



Little Chimps Day Nursery

Confidentiality Policy

- Only parents will have access to the files of their own children.
- Staff will not discuss individual children, other than for purposes of curriculum, etc with people other than the parents of the child.
- Information given to the nursery by parents/guardians will not be passed on to other adults with out permission.
- Issues with staff employment will remain confidential to the people making personal decisions i.e. between staff members concerned and management.
- Any anxieties/evidence relating to personal safety will only be shared with the supervisor/manager.

Social network policy

- Staff will not discuss anything to do with the setting on any social network site.
- All communication from parents regarding the nursery must be made by direct contract to the nursery telephone.
- Staff are not allowed to have parents on any social networking site unless they have a previous association with them before their child started the setting.
- Any staff breaching the policy will be accountable for their actions and will proceed down the settings disciplinary route.
- Staff will not put any pictures of children attending the setting this including pictures that have been taken outside the nursery on any social networking sites.

Student/Volunteer Policy

Students are welcome into the nursery on the following conditions:

- The needs of the children come first, Student numbers must not interfere with the work of the setting.
- Students must be on a child care course and have this confirmed in writing by a tutor.
- Students doing studies on a child must obtain written permission off the parent.
- Any information obtained will remain confidential.
- Unless registered students will not have unrestricted access to the children.
- Students are to sign in and out of the premises.

Staffing and Employment Policy

- Ratios as specified by OFSTED to be met at all times.
- Our key worker system ensures each child has a member of staff who takes a special interest in them.
- Regular staff meetings to take place every two weeks will enable discussions of children's progress and difficulties arising.
- All our staff holds a recognisable qualification, this including foundation and BA Honours degrees.
- All our staff will regularly attend training courses through recognised bodies' i.e. Pre-school Learning Alliance and Early Years Unit.
- DBS Disclosures will be obtained for all new staff members before employment commences, and existing staff regularly sign to confirm that there have been no changes.
- Two references will be obtained by telephone and writing for all new staff before employment commences.
- A management meeting is held every week to discuss the setting.

Admissions Policy

- A registration form must be completed and returned before a child can go on the waiting list.
- A registration fee of £5.00 must be paid before the child attends the first session.
- Birth certificates and child's red book must be seen before child's first session.
- Management to decide on any special cases taken in to account all the facts.
- Make the inclusion policy widely known (Standard 9.)
- Provision is made for think 2 funding, also three and four year old funding.

Parental Involvement Policy

Parents are the first educators and main carers of young children, and our aim is to support them in any way we can:

- Offer parents home visits.
- Make parents aware of our policies.
- Encourage to play an active part in the group.
- Ensure they are regularly informed of their child's progress, including parent's days and yearly reports.
- Encourage parents to contribute to the group, however small.
- Make known the system for queries, complaints or suggestions.
- Make parents feel valued.
- Newsletters are given out termly to provide information of dates upcoming events.

Two year old Developmental Checks

In line with the EYF's the setting will carry out the two year progress checks (as the child's next developmental check is not until the age of five years it is recommended the checks be carried out before the two year old check is completed by the health visitor and before the child is approaching three years of age) at a designated time as agreed with the parent. The setting is committed to providing high quality care and education tailored to meet the needs of the individual child. The practitioner will carry out a fair and unbiased assessment of the child in cohesion with parents/carers liaising and sharing information

with the health visitor and other relevant agencies. All parents will be invited to attend their child's assessment along with this a written report will be created for the parent to keep and under the data protection act 2005 its contents will be disclosed upon request where deemed appropriate.

Child Not Collected Policy

In the event of a child not being collected at the end of a session, the following measures shall be followed:

- We will attempt to contact parents.
- The emergency contact numbers supplied by the parents will be contacted.
- Reassure the child.
- At least two members of staff will remain on the premises until contact has been made.
- After a ten minute waiting period.
- Contact First Response.

Child Collection Policy

If a child is to be collected by a person other than their parents the following will be required:

- A form shall be filled in by the parent, stating the name and a description of the person collecting the child.
- Also a password maybe given that only staff and the person collecting will know.

Parental Responsibility

The setting cannot refuse access to any persons with parental responsibility. However in the event of anyone coming to collect the child without authorisation from the main carer the setting will attempt to contact the other party.

Selecting Toys and Equipment

The equipment we provide:

- Is appropriate for the age and stage of the child.
- Offers challenges to develop physical and intellectual skills.
- Features positive images of males and females from a range of ethnic and cultural groups with or without disabilities.
- Includes a range of raw materials for use in a variety of ways encouraging creativity and problem solving skills.
- Conforms to all relevant standards.

Settling In Policy

We want the children to feel safe and happy within the group and be able to share their new learning experiences with their parents afterwards.

- Encourage the parents to visit the setting with their children prior to the admissions date.
- Make sure that parents know that they will be supported within the group for as long as it takes the child to settle.
- Reassure parents whose children seem to be taking a long time to settle in.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, building up to longer absences.
- Children can not play and learn if they are not happy, our settling in procedures aim to help parents and help their children to feel comfortable in the group and be confident that their parents will return at the end of the session.
- We offer two one hour free trials to support the settling in process.

Lost Child policy

In the event of a child being lost the following procedures will be followed:

- Inform the manager and redeploy staff
- The remaining children shall be kept together in a safe place
- Two members of staff will look for the child
- After fifteen minutes the police and the child's parents shall be contacted.
- Review the process in accordance with intends ants.

Lost child on outings policy

- Inform the person in charge
- Inform the people on the outing
- Redeploy staff
- Conduct search of immediate area, staying in contact with others that are searching
- If the child cannot be found contact the police and parents
- Review the practice and inform OFSTED.

Sick Child Policy

If a child falls sick while in setting:

- Remove child from others and to an area where they are comfortable.
- Contact parents to collect child.
- Explain to parents contact information must be kept up to date.
- Parents are advised to seek professional medical advice.
- Parents must inform setting of any infections in order for us to inform other customers.
- Refer to exclusions guidance on infection control in schools, and other child care settings and notable diseases.

Child is sick at home

If your child has sickness and diahorrea please inform the setting and adhere to the exclusion times.

If a child fall sick at home please contact nursery immediately and it will be at the manager'sdigion if your child will be accepted.

Additional Needs and Disability Policy

- Little Chimps Nursery welcomes all children whatever their individual needs and believes in providing an inclusive setting.
- We believe that all children have a right to a broad and balanced Early Years Foundation.
- We aim to identify any difficulties a child might have and work with, parents, carer, and where necessary other agencies to address those difficulties.
- We are aware of the vital role that parents play supporting their child's education.
- We will obtain parental consent before contacting any other professional agencies. Unless there are safeguarding issues. However if parental consent is refused the parent will be asked to sign a written statement that they are refusing consent and why. Following on from this the nursery will produce an internal IEP to support the child's needs.
- We aim to work closely with parents at all times, and take into account their views, choices, and their knowledge of their child.
- We value and acknowledge each child's individuality and take into account their responses, views, and choices where possible.
- On transfer, records are given to parents who are encouraged to pass them on to the receiving school or setting.
- With parents permission we will liaise directly with the receiving school or setting.

Accessibility to premises and facilities

- Our premises are suitable for wheelchair access.
- We have a discrete nappy changing area.
- Our outdoor play area has a large grassed area.

How children with special needs will be included

- We ensure that our weekly planning contains approaches and activities to enable adequate progress of those children with special educational needs. Which are tailed to meet the needs of the unique child.
- We differentiate our activities so that they are accessible by all children ensuring that individual experiences success and gain confidence.
- We adapt our materials, environment and approaches to deliver quality learning activities to the children whilst meeting their individual needs.
- We operate a system of observation and record keeping in conjunction with parents, which enables us to monitor each child's needs and progress on an individual basis.
- We ensure that our keyworker system enables each child to receive adult time and attention in 1:1 and small groups.
- We ensure that our named DSENCO attends special educational needs in service training where ever possible.
- We have a separate area for small group or individual activities.
- We work with other agencies involved.

Admissions Policy

In addition to our admissions policy, arrangements for a child identified with additional needs will intentionally be flexible and adaptable in order to promote inclusion.

Confidentiality

- Our work with children and their families can sometimes require confidential information to be disclosed. The disclosure of any confidential information will be treated with professionalism and respect.
- The name of the persons responsible within the setting for coordinating the day to day provision of education for children with special educational needs is Helen Kelsall
- Their role as the DSENCO is to support staff, parents and children in ensuring that the needs of the children are being included in all aspects of planning and practice.
- They are also responsible for ensuring that individual records are maintained and to liaise with external agencies when appropriate.
- All staff have undertaken DSEN training.

Inclusion Policy

This setting believes that no child, individual or family should be excluded from the nursery activities on the grounds of age, colour, family status, religion, gender. We aim to ensure that all who wish to work in or volunteer to help without nursery have equal chances to do so.

All children will be respected. Activities and use of play equipment offer children opportunities to develop in an environment free of prejudice and discrimination.

Opportunities will be given to the children to explore, acknowledge and value similarities and differences between themselves and of other race and cultures.

As far as possible every effort will be made to cater for children's additional needs. learning difficulties of disabilities. Parents will disabilities are also encouraged to help in any way they feel they can.

Our aim is to show awareness of all major events in the lives of the children and families in the setting and to welcome the diversity of backgrounds from which they come. Children will be encouraged to welcome a range of different festivals, together with stories, celebrations and special food and clothing, as part of the diversity of life.

Code of Practice

- It is the policy of our setting to have regard to the SEN Code of Practice (November 2001)
- We provide a graduated response to the early identification and assessment of SEN as recommended by the Code of Practice.
- Children's progress in relation to IEP targets and support received will be reviewed at least three times annually in conjunction with parents, and the district SENCO. (Kerri Hardy).

This policy was adopted in July 2015 and will be reviewed September 2016

Signed J A Aston registered person

Behaviour management policy

We believe that children and adults achieve more in an ordered environment, where children are free to develop their play and learning without fear of being 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 explained to all newcomers, both adults and children.
- All adults in the nursery will ensure that rules are applied consistently, so that the children have the security of knowing what to expect.
- All adults will try to provide a positive role model for the children with regard to friendliness, care and courtesy. They will praise desirable behaviour such as kindness and willingness to share. Adults will try to anticipate potential situations which may arise and redirect the children if necessary. We will take position to ensure that children do not only receive adult attention in return for undesirable behaviour.

- Physical punishment will be neither used nor threatened; Children will never be sent out the room alone. And humiliating techniques such as ‘the naughty chair’ will never be used.
- Children who show signs of unacceptable behaviour will be given one to one support in seeing what was wrong. It will always be made clear that it is the behaviour not the child that is undesirable. When talking to the children about their behaviour, adults will stay calm and get down to the child level. Any behaviour management techniques used will be age and stage appropriate.
- Any behaviour problems including bullying will be handled in an appropriate fashion. Respecting the child’s level of understanding and maturity. Reoccurring problems will be tackled by the whole nursery in partnership with the child’s parents, using observation records to establish an understanding of the cause.
- In certain circumstances parents may be asked to draw up an agreement with the setting as how will be best to manage their child’s behaviour. If physical intervention(reasonable force) is required, e.g. ‘A’ will be physically removed from the situation/room if he is putting himself or peers in danger or serious damage to the property. Any incident will be recorded and parents informed on the day. (EYFS Statutory framework 2014).
- We expect the backing and cooperation of any parents involved when dealing with this sensitive area.
- Adults will be aware that some kinds of behaviour may arise from a child’ special need.
- Sometimes, there isn’t time for responding and children need to recognise an adult’s authority and respond to ‘NO’.
- Finally, we must stress that we will not tolerate any verbal intimidation or physical abuse from any child or adult towards any person within the setting. (See complaints policy.)

The person with overall responsibility for ensuring consistency is Julie Aston and Helen Jones

Physical restraints

A letter signed by the parent of the children giving the setting permission to use physical restraint (reasonable force) on a child if the child is at risk of harm to their self or harming others or serious damage to the property.(EYFS Statutory framework 2014)

Anti-Bullying Policy

We are committed to providing a caring, friendly and safe environment for all our children so they can learn in a relaxed and secure atmosphere. Bully of any kind is unacceptable at our nursery. If bullying does occur, all children/parents should be able to tell and know that incidents will be dealt with promptly and effectively.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person, and which results in pain and distress to the victim.

Bullying can include:

Physical: Pushing, kicking, pinching, biting or any use of violence.

Verbal: Name calling, teasing and swearing.

Emotional: Excluding, tormenting, being unfriendly, racial taunts, gestures.

Sexual: Unwanted physical contact or abusive comments.

Objectives

- All staff, children and parents will have an understanding of bullying.
- Bullying will not be tolerated.
- Clear procedures for reporting bullying will be understood and followed.

Procedures and consequences

- Express concerns to two members of staff.
- The bullying behaviour and threats of bullying must stop immediately.
- In serious cases the incidents will be recorded by staff using an incident record form.
- An attempt will be made to help the bully (bullies) change their behaviour.
- Parents will be informed and will be asked to come to a meeting to discuss the problem.
- If necessary and appropriate other agencies will be involved with the parents consent.
- The setting will work in partnership with all parents whenever possible.
- In any other cases listed above suspension or even exclusion will be considered.

Procedures for anti- bullying

A change in behaviour can be for many reasons, if you notice a change in a child please be aware and inform a member of staff.

Then please follow the following procedures:

- Monitor the child's behaviour using the monitor sheets provided.
- Any incidents of bullying to be recorded using the appropriate incident forms.

Victim

- Monitor the child for a period of two weeks and if this situation does not improve contact will be made with the child's parents/ carer, and an action plan will be implemented, agreeable to both parents. A review date will be set.
- Support will be given to the child, a buddy will be allocated and the child will be closely supervised by staff.
- Two weeks after the initial meeting with parents they will be requested to attend a review where they will be given an update to the situation, and will be given the opportunity to express their concerns and decide on any further steps.
- Outside agencies to be contacted to give support to the nursery, and the parent/carer.

Bully

- Monitor the child for a period of two weeks and if the situation does not improve, contact will be made with the child's parent/carer and an action plan will be implemented, agreeable to both parties.
- Parents of the child bullying will be requested to attend a meeting where an action plan will also be implemented to try to help the child change their behaviour.
- Support will be given to bully to help change their behaviour and investigate the reasons why the child is behaving in this manner i.e.:
 - Learnt behaviour
 - Sibling tension
 - Aggression
 - Boredom
- Two weeks after this meeting parent will be requested to attend a review where they will be given an update on the situation, and will be given the opportunity to express their concerns and to decide on any further steps.
- Depending in the seriousness of the situation outside agencies will be involved pending the child's exclusion from the setting.

This policy was adopted in July 2015 and will be reviewed September 2016

Signed J A Aston registered person

Health and Safety Policy

Nappy Changing Policy

- All staff to wear aprons and gloves.
- Only authorised staff with a DBS disclosure that has been deemed suitable by the registered person will change the children.

- All children have individual changing record sheets.
- Babies/children will be changed according to their needs.
- Only equipment supplied by the parent will be used.
- Nappies to be disposed of in the nappy disposable unit provided.

Health and Hygiene Policy

Our named health and safety officer is Helen Jones and Helen Kelsall

Health

- The children will have the opportunity for outdoor play where ever possible.
- Parents are asked to keep their children at home if they have an infection or they have been vomiting or had diarrhoea for at least 48 hours after the last attack.
- Cut or open sores, whether on children or adults should be covered up with a plaster or other dressings.
- Waste will be disposed of appropriately.
- The first aid box is situated in the kitchen and first aiders are listed clearly on the notice board.
- The setting will ensure that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed until needed.
- No smoking in line with government legislation relating to public buildings. No smoking will be permitted in the nursery grounds.

Hygiene

- Hands washed after toileting.
- A box of tissues is available and children are encouraged to blow and wipe their own noses when necessary.
- Children encouraged to shield their mouth when coughing.
- No outdoor footwear will be worn in the baby/toddler unit.
- Individual flannels will be used to wash the children after they have eaten.
- Children's hands will be washed before eating, using anti-bacterial hand wash and gel.
- The baby unit will use baby wipes.

* Refer to list of notifiable disease and guidance on infection control.

Food Preparation Policy

- Hands must be washed before food preparation.
- The temperature of the food and drink will be tested before it is given to the baby/child.
- All equipment supplied by the nursery will be sterilised daily.(babies only)
- Only staff holding Food Hygiene certificate will be allowed to prepare food and snacks.
- Staff will wear blue aprons and hair net when preparing and serving food.
- Appropriate colour chopping boards are used.
- Clean and clear surfaces provided for food preparation.
- Food temperatures monitored and recorded in line with environmental health guidelines.
- Food will be stored appropriately and used by the sell by date.
- Inspections carried out by environmental health and grading will be displayed.

Feeding Policy

- All children will wash hands before eating, using anti-bacterial hand wash and gel.
- All tables, highchairs will be cleared before use.
- Where possible babies will be held whilst feeding.
- Children in highchairs will be secured safely and supervised at all times.
- Children over eighteen months will be encourage to sit at the table.
- Children with allergies will be listed in the preparation area.
- Children will not be permitted to walk around whilst eating.
- Staff will wear a blue apron whilst serving food.
- Younger children will wear bibs and be given support when eating.
- Children will be encouraged to used open top cups from eighteen months.
- All children will be offered more food when required.
- Children will be offered a varied healthy diet.

- All children will be cleaned after feeding with individual flannel which will be washed daily.
- A four weekly menu will be displayed any changes will be made known.
- Older children will serve own food.

Cleaning and Clearing

- Any spills of blood, vomit or excrement will be cleared using appropriate equipment up and flushed down the toilet.
- Rubber gloves and aprons are always to be worn when clearing up body fluids.
- Spare clothes are available in case of accidents.
- Bags are available to wrap soiled clothes.
- All toileting accidents will be recorded and parents will be informed.
- All play mats to be cleaned daily.
- All toys and equipment will be washed on a rota basis, unless additional cleaning is required.
- All floors will be swept and mopped after children have finished eating.

Food and Drink

- Water will be available at all times and children will be encouraged to serve themselves.
- A variety of drinks will be on offer at drinks and lunch times i.e. orange, blackcurrant, apple juice and milk.
- Children with special dietary requirements will be catered for.
- To help promote healthy eating at least two pieces of fruit and three vegetable will be on offer each day.
- All food will be stored safely and at appropriate temperature.
- Parents will be informed daily of the food consumed by their child.
- A four weekly menu is given to parents to see and any views will be noted and taken into account.

- Lunch boxes provided by parents will be checked for unsafe objects, bearing in mind that food swapping may occur among children, some of whom may have allergies.
- Cutlery, plates, cups and bowls are all age and stage appropriate for the child.
- Staff will sit with the children whilst eating giving support where needed.
- Food will be served directly served from pots on to the child's plate.
- Children will be asked if they would like more.
- Children will be encouraged to try new things.
- Packed lunches can be provided on request either by parents or the setting.

Accident Procedure

- All staff hold a first aid certificate.

Major Accident

- If a major accident occurs the procedure is as follows:
- On entrance to the setting parental consent will be gained authorising staff to contact emergency services.
- If possible the staff must wear disposable aprons and gloves.
- If able to move, the child is taken into the small room and the manager/supervisor is notified.
- Assess the situation and decide whether the child needs to go to hospital or whether the child can wait for the parent/carer to come.
- If the child needs to go straight to hospital an ambulance shall be called.
- Then the parent/carer will be contacted and arrangements will be made to meet them at the hospital. A member of staff will accompany the child to the hospital but will not sign for any treatment to be carried out.
- If the child can wait for the parents/carer to come, then they will be contacted and the child will be made as comfortable as possible and a member of staff will stay with them until the parent arrives.

- It will then be for the parents to decide whether to go to the hospital.
- A report will be carried out will recorded in the accident book and a copy of the report will be made available to take to the hospital.
- OFSTED will be informed.

Minor Accident

- The child will be taken to a quiet area.
- The injury will be assessed, and if necessary also seen by the manager/Supervisor.
- All staff hold first aid certificates.
- The injury will be treated.
- The child will then be resettled into the main room and observed.
- The injury will then be recorded in the accident book and the parent/carer will be asked to counter sign the report and will also be given a verbal explanation of the nature of the injury, and any treatment that was administered.
- In the event of a child sustain a head injury the parents will be requested to collect the child and advised to seek medical attention.

Administering Medicines

- Only prescribed medicines in their original container and clearly labelled with the child's name of whom it is to be administered. Medicine provided none prescribed can only be given to the child with written consent from the parent/carer before administering, consent form to be completed by parent giving staff consent to administer medication.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- All medicines will be securely locked away.
- A medicine book will record the name of the child receiving medication, the times, dosage required and the signature of the parent and member of staff who administered the dose, along with a member of staff who witnessed the administer of the medication.

- Children who take regular medication i.e. inhaler, written permission from parents is required stating the dose. If required all information is then recorded in the book for parents to sign this is also signed by the staff who administered.
- Care plans are in place, regularly reviewed in conjunction with child's health and parents wishes.

Diseases notifiable

To the local authority proper officers) under the Public Health (infectious Diseases) Regulations 1988.

Acute encephalitis

Acute Poliomyelitis

Anthrax

Cholera

Food poisoning

Malaria

Meningitis

Measles

Mumps

Ophthalmic neonatorum

Plague

Rabies

Rubella

Scarlett Fever

Small pox

Tetanus

Tuberculosis

Typhoid fever

Viral Hepatitis, A, B, C

Whooping cough

Yellow Fever

This policy was adopted on July 2015 and will be reviewed September 2016.

Signed J A Aston registered person

Fire safety procedure

In line with the Fire Safety Order 2005. It is the registered person's duty to give training on induction and yearly thereafter.

The following points will be adhered to:-

- A designated fire assembly point,
- All electrical equipment PAT tested yearly
- All fire fighting equipment checked yearly and a certificate attained.
- Training is given on fire safety awareness
- In case of fire sign displayed.
- Named fire officer – Joanne Coventry
- Fire drills carried out every two weeks at variable days and times.
- At least one member of staff hold a fire marshal qualification.

This policy was adopted on July 2015 and will be reviewed September 2016.

Signed J A Aston registered person

Safeguarding children Policy

Providers will have regard to government's statutory guidance 'working together to safeguard children' and the vulnerable groups act 2006.

Senior staff will give support, advice, and training on the settings policy and procedures on an ongoing basis on specific safeguarding issues.

Staff will liaise with parents to discuss and relevant information with may directly or indirectly affect the child's well being. A designated room will be made available for staff to speak to parents/carers on any confidential issues.

Following the guidelines from Staffordshire Safeguarding Children Board, we recognise our legal duty to work with other agencies in protecting children from harm and responding to abuse. We refer to what to do if your worried a child is being abuse to the summery booklet for further information. We hope that parents and children feel free to talk about any difficulties at home. All worries and fears will be taken seriously, however we cannot guarantee confidentiality if concerns are such that referral must be made to appropriate agencies in order to safeguard a child's welfare.

Suitable people

Staff have a legal obligation to disclose any convictions, cautions, court orders or reprimands to the registered person. The registered person will record information with regard to staff qualifications, identity checks including DBS disclosures only when the person has been deemed suitable to work with children will employment commence.

Disqualification by Association

Enhanced disclosures will be obtained from the DBS with checks making sure the named person is not on the barring list held by the DBS. No person shall be employed or left alone with the children until all checks have been carried out. Staff disclosing any association or living with any person listed in section four of the OFSTED compliance handbook will automatically be suspended and OFSTED informed for further investigation.

All staff have a clear understanding of the meaning of 'Disqualification by Association' as set out by OFSTED.

Staff/ child ratios

In line with the new EYFS framework (September 2012) staff are deployed in prime and specific areas, not only to monitor the child's development but also in recognised HOT SPOTS i.e. blind spots and ICT equipment.

Medicines

Please see policy and procedure for administering medication, including information regarding the child's care plan.

Behaviour

Please see the setting behaviour policy.

Premise and environment

The setting has a procedure for checking the identity of visitors, all visitors will be signed in to the premises and their reason for their presence before any contact with the children.

Visitors will be supervised at all times.

The setting has access to a safe and secure outdoor area which is used by the children on a daily basis (Free-Flow).

An especially equipped sleep room is available to all children.

Children will be monitored constantly with an electronic device and visibly checked every five minutes.

Children of all age ranges are allowed the opportunity to play together when appropriate.

Hygienic nappy changing facilities are used and all changes are recorded.

Risk assessment

The setting has a clear policy and procedure for assessing the risk to the child's safety.

Photographic Equipment

The settings camera can be used by staff for the sole purpose of evidence for the learning journey profiles all pictures will be deleted by a senior member of staff after the pictures have been printed. The camera will remain on the premises at all times except for outings.

Parents can only use photographic equipment by special permission of the register person for special events i.e. Christmas play, sports day. On these occasions all photographic equipment must be signed into the building. Only children that have parental consent may be photographed.

Outings

Parental permission is obtained before children are taken out of the setting.

All vehicles used have adequate insurance which has been seen by the registered person and has been deemed suitable.

Duty to prevent

Under section 26 of the counter Terrorism and Security Act 2015 the setting will have due regard to prevent people from being drawn into terrorism therefore Little Chimps will adhere to and promote:-

- Provide appropriate training for staff, which will enable staff to recognise children who may be at risk of radicalisation.
- We will promote British values enabling the children and their families to challenge extremist views.
- Risk will be assessed of children being drawn into terrorism including those demonstrating extremist ideas which are linked to terrorist ideology.

- Aswell as managing other safeguarding risks staff will have the knowledge to recognise any significant changes in a Childsbehaviour that could indicate they maybe in need of help or intervention.
- We will work in partnership with LSCB for guidance and support.

Prevention

Adults will not be left alone with a child for long periods of time. Adults who have not been registered will not take children to the toilets. The layout of the room will permit constant supervision at all times.

Recognising child abuse is very difficult and very stressful but our first responsibility is to the child.

Refer to First Response leaflet for full definitions of abuse.

Procedure

- Should a member of staff suspect that a child is at risk, they will inform the manager. (Or deputy, in the manager's absence.)
- Look for cluster of signs and symptoms. Write down the name, age address of the child, also the date and the time of the observations of any worrying marks and behaviour. This shall be signed by the person that made the observation.
- When anything is noticed do not make fuss, inform the rest of the staff and remember that all information is confidential. Decide whether to monitor the situation for a while or take action at once.
- Check with the parents to see if there are explanations, judge the reaction.
- If necessary take the matter further contact the social worker or health visitor.
- Inform the parents that action has been taken.

- All staff mobile phones MUST be handed in on arrival, personal mobile phones are NOT to be used by staff or parents whilst the children are in the building.
- The First Response Team will be informed immediately of the settings concerns, also OFSTED shall be informed.

Support Families

We will endeavour to build up trusting and supportive relationships between families, staff and volunteers. Details of children arriving with injuries will be reported in our 'incident onarrival' book. All accidents or incidents on the premises will be recorded in our 'Accidents and Incident book and you will be asked to sign it.

Where abuse in the home is suspected, we will welcome the child and family while investigations proceed. We will support and work with the child's family, with the child's care and safety as the priority.

People who work with children

If a person who is working with children is accused of abuse the following procedure will be followed:

- The manager will be informed and record any information provided to them.
- Contact First Response/ LADO/OFSTED
- LADO will investigate any allegations made.
- Person working with the child shall be suspended for a period of time, pending investigation. (Seek advice regarding employment law.)
- Refer to allegations and information and flow charts regarding referral process which is attached.

Contact numbers:

First Response (out of hours) 01785 354030

OFSTED 08456 40 40 40

Exclude known abusers

It will be made clear to applicants for posts within the setting that the position is exempt from

The provisions of the Rehabilitation of Offenders Act 1974. All applicants will be interviewed before an appointment is made, and will be asked to provide two references, which will be followed up. If any applicants has unexplained gaps in their employment history, or have moved rapidly from one job to another, explanations will be sought.

All applicants, both paid and voluntary, will be subject to a probationary period, and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

All staff and children will complete a CRB clearance check.

The procedure of a child disclosing information.

All staff are aware that we listen to the children not asking questions, but recording information that is given to us keeping it confidential at all times. With the information gathered the First Response Team is then contacted, with references to leaflet ' Notes of guidance for Early Years Providers and Other Organisations'.

The person with overall responsibility for the protection and welfare of the children and staff is Helen Kelsall and Helen Jones

This policy was adopted on July2015 and will be reviewed September2016.

Signed J A Aston registered person

Complaints procedure

Please see our complaints procedure policy which is available in the setting.

This policy has been agreed by:

J.Aston.....J Aston.....

H.Jones.....H Jones.....

Date.....July 2015.....

The above policy will be reviewed and updated annually.

Equality and Diversity

The setting has a legal requirement set by Ofsted to meet all the diverse needs of the children and adults in our care. Including the:-

Disability Discrimination Act 2005

Sex Discrimination Act 1975

Race Relation Act 2000

United Nations Right of the Child 1999

Human Rights 1998

Children Act 2004

Equality Act 2006

Duty to prevent Section 26 Terrorism and Security Act 2015

All employees are professional and follow legislation to ensure best practice through training and other forms of development.

The setting believes that no child, individual or family should be excluded from the nurseries activities on the grounds of age, colour, gender, sexuality, family status, disability, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in or volunteer

to help with our nursery have equal chances to do so.

All children will be respected. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.

Opportunities will be given to the children to explore, acknowledge and value similarities and differences between themselves and of other races and cultures. As far as possible every effort will be made to cater for children with additional needs, learning difficulties or disabilities. Parents with disabilities are also encouraged to help in any way they feel they can.

Our aim is to show awareness of all major events in the lives of the children and families in the setting and to welcome the diversity of backgrounds from which they come. Children will be encouraged to welcome a range of different festivals, together with stories, celebrations and special food and clothing they involve, as part of the diversity of life.

Materials will be made available in different formats on request i.e. different languages, braille, large print or cd. More information can be gained from parent direct who offer support and information to parents with regard to accessing other agencies that can meet the needs of families and children.

We actively encourage working with the children via communication with local schools, childminders etc. Statutory and community agencies are invited to attend the provision to undertake a variety of activities highlighting their role within the community. All parents and children will be treated as individuals which are demonstrated through our educational plan tailored to the children's learning. Equipment and resources within our nursery promote equality of opportunity and positive images of culture, social backgrounds, gender and people with disabilities.

We endeavour to meet all dietary requirements, medical (e.g. gluten free) Cultural (e.g. vegan) and religious (e.g. Koisher). This will be achieved with a two way dialogue between staff and parent/carers.

If you feel your needs are not being meet by the setting please speak to the our ENCO.

Our named ENCO is Joanne Coventry

Numbers for support:-

Parent Direct 0845 650 9876

Ofsted 0300 123 1231

This policy was adopted on July 2015 and will be reviewed September 2016

Signed J A Aston registered person

ICT Policy

This policy states the settings responsibility to ensure the safety of all the children in out care and to meet the requirements set out in the five outcomes of Every Child Matters:

- Being healthy,
- Staying safe,
- Enjoying and achieving,
- Making positive contribution,
- Economic well being.

The computer is an essential element of the 21st century life for education. Therefore the setting has a responsibility to provide the opportunity to use the computer as a part of the children's learning experiences. However although we feel this is an important part of the children's learning it is also our responsibility to ensure that safety of the children in our care.

Publishing content and the settings web

- Staff or children's personal information will not be published.
- Contact details will be retained in a secure location.

Photographs that include children will be selected carefully so the individual cannot be identified and their images misused.

Children's full names will not be used in association with photographs at anytime.

Written permission will be obtained before any photographs are published.

Video recorders will be used appropriately and supervised by the management.

Personal data will be recorded and maybe transferred inline with the Data Protection Act 1998.

Consent will be obtained for use of cameras and video recorders upon the child's admission.

**IN THE INTEREST OF SAFETY MOBILE PHONES CONTAINING CAMERAS
WILL NOT BE ALLOWED TO BE CARRIED BY ANY STAFF WHILST
CHILDREN ARE IN OUR CARE.**

ALL POLICIES INCLUDED IN THIS BOOKLET WERE ADAPTED ON July 2015

They will be reviewed September 2016.

SIGNED BY J A Aston Registered person

I have received a copy of nursery policies and except all policies listed.

Name of child...

Date.....

Signature.....