

# **Chedzoy Preschool** 😊

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# Chedzoy Preschool ☺

## **Additional Needs Policy**

Chedzoy Preschool aims to have regard to the DFES Code of Practice on the identification and assessment of special educational needs whilst providing a safe and welcoming environment and appropriate social, learning and play opportunities for all children. Our Special Educational Needs Co-ordinator is Pat Davies.

Children with additional needs, like all other children, are admitted to the pre-school after consultation between parents/carers, pre-school leader and any other support group with which child/family are involved – pre-school provision whilst child's best interests and future development are met by our provision, following on-going liaison with parents/carers and advice from support workers.

Our key worker system ensures that each adult will be specifically responsible for a small number of children, giving opportunity for plenty of adult time and attention. All staff have a responsibility for all children.

If it is felt that a child's needs cannot be met in the pre-school without the support of a one-to-one worker, funding will be sought to provide one.

We work in liaison with staff outside the group such as social workers, therapists, health visitors. Psychologists and paediatricians to meet individual children's needs if required.

Our staff attend wherever possible in-service training on special needs arranged by other Professional bodies. Facilities and curriculum planned activities will be available to all with provision being made to suit individual needs which are regularly assessed.

We operate an admissions process comprising registration form, visits, welcome pack and discussions with parents/carers.

Being aware that some kinds of behaviour may arise from a child's special needs, we would seek guidance from supporting professionals regarding any concerns over behaviour.

The pre-school takes every step in its power to build-up trusting and supportive relationships between family/staff within the group. Parents/carers are welcomed into the group at all times and are given every opportunity to consult with key worker/pre-school leader/special educational needs co-ordinator.

When specific needs determine, advice and guidance will be sought from appropriate sources and an Individual Educational Plan (I.E.P.) implemented. The I.E.P. will be regularly reviewed whilst continuing liaison/guidance parents/carers.

We follow current Special Educational Needs Code of Practice.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of Pre-school**

# Chedzoy Preschool ☺

## **Admissions Policy**

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

- ensure that the existence of the Preschool is widely known in all communities. We will place notices advertising the Preschool in places where all sections of the community can see them
- arrange our waiting list by order of date of registration
- describe the Preschool and its practices in terms which make it clear and welcomes both mothers and fathers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups, including those with additional needs
- make our equal opportunities policy widely known
- consult with families about the opening times of the Preschool to avoid excluding anyone
- be flexible about attendance patterns so as to accommodate the needs of individual children and families
- information about our Preschool is available in written form – where necessary we will communicate in spoken form, we will try to provide information in Braille, through signing or an interpreter/translation

**This policy was adopted at a meeting of Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Policy for Behaviour Management**

The named staff member(s) who have responsibility for Behaviour Management are Pat Davies and Karen Morris.

We believe that children and adults flourish in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within Preschool and explained to all newcomers, both children and adults.

All adults in the Preschool will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful patterns of behaviour.

All adults will provide a positive model for the children with regard to friendliness, care and courtesy.

Adults in Preschool will praise and endorse desirable behaviour such as kindness and willingness to share.

We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

### **When children behave in unacceptable ways:**

Physical punishment, such as smacking or shaking, will not be used nor threatened.

Children will never be sent out of the room by themselves as a punishment.

Techniques intended to single out and humiliate individual children such as 'naughty chair' will not be used.

Children who misbehave will be given adult support in seeing what was wrong and working towards a better pattern. Where appropriate this might be achieved by a period of 'time out' with an adult.

In cases of serious misbehaviour, such as bullying, racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanation rather than personal blame.

In any cases of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.

Adults will not shout or raise their voices in a threatening way.

Any behaviour problem will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.

Recurring problems will be tackled by the whole Preschool, in partnership with the child's parents, using observation records to establish an understanding of the cause.

Adults will be aware that some kinds of behaviour may arise from a child's special needs.

We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our Preschool Leaders and recorded in our Incident Book. A parent/carer is informed on the same day and signs the Incident Book to indicate that he/she has been informed.

## **Bullying**

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

If a child bullies another child/children:

We intervene immediately to stop the child harming the other child/children.

We give reassurance to the child/children who have been bullied.

We explain to the child doing the bullying why his/her behaviour is inappropriate.

We support the child who has done the bullying to understand the effects on others of their actions.

We make sure that children who bully receive praise when they display acceptable behaviour. We do not label children who bully.

When children bully, we discuss what has happened with their parents/carers and work out with them a plan for handling the child's behaviour.

When children have been bullied, we share what has happened with their parents/carers; explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

Incidents are recorded in Accident/Incident Book for future reference.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of Preschool by**

# Chedzoy Preschool ☺

## **Child Protection – Policy and Procedures**

The named member(s) of staff responsible for Child Protection are Karen Morris and Pat Davies.

We intend to create in our Preschool an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

### **Exclude known abusers**

It will be made clear to applicants for posts within Preschool that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the Preschool, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, either paid or voluntary, will be subject to a probationary period and will not be confirmed unless the Preschool is confident that the applicant can be safely entrusted with children. All successful applicants need to agree to a Criminal Records Bureau check and approval (CRB).

### **Seek and supply training**

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse together with appropriate procedures to follow and carry out.

### **Prevent possible abuse by means of good practice**

Adults will not be left alone for long periods with individual children or small groups.

Adults who have not been registered as 'fit' persons will not take children unaccompanied to the toilet or be left alone with any child/children.

Preschool facilities will permit constant supervision of all children. Staff are aware when children independently use toilet facilities.

### **Respond appropriately to suspicions of abuse**

Changes in children's behaviour/appearance will be investigated and acted upon without delay.

Parents/carers/guardians will normally be the first point of reference, though suspicions will also be referred as appropriate to the Social Services Department.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff and the Preschool Leaders.

## **Keep records**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual ongoing records of a child's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation, where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people in the Preschool other than the Preschool Leader and keyworker.

## **Liase with other bodies**

The Preschool operates in accordance with local authority guidelines. Confidential records kept on children about whom the Preschool is anxious will be shared with the Social Services Department if the Preschool feels that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities, the child's parents will be informed at the same time unless it is felt that a child is at immediate risk. In the case of possible sexual abuse parents/carers are not informed, in such instances social services/police will investigate from the outset. If the child or a staff member is thought to be at immediate risk social services/police will again investigate from the outset.

The group will have details of local Social Services Offices and Childcare Advisory Teams. Contact telephone numbers are located with Child Protection Information at the back of the Policies and Procedures Manual.

IF A REFERRAL IS MADE NOTIFY OFSTED AND THE CHAIR OF THE PRESCHOOL MANAGEMENT COMMITTEE OF THIS FACT. NOTIFICATION IS THAT A REFERRAL HAS BEEN MADE AND THAT THE MATTER IS IN THE HANDS OF THE APPROPRIATE OUTSIDE AGENCY. OFSTED WILL ADVISE OF THEIR REQUIREMENTS. CONFIDENTIALITY REMAINS KEY.

## **Support Families**

The Preschool will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the Preschool will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents/carers.

With the proviso that the care and safety of the child must always be paramount, the Preschool will do all in its power to support and work with the child's family.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## Complaints Procedure Policy

As a member of the Preschool Learning Alliance we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm, safe and caring environment within which all children can learn and develop as they play.

We believe children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents/carers and the community generally and we welcome suggestions on how to improve our group at any time.

### Making concerns known

- a parent/carer who is uneasy about any aspect of the group's provision should first talk over any worries or anxieties with any Preschool Leader.
- If this does not have a satisfactory outcome within a couple of weeks, or if the problem reoccurs, the parent/carer should put the concerns or complaint in writing and request a meeting with the Preschool Leader and the Chairperson of the committee. Both parents/carers and the leader should have a friend or partner present if required and an agreed record of the discussion should be made.

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

- if the matter is still not sorted out to the parent/carer's satisfaction the parent/carer should again contact the chairperson
- if parent/carer and group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both sides, to listen to both sides and offer advice. A mediator has no legal powers but can help to clarify the situation. In this instance we would contact the Childcare Advisory Team.
- The mediator will keep all discussions confidential. S/he will meet with the group if requested and will keep an agreed written record of any meetings that are held and on any advice s/he has given.

### The role of the registering authority

In some circumstances, it may be necessary to bring in OFSTED as registering authority, who have a duty to ensure laid down requirements are adhered to. OFSTED would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements.

**We believe that generally complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of all that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.**

Information: A.C.A.S Telephone 08456061600/[www.acas.org.uk](http://www.acas.org.uk)

Details of any complaints will be stored in the Complaints File at the back of the Registration Forms.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## Confidentiality Policy

### Policy

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business.

### Procedure

#### Parents and Carers

- Parents will have access to files and records of their own children and not of any other child
- Information given by Parents/ carers to the supervisor/leader will not be passed on to others without permission unless information sharing applies

#### Staff, volunteers and students

- A signed confidentiality clause is included in all staff employment contracts (see below)
- Staff, volunteers and students are given details about issues of confidentiality during their staff induction
- Staff will only discuss individual children with their parents/carers, unless discussion with other staff is needed when curriculum planning
- Any issues regarding managing the preschool (specifically where the committee is involved) will not identify the individual child concerned

#### Committee Members

- All committee members sign a confidentiality contract (see below)
- During the term in office, committee members may be party to confidential information concerning the children or families and to the group's financial business. Any information, which is received as a result of this position as a committee member, must remain confidential
- Confidential issues must not be discussed with other parents or any other individual not connected with the organisation
- During and after the term of office, committee members must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee)
- Issues relating to staff personnel will remain confidential to the committee offices rather than the committee as a whole (unless agreed by the staff and officers in advance)

#### Information sharing

Please note that it may be necessary in certain circumstances to share information with other agencies e.g. Children's Social Care / Police. This would particularly apply to any child protection issues. Parents / Carers will always be informed unless it is believed this would place the child at risk of significant harm.

Parents / Carers need to be aware that the Local Authority Guidance on Child Protection states that under certain circumstances it may be necessary to share information with other agencies to ensure the safety and well being of the child.

Please also see the Safeguarding Children Policy

**This policy was adopted by the preschool at a meeting held on:**

**Signed on behalf of the pre school:**



# Chedzoy Preschool ☺

## **POLICY FOR DEPARTURE TIME OF CHILD**

### WHEN CHILD IS MET AT END OF PRESCHOOL

Ensure authorised adult meets Child – written permission (if at all possible) for any change from Parent/Carer – if adult not known to Preschool staff, ask for identification, e.g. photograph, password, identifying features

### IF A CHILD IS NOT MET AT END OF PRESCHOOL

Two adults remain with Child (at least 1 staff member)

Endeavour to contact Parent/Carer or emergency named contacts

If unable to contact Parent/Carer or find out their whereabouts, contact Social Services for advice

Telephone Bridgwater (01278) 431111

### IF A CHILD IS LOST WHILST IN PRESCHOOL CARE

Instigate immediate search – co-ordinated by Preschool Leader.

Preschool Leader or qualified Staff Member to remain with main Group

If Child not located contact both Police and Parents/Carer, notify OFSTED of situation.

**This procedure was adopted at a meeting of Preschool held on**

**Signed on behalf of Preschool**

# Chedzoy Preschool ☺

## **Diet/Nutrition Policy and Practice**

The sharing of refreshments can play an important part in the social life of the Preschool as well as reinforcing the importance of healthy eating.

Although we do not offer main meals, the children are offered mid-morning refreshments. Refreshments include a variety of fruits. Parents/carers are offered the option of their child's choice of drink from whole pasteurised milk, orange squash or water. Alternatively child may bring in own drink.

Parents/carers are offered the option of providing child with packed lunch and drink. This provides the child with another valuable social experience and encourages independence.

Child's medical and personal dietary requirements are respected.

Fresh drinking water available at all times. Parents/carers will be advised if their child is not eating well.

Parents/carers of children who are on special diets will be asked to provide as much information as possible about suitable foods and in some cases may be asked to provide the food themselves.

Staff will sit with children while they eat and will provide a good role model for healthy eating. With-holding food will not be used as a form of punishment.

Children will be encouraged to develop good eating skills and table manners and will be given plenty of time to eat. Advice will be given to parents/carers about suitable foods/ice packs to include in lunch boxes.

Gross motor physical activities are always available. Outside activities are included whenever possible.

**This policy was adopted at a meeting of the Preschool held On**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Policy for Equality and Diversity**

The Pre School Learning Alliance is committed to helping Pre Schools provide equality of opportunity for all children and families.

As a member of the Alliance CHEDZOY PRE SCHOOL works in accordance with all relevant legislation based on the legal framework:

- Race Relations Act 1976
- Race Relations Amendments Act 2000
- Sex Discrimination Act 1986
- Children Act 1989
- Special Educational Needs and Disability Act 2001

Parents/Carers have access to Policies and Procedures.  
Policies are reviewed to take into account current legislation.

### **Aims**

We aim to treat all children equally, respecting their individuality to enable them to reach their full potential. We recognise and aim to meet the diverse needs of children and to reflect the multi-cultural nature of our society, by ensuring displays and activities reflect a variety of positive images which are free from stereotyping associated with gender, race or physical disability and value each child's contributions.

Staff member who coordinates and monitors our Equality and Diversity policy is Karen Morris.

### **Admissions/Inductions**

We take steps to ensure the admission arrangements are clear and understood by all. We do this by presenting a clearly written admission form and by having staff available to discuss the application.

Our induction arrangements endeavour to welcome every child. Exchange of information relating to child/children joining setting is confidential.

### **Partnership with Parents**

We endeavour to ensure that all parents/carers feel valued and included regardless of their gender, ethnicity and disability, individual need.

We will endeavour to communicate with parents/carers for whom English is not the first language by using a variety of means.

We will communicate with parents who do not read/write by inviting them into our setting and providing information in a spoken form.

We will endeavour to find out about family customs, beliefs and values by taking into account information volunteered at initial meeting and information supplied on the registration form. A short meeting between staff/parent/carer is held on child's familiarisation visits

We operate an 'open door' policy for parents and carers. Regular newsletters and notices are provided.

### **Curriculum**

We plan and provide opportunities to meet and challenge each individual child's developmental requirements.

We work within the Government's Foundation Stage Curriculum, which covers the six areas of learning (see Foundation Stage File for full information).

Staff attend Training courses as appropriate to ensure that curriculum provided is up-to-date. Children/staff/parents/carers will be encouraged to value the similarities and differences of others.

### **Accommodation, Staffing and Resources**

Our setting is endeavouring to ensure it is accessible to all. For example wheelchair access available, differing chair heights.

Every effort will be made to provide any specific requirement to enable all children to reach full potential.

We welcome applicants of all social classes, age, gender, disability and ethnic background.

### **Teaching and Learning Styles**

We use a wide range of teaching strategies based on children's diverse needs, in a safe and supportive learning environment, free from harassment. All children's contributions are valued and we promote children's self esteem and confidence through appropriate praise. Staff may challenge inappropriate practices and attitudes in a non-threatening way.

### **Behaviour**

In line with our Behaviour Management Policy, we aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and development.

We are committed to using positive language to encourage good behaviour in children. Praise will be given at the appropriate time to encourage the individual child's self esteem. All adults will aim to provide a positive model for the children, with regard to friendliness, care and courtesy.

Incidents of a racist, sexist or bullying nature, including name calling, will be dealt with promptly. The unacceptability of the behaviour and attitudes will be made clear by means of explanation rather than personal blame.

### **Links with other Agencies**

We liaise with outside agencies for support in meeting our aims.

### **Health and Safety**

Our Health and Safety procedures take into account different customs and traditions.

### **Complaints Procedure**

All our policies, including complaints procedures, are readily available. Any complaint will be treated confidentially and fairly.

**This Policy was adopted at a meeting of the Pre School held on**

**Signed on behalf of Pre School**

## IN THE EVENT OF A FIRE

## OR OTHER EMERGENCY

### THE FOLLOWING EVACUATION PROCEDURE IS FOLLOWED

1. THE CHILDREN ARE DIRECTED TO THE DOUBLE DOORS IN THE HALL.

IF ANYONE IS IN THE TOILETS THEN THEY MAKE THEIR WAY TO THE NEAREST EMERGENCY EXIT.

2. ON LEAVING THE BUILDING A HEAD COUNT IS DONE OF CHILDREN AND ADULTS.
3. A MEMBER OF STAFF TO CHECK TOILETS AND KITCHEN.
4. WE ALL GO TO THE FIRST GOAL POSTS WHERE THE REGISTER WILL BE TAKEN BY THE PRE-SCHOOL LEADER (IN HER ABSENCE ANOTHER MEMBER OF STAFF), THEN THE EMERGENCY SERVICES CONTACTED, DIAL 999.

A FIRE DRILL IS CARRIED OUT TERMPLY AT THIS PRE-SCHOOL.

### IMPORTANT NOTE;

FOR THE SAFETY OF THE CHILDREN, STAFF AND YOURSELVES – IF YOU ARE ON ROTA DUTY – ALWAYS CHECK AT THE BEGINNING OF THE SESSION TO SEE HOW MANY CHILDREN AND ADULTS ARE IN THE BUILDING DURING THAT SESSION. PLEASE DO THIS AT 9.30 a.m.

# Chedzoy Preschool ☺

## Health and Hygiene Policy and Practice

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

### Food

All mid morning refreshments provided will be nutritious and adhere to individual child's particular dietary requirements (see Diet and Nutrition Policy). Mid morning refreshments consist of selection of fruits and healthy snacks. Fresh drinking water available to children at all times.

The Preschool will observe current legislation regarding food hygiene.

Each adult will in particular;

- always wash hands under running water before handling food and after using the toilet, dry hands using disposable paper towels
- not prepare refreshments or cooking activities if suffering from an infectious/contagious illness or skin complaint
- observe that the Preschool has a no smoking policy at all times
- never cough or sneeze over food
- use different cloths for kitchen, table wiping and toilet areas
- ensure that waste is disposed of properly and out of each of children, wash hands after disposing of waste
- tea towels to be kept scrupulously clean
- all utensils to be kept clean and stored in a dust free place

### Physical Activity

Our large hall enables us to provide a wide range of gross motor physical activities, for example climbing frame, trampoline, pushchairs and trolleys, basketball and stepping stones. Children will have the opportunity for outdoor activities throughout the year, including outside area, walks to experience and see a wide range of sights – for example horses, sheep etc. tractors, leaf collecting in Autumn, ball games and running activities.

### Illness

Parents/carers are asked to keep their children at home if they have any infections. Parents/carers are asked to inform the Preschool as to the nature of illness, so that the Preschool can make careful observations of any child who seems unwell and alert Parents/Carers accordingly. Children can deteriorate in health very rapidly and our Preschool Leaders will notify any Parents/Carers accordingly during Preschool in order that the child may be taken home early.

**We ask parents/carers not to bring into Preschool any child who has been vomiting or had diarrhoea until at least 48 hours has passed since the last attack.**

If the children of Preschool staff are unwell, they will not bring them to Preschool.

Cuts or open sores, whether on adults or children, will be put under running water. Sticking plasters are not used in accordance with Education Health Guidelines.

If a child is on prescribed medication the parent/carer to administer medication if at all possible. If not the relevant procedures as set out in our Medical Policy must be adhered to. This Policy is in accordance with the Education Health Department guidelines. All medication is to be kept secure.

The Preschool Leaders are responsible for the contents of the First Aid Box. A trained First Aid Staff member is to be present at all times.

### **Information Sources**

Parents will have the opportunity to discuss health issues with the Preschool Leaders/Assistant and be able to access information available to the Preschool. The Preschool will maintain links with other relevant health care professionals such as health visitors, other health care agencies and Childcare Advisors.

### **Hygiene**

To prevent the spread of infection, staff in the Preschool will ensure that the following good practices are observed:

- Hands washed using running water and soap after using the toilet and before eating
- A large supply of clean tissues available and children encouraged to blow own noses. Soiled tissues disposed of hygienically.
- Children will be encouraged to shield their mouths and noses when coughing or sneezing
- Disposable hand towels available to dry hands
- Children will not be allowed to try on jewellery or hair bands etc. belonging to others
- Hygiene rules relating to bodily fluids followed with particular care, all staff and volunteers are aware of how infections such as HIV are transmitted
- Notices to be displayed around facilities "wash your hands"

### **Cleaning and Clearing**

Any spills of blood, vomit or excrement wiped up and safely disposed of. Disposable gloves to be worn. Floors and other affected areas disinfected using bleach diluted according to manufacturer's instructions. Fabrics contaminated with bodily fluids to be washed in hot water and soap powder. Spare laundered clothing available at the Preschool in case of accidents and polythene bags available to wrap soiled garments. All surfaces to be cleaned daily with appropriate cleaner.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Induction Policy**

All staff at Chedzoy Pre-school undergo a 3 month induction period when they are guided through the Pre-school's policies and procedures to help them work effectively as members of the team. At the end of this period they sign a contract.

A new staff member will have a mentor available.

During the first week they will become familiar with different areas of the pre-school, for example, location of the first aid box, fire exits, layout of the kitchen and storage room. Be aware of the location of the register, daily numbers of adults/children, accident book, incident book, visitors' book. Have knowledge of roles and responsibilities of each team member. Familiar with dress code as outlined by Preschool Leaders. Knowledge of hours required.

During the first month become familiar with policies and procedures book, confidentiality, the structure of the pre-school, take part in all activities – interact with all children. Take part in fire drill procedures. If staff member is appointed key worker, learn how our key group system runs/liasing with parents/carers. At end of the first month a review meeting with interview panel/mentor/new staff member.

By the end of the third month attend planning meeting, have input/share ideas on activities, have knowledge of curriculum planning records and review meeting with chair person/senior staff member. Sign permanent contract. Training to be discussed with senior staff/committee as appropriate.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Medical Policy**

All parents/carers are asked to sign a Medical Emergency Authorisation Form. This Form is then kept with Child Registration Form in Confidential File. (Sample form attached)

In the event of a child being prescribed medication or in other exceptional circumstances, parent/carer is asked to sign the Medication Authorisation Form; this Form would also be kept with the Child Registration Form in Confidential File. (Sample form attached)

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Parental Involvement Policy**

Parents/carers are the first educators of their children. The aim of our Preschool is to work together to support the child in achieving their full potential. We will:

- make all parents/carers aware of the Preschool's systems and policies
- encourage parents/carers on an individual basis to play an active part in the management of the group
- parents/carers are encouraged to discuss their child's progress on a regular basis and are invited into Preschool
- ensure that all parents/carers have opportunities to contribute from their own skills, knowledge and interests to the activities of the group
- involve parents/carers in shared record keeping about their own child, either formally or informally
- ensure that all parents/carers are fully informed about meetings, conferences, workshops and training
- consult with families about the times of meetings to avoid excluding anyone
- hold meetings in venues which are accessible and appropriate for all
- welcome the contributions from parents/carers, whatever form these take
- make known to all parents/carers the systems for registering queries, suggestions or complaints
- provide opportunities for parents/carers to learn about the Preschool curriculum (Curriculum Guidance for the Foundation Stage) and about Early Years activities, in Preschool and at Home
- we ask parents/carers to leave and collect their child at the appointed times
- we contact parents/carers during session to inform/reassure child has settled as appropriate – this will be 'followed up' in more detail as appropriate by the Preschool Leaders/Keyworkers

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## Financial & Contractual Policies

### Payment Terms

#### Refundable Booking Deposit

A refundable deposit will be charged upon child registration. This deposit is refunded in the child's final bill when the child's leaving date has met our terms of notice. This deposit is reviewed periodically and is subject to change.

#### Insurance

A non-refundable contribution towards insurance is required upon registration. This contribution is reviewed periodically and is subject to change.

#### Registration

When registering a child for Chedzoy Preschool a contract is made. If circumstances change and a reduction in hours is required or the child is removed, we require 6 weeks notice. This time is required to enable us to plan our staffing and sessions. If this notice is not given we reserve the right to make a charge to the value of the 6 weeks notice. The booking deposit will be used towards this charge if necessary.

#### Monthly Fee Statements

Statements will be issued approximately 2 weeks before the start of the month, and will be due midway through the month, dependant on school holidays.

#### Session Reduction

If a parent/guardian wishes to reduce the number of sessions a child attends, or wishes to a child, we require 6 weeks notice. This time is to enable us to plan our staffing and sessions. If this notice is not given then we reserve the right to make a charge to the value of 6 weeks at the child's session settings.

#### Session Increase

If a parent/guardian requests an increase in hours, we shall provide these hours as soon as possible subject to availability. This must be discussed in full with the preschool leader. Once the sessions have been booked, payment will be expected for the sessions from the agreed start date. If circumstances change and a reduction in hours is required or the child is removed, we require 6 weeks notice. If this notice is not given we reserve the right to make a charge to the value of the 6 weeks notice. The booking deposit will be used towards this charge if necessary.

#### Late Payment Fee

If fee payments are not paid by the due date stated on the monthly statement or reminder invoice, we will reserve the right to charge a late payment fee. This fee is reviewed periodically and is subject to change.

#### Price Increases

Our hourly rate is reviewed periodically and is subject to change. We shall give parents notice of any foreseen change to fees.

#### Non Payment of Fees

In the event of fees not being received, the following action will be taken:

If child is still attending preschool and is booked to attend for at least 3 more months follow this process, otherwise we shall go straight to step 4....

1. Friendly reminder in session time from staff
2. Invoice reminder if fee outstanding is greater than £50, otherwise fees are passed to next month.
3. Late payment fee accrued if no response from parent/guardian from after invoice reminder.
4. Written request with deadline combined with Child Exclusion / Reduction in hours subject to committee discretion.
5. Legal proceedings.

## **Reserves Policy**

Chedzoy Preschool shall hold reserve funds to meet costs prior to income being available. Unforeseen expenses can and do arise.

The trustees consider that the level of reserves should not be less than the greater of the following:

- Two months' average operating costs
- The maximum level of reserves at which financial assistance from the Early Years Sustainability Grant can be applied for.

Expenditure must be planned in a prudent manner. A projection of the financial status should be maintained for the current school year.

Chedzoy Preschool has an extensive programme of fundraising activities and seeks to apply for discretionary grants as they become available.

# Chedzoy Preschool ☺

## Safety Policy and Practice

The safety of the children in our care is of paramount importance. In order to ensure the safety of both children and adults, the Preschool will ensure that:

- All children are supervised by adults who have knowledge of the whereabouts of the children at all times.
- An Accident/Incident Book is used to accurately record all Accidents and Incidents. Parents/carers to sign accordingly (if a 'bumped head' form is issued - note to be made against entry)
- Regular safety monitoring will include checking of the Accident/Incident Records by Preschool Leaders. This will assist in identifying any potential safety issues.
- All adults are aware of the system in operation for children's arrival and departure and a suitably qualified staff member will be at the door during these periods.
- Children will leave the Preschool with authorised adults only.
- Safety checks on premises are made before every session.
- The main door is provided with a safety chain for extra security.
- Outdoor space used for activities is securely fenced and/or fully supervised by qualified staff members.
- Equipment is checked regularly and any dangerous items are thrown away or repaired.
- The layout and space ratios allow children to move freely between activities.
- Fire doors are not obstructed. Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials including medicines and cleaning materials are stored out of reach of children.
- **Children are kept out of the kitchen at all times.** Children attending as part of Toddler Group are allowed in the kitchen with their parent/carer and are then their sole responsibility.
- **Adults do not walk around with hot drinks or place them within reach of children.**
- Fire drills are held at regular intervals of half termly and evaluation carried out.
- A register of children is completed as they arrive so that a complete record of all those present is available in any emergency. Numbers of adults/children connected with the Preschool and in the building are on display.
- The Preschool adopts a non smoking policy at all times.

- A correctly stocked first aid box is available at all times.
- Staff to ensure that they are wearing disposable gloves/aprons as appropriate.
- Fire extinguishers are checked annually and staff know how to use them.
- Whenever children are on the premises at least two adults are present. Normally if two adults on premises both to be qualified unless emergency occurs. At least one qualified member of staff to be present at all times.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, climbing frame, water play and trampoline will be under close supervision.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger less mature children.
- The premises are checked before locking up at the end of the session.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Selecting Equipment/Toys – Policy and Practice**

The toys and equipment in the Preschool provide opportunities for children, with adult support as necessary, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- is appropriate for the ages and stages of the children
- offers challenges to develop and stimulate physical, social, emotional and intellectual skills
- features positive images of people, both male and female, from a range of ethnic and cultural groups, including additional needs
- includes a range of materials , both natural and man-made, which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving
- will enable children to develop individual potential and move towards next stage, adult support and guidance when appropriate
- conforms to all relevant safety regulations
- to add to and enhance our large range of equipment which covers all areas of development

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Staffing and Employment Policy**

A high adult/child ratio is essential in providing good quality early years care.

In our Preschool:

A qualified staff member should be in the main hall at all times.

Our minimum adult/child ratio is under 3 years age 1 adult-4 children and over 3 years age 1 adult-6 children. This complies with/exceeds National Standards Guidelines.

Our keyworker system ensures that each child and family has one particular qualified staff member for support and continuity.

Keyworkers/qualified staff share progress of children in order that curriculum planning aids progression into next stage development.

We aim for as many staff as possible to be qualified and/or to attend training as appropriate.

We support the work of our staff and have regular staff appraisals.

We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men and women, from all religious, social and ethnic groups. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

All staff are subject to reference checks and approval via Criminal Records Bureau (CRB).

**This policy was adopted at a meeting of the Preschool on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Settling in Preschool – Policy and Practice**

Our aim is for children to feel safe, secure and happy and to build-up relationships with peers and adults. To have the opportunity of experience and build upon new and existing learning in a social setting.

In order to accomplish this, we will:

- encourage parents/carers to visit the Preschool with their child/ren during the weeks before an admission is planned
- introduce flexible admission procedures, if appropriate, to meet the needs of the individual families and children
- reassure families from the outset that they will be supported in the Preschool for as long as it takes to settle their child there
- reassure parents/carers whose children seem to be taking a long time settling into Preschool
- introduce new families into the Preschool on a staggered basis, for example two new children for a week rather than ten new children all at once
- encourage parents/carers, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences
- we operate a keyworker system for individual support and continuity – our keyworkers are senior qualified members of staff including Preschool Leaders

Our settling-in procedures aim to help parents/carers to help their children to feel comfortable in the Preschool, to benefit from what we have to offer, and for children to be confident that their parents/carers will return at the end of the session.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**

# Chedzoy Preschool ☺

## **Student Placement Policy**

We recognise that the quality and variety of work which goes on in our Preschool makes it an ideal place for students on placements from school and college childcare courses as well as those on Diploma in PreSchool or tutor fieldwork courses. Students are welcomed into the Preschool on the following conditions:

The needs of the children are paramount. Students will not be admitted in numbers which may hinder the essential work of the Preschool.

Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides the necessary background understanding of children's development and activities.

Students required to undertake child studies will obtain written permission from the parents/carers of the child to be studied.

Any information gained by the students about the children, families or other adults in the Preschool **MUST REMAIN CONFIDENTIAL**.

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the pre-school:**

# Chedzoy Preschool ☺

## **Policy for Suspicion of Staff Malpractice**

If a complaint of malpractice against a staff member is received the following procedure applies:

1. Preschool Trustees would seek advice/notify appropriate outside bodies Social Services, Police, OFSTED
2. Preschool Trustees, Chairperson, Secretary and Treasurer would call an emergency confidential meeting with the staff member involved
3. Pending an investigation, the staff member would be suspended if appropriate on full pay for a period of 1 month
4. Ensure staffing levels are maintained

**This policy was adopted at a meeting of the Preschool held on**

**Signed on behalf of the Preschool**