the meeting and the Committee chair will write to the member of staff within 10 working days advising them of the decision made.



STAFF WHISTLEBLOWING PROCEDURE

Policy Statement

The well-being and safety of children at Preschool is of utmost importance to us. We are a transparent, trustworthy childcare provider.

Procedure

If a member of staff has concerns about the safeguarding of children at our Preschool they can contact the Ofsted Whistleblower hotline on 0300 123 3155 (Mon - fri 0800 - 1800). They can also e-mail them on whistleblowing@ofsted.gov.uk.

Ofsted can be also be contacted via an online reporting form ofstedonline.ofsted.gov.uk

Ofsted recommend you also call the independent whistleblowing charity, Public Concern at Work on 0207 404 6609 to help you decide whether and/or how to raise your concerns.



STAFFING & EMPLOYMENT POLICY

Policy Statement

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked through Criminal Records Bureau or Disclosure & Barring Service in accordance with Ofsted's requirements.

Procedure

Staffing

We make sure Flamstead is staffed according to current guidelines. The staff to child ratios are;

Children under two years of age: 1 adult : 3 children:

at least one member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under two;

at least half of all other staff hold a full and relevant level 2 qualification;

at least half of all staff have received training that specifically addresses the care of babies; and

where there is an under two-year-olds' room, the member of staff in charge of that room has suitable experience of working with under twos.

Children aged two years: 1 adult : 4 children:

at least one member of staff holds a full and relevant level 3 qualification; and

at least half of all other staff hold a full and relevant level 2 qualification.

Children aged three years and over: 1 adult : 8 children:

at least one member of staff holds a full and relevant level 3 qualification; and

at least half of all other staff hold a full and relevant level 2 qualification.

A minimum of two staff are on duty at any one time regardless of the number of children present.

We only include those aged 17 years or older within our ratios where they are competent and responsible. We may also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.

We use a key person system to ensure that each child and its family have a designated member of staff they can initially talk to. This key person is also a valuable way of settling in children to our setting.



We hold weekly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Training and employment

We maintain equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for all staff and volunteers.

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

All staff have job descriptions which set out their roles and responsibilities.

We provide staff induction training in the first week of employment. All staff are required to read and sign our Policies and Procedures paying special attention to our Health and Safety Policy and Safeguarding Children Policy.

Our Preschool budget allocates resources to training, and remunerates staff for hours spent training.

We support the work of our staff by holding regular supervision meetings. Staff have annual appraisals (see Appraisal Policy).





STUDENT PLACEMENT POLICY

Policy Statement

Flamstead Preschool recognises that qualifications and training make an important contribution to the quality of care we offer our children. As part of this commitment we offer apprenticeships to students who are working towards CACHE level 2 and level 3 in Childcare. We will offer students support in their learning and good experience of quality practice in early years.

Procedure

We require students to meet the suitable person requirements of Ofsted. We will supervise students at all time.

All students are required to follow the preschool's policies and procedures and work to the same values and ethics as all members of staff here at Flamstead Preschool.

Students who are with us on a short term basis are not counted in our staffing ratios, but students who are placed for longer periods can be counted in staffing ratios provided we believe them to be competent.

We co-operate with the student's tutors in order to help the student fulfil the requirements of their course.

We communicate a positive message to the students as well as families of children at the preschool about the value of training and qualifications.



SUN SAFETY POLICY

Policy Statement

We will ensure that the children and staff are not at risk of becoming ill or sunburnt through exposure to the sun whilst attending Preschool.

Procedure

Staff and parents need to work together to protect the children from the damaging effects of the sun.

Parents are responsible for ensuring their children come to Preschool with appropriate clothing. During the summer months, we ask that your child bring a sun hat with them to protect them from the sun. When appropriate, please dress them in lightweight clothing to prevent overheating.

Sun protection cream must be applied by parent or guardian prior to Preschool. Staff will reapply sun protection cream to your child if you request it. You must put a bottle of the cream (clearly labelled with their name) in their bag.

If the sun is particularly strong we would not play outside long and we will minimise time spent outside at the hottest part of the day. We make sure that there are sufficient shady areas for your children to play.

Drinking water is made available to children at all times to avoid children becoming dehydrated.

We will ensure staff and volunteers take a responsible attitude to their own sun safety.



VALUES POLICY

Policy Statement

Everyone at Flamstead Preschool has a role to play in the personal, social and emotional well-being of all children in our care. We will provide a safe environment that promotes democracy, freedom, mutual respect and tolerance.

Procedure

Staff help children develop their self-confidence and self-awareness, letting them know that all their views count and asking questions is a good thing.

We demonstrate democracy in action, for example, deciding together, with a show of hands, what the theme of the role play area should be in preschool. We show respect to others by taking turns, sharing and collaborating in our play.

We believe that promoting positive behaviour is crucial to helping children flourish. We have a Behaviour Management Policy in place that outlines how children are expected to behave and be free to learn and play without fear of being hurt or being unfairly restricted by anyone. We help children understand their own and others' behaviours and its consequences. Our rules at preschool apply to everyone equally.

We provide a safe environment to talk about our feelings. We encourage independent thinking and offer a range of experiences that allow children to understand that it is ok to have different opinions – for example, talking in a group about moving on from preschool up to the School Nursery class.

We are an inclusive preschool – all views, faiths, cultures and races are valued with respect and tolerance. The children experience a diverse range of faiths and cultural traditions and celebrations through our curriculum. (See *Equality & Diversity Policy; Admissions Policy; Safeguarding Policy*)