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**Policies and Procedures**

**2023-24**

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# ADMISSION POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | 24 January 2010 | Version number | 8.2 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

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

* Ensure that the existence of the Pre-school is widely known in all local communities. We will place notices advertising the Pre-school in places where all sections of the community can see them, in more than one language if appropriate.
* Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
* Describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
* Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
* Make our Equal Opportunities Policy widely known.
* Consult with families about the opening times of the Pre-school to avoid excluding anyone.
* Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
* Continue to consult local parents to ensure that the Pre-school continues to meet the changing needs of the local community.

**Waiting List**

When the Pre-school is operating at capacity or near capacity, a waiting list system for places will be used. We aim to ensure that children are allocated places in the fairest manner possible. The following will apply:

* Children will be placed on the waiting list by the date the completed Registration Form is confirmed as received by the Settings Manager. Parent/Carers can only apply for a place at the Pre-school up to a year prior to the child’s potential start date.
* Where more than one child has requested the last place and both have the same registration date, priority will be given to:

a) child living within Plymtree Village, and then

b) the eldest child.

**Registration of Interest**

Registration of interest in joining the Pre-school will be through the Setting Manager and/or Chairperson. The registration is only complete when all child and parent/carer information is received and recorded on our **Registration of Interest** form and signed by the parent/carer. The Setting Manager will confirm the child’s place either verbally or by email.

New starters will ideally start at the beginning of term or half term, except under exceptional circumstances and in conjunction with available spaces.

The Setting Manager will offer the child, with the parent/carer, the option of a visit to the Pre-school and/or a home visit.

**Welcome Pack**

Registration and other vital information is provided to parents in the Welcome Pack before they attend Pre-school. Information returned from parents, such as registration forms and permission slips, are kept in the individual records files in the filing cabinet and are only accessible to relevant staff/committee members and regulatory bodies such as OFSTED when required. Information is stored in line with the General Data Protection Regulation 2018 and will be destroyed within the suggested timescales. These details are confidential.

Written parental permission will be requested, at the time of the child’s admission to the   
setting, to the seeking of any necessary emergency medical advice or treatment in the future.

**Changing Sessions**

Sessions should only be changed or cancelled ideally with effect from the beginning of a term or half term; this is dependent on available spaces. Change of session request must be communicated to the Setting Manager and will be agreed where possible.

Rising fives moving onto school will not be required to submit a Change of Session Request Form.

**Termination of Attendance**

Please note that four weeks’ notice must be given in writing for termination of attendance, save for rising fives moving onto school. This applies to both funded and non-funded children. For funded children, a four-week notice period will apply to the transferral of any Early Years Funding to another setting. All funding will remain with Plymtree Pre-school and will not be able to begin with a new provider until the end of the four-week notice period. For non-funded children, fees will be charged for any remaining term of notice even if there is no attendance by the child. The committee reserve the right to use its discretion to waive the notice period (please also see the Funding and Payment Policy).

**Other Information**

It should be noted that on occasion Plymtree Pre-school’s term dates may differ from those of Plymtree and other local primary schools. Term dates are available on our website or in newsletters sent home with children.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | Admission Policy separated from Parental Involvement | | | Shelley Robinson |
| 24/01/2010 | Added registration of interest to either Play Leader or Chairperson  Play Leader to do at home visit before starting date | | | Shelley Robinson |
| 21/11/2010 | Introduction of Registration Of Interest and Change of Session Request Forms and their associated procedures. | | | Shelley Robinson |
| 09/02/2011 | Removed confirmation of acceptance of place within 4 weeks of registration  Introduced Admission Confirmation form | | | Jackie Crowe |
| 27/02/2012 | Added requirement to obtain authority for emergency advice or treatment and a term’s notice | | | Jackie Crowe |
| 23/02/2013 | Added information on storage of personal information. | | | Rowan Pettitt |
| 21 April 2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 29/01/2015 | Headings added for clarity. Similarly some reordering of sections. | | | Ellie Hibberd |
| 12/10/2015 | Clarification on opening on a school non-pupil day.  Changed name to clarify ‘Child’ Admission Policy  Removed reference to ‘Change of Session form’ as this was felt unnecessary. | | | Rowan Pettitt |
| 03/08/2016 | Added: The committee reserve the right to use its discretion to waiver the notice period.  Amended other information to be more general re different term dates. | | | Rowan Pettitt |
| 01/12/17 | Policy reviewed.  Added information about a Waiting List and how this will be implemented.  Removed sentence about Admission Confirmation form as this is historic and amended to Setting Manager confirming verbally or by email. | | | Rowan Pettitt |
| 16/05/18 | References to Data Protection Act 1998 updated to General Data Protection Regulation 2018 | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 14/11/2018 | Termination of attendance amended to:  ‘Please note that a term’s notice must be given in writing for termination of attendance, save for rising fives moving onto school. This is inclusive of a four-week notice period which will apply to the transferral of any Early Years Funding to another setting. All funding will remain with Plymtree Pre-school and will not be able to begin with a new provider until the end of the four-week notice period. Fees will be charged for any remaining term of notice even if there is no attendance by the child. The committee reserve the right to use its discretion to waive the notice period.’ | | | Charlotte Martin |
| 17/01/19 | Termination of attendance amended to:  Please note that four weeks’ notice must be given in writing for termination of attendance, save for rising fives moving onto school. This applies to both funded and non-funded children. For funded children, a four-week notice period will apply to the transferral of any Early Years Funding to another setting. All funding will remain with Plymtree Pre-school and will not be able to begin with a new provider until the end of the four-week notice period. For non-funded children, fees will be charged for any remaining term of notice even if there is no attendance by the child. The committee reserve the right to use its discretion to waive the notice period (please also see the Funding and Payment Policy). | | | Donna Manser |
| 01/10/19 | Policy reviewed – no update | | | Donna Manser |
| 23/10/20 | Policy reviewed – no update | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no update | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# ADVERSE WEATHER POLICY

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| --- | --- | --- | --- |
| Policy created | May 2018 | Version number | 1.1 |
| Review date | 1 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year change | n/a |

About this policy

This policy applies where it becomes impossible or dangerous for parents or carers to bring children to Pre-school or for employees to travel in to work because of:

* extreme adverse weather such as heavy snow; or
* major incidents affecting travel or public safety.

On these occasions we recognise that a flexible approach to opening and working arrangements may be necessary to accommodate the difficulties parents/carers and employees face and to protect health and safety, while keeping Pre-school running as effectively as possible.

This policy applies to all employees and parents/carers. It does not form part of any employee's contract of employment and we may amend it at any time.

Employees travelling to work

Employees should make a genuine effort to report for work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or by bicycle should be considered where appropriate and safe.

Employees who are unable to attend work on time or at all should telephone the Setting Manager and/or the Chairperson before their normal start time on each affected day.

Employees who are unable to attend work should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, employees should report this to the Setting Manager and/or the Chairperson and attend work unless told otherwise.

Employees who do not make reasonable efforts to attend work or who fail to contact the Setting Manager and/or the Chairperson without good reason may be subject to disciplinary action. We will consider all the circumstances including the distance they have to travel, local conditions in the area, the status of roads and/or public transport and the efforts made by other employees in similar circumstances.

Alternative working arrangements

Although we appreciate that it is largely not possible for the work of Pre-school to be carried out from home but where employees are unable to attend work for reasons covered by this policy, it is expected that time away from setting will be used for administration and planning, where possible.

Absence and pay

Employees who are absent from work due to extreme weather or other travel disruptions are not entitled to be paid for the time lost.

Employees who are able to carry out administration/planning work at home will be paid their normal hourly rate for such work.

If, in exceptional circumstances, we decide to close Pre-school, employees will be paid as if they had worked their normal hours.

School closures and other childcare issues

Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or childminder.

In cases such as these where childcare arrangements have been disrupted, employees may have a statutory right to reasonable time off without pay.

**Parents: Pre-school closures**

Any decision to close Pre-school will be taken by the Chairperson at the earliest possible opportunity, taking into account weather forecasts, any issued Met Office warnings, local conditions and other local schools’ approach.

Any closure of Pre-school will be notified by the Setting Manager to all parents by e-mail, where possible, via the Pre-school mobile telephone and via Social Media.

No fees will be refunded to parents in the event of closure, regardless of whether a child is funded or not.

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| --- | --- | --- |
| **Date of change** | **Change details** | **Name** |
| 16.05.18 | Creation of policy | Ellie Hibberd |
| 02.10.18 | Policy reviewed - added ‘via Social Media’ as method of notifying closure of Pre-school. | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | Anna Shelbourne |
| 01/09/23 | Policy reviewed- no update | Charlotte Gibbins |
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# APPRAISALS POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year change | n/a |

Appraisals are to be undertaken once a year or more frequently as required. It is expected that all staff members will have regular discussions with the Setting Manager outside of the formal appraisal process (on at least a termly basis) and that the Setting Manager will do so similarly with the Chairperson.

The Setting Manager will carry out appraisals for staff members; the Chairperson will carry out appraisals for the Setting Manager.

The appraisal should follow the format of a discussion around the appraisal form (which is in the personnel folder).

An appraisal should:

* Provide a forum to praise any good work and progress made over the last year.
* Allow any issues to be discussed, from both employee and appraiser viewpoint.
* Review actions put in place from last appraisal to see what has and hasn’t been carried out. Adjust as necessary.
* Review training needs and discuss training requirements for the next year.

The appraisal form should be filled in jointly by the appraiser and the staff member. The filled in document should be discussed jointly at the appraisal meeting. If the staff member is happy that this is an accurate account of the review and reflects their needs going forwards then two copies of the form should be signed by both the staff member and the appraiser.

One signed form should be filed in the personnel folder and the other given to the staff member to retain. Anything arising from the appraisal should be given to either the appraiser or staff member as actions to be carried out.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | New template | | | Shelley Robinson |
| 29/11/2010 | Changed timing from twice to once a year | | | Shelley Robinson |
| 09/02/2011 | Altering whole text relating to changed timing | | | Jackie Crowe |
| 16/03/2012 | Reviewing | | | Jackie Crowe |
| 23/02/2013 | Review of Policy | | | Rowan Pettitt |
| 18/09/2013 | Changed logo | | | Julie Pearce |
| 01/04/2014 | Review of policy | | | Julie Pearce |
| 29/01/2015 | Minor amendments made to clarify the process involved. | | | Ellie Hibberd |
| 12/10/2015 | Policy reviewed – changed name to clarify ‘STAFF’ appraisals policy | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – added sentence to further explain the reporting structure for appraisals, | | | Rowan Pettitt |
| 01/12/17 | Policy reviewed | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no update | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed - no update | Charlotte Gibbins | |
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# BEHAVIOUR MANAGEMENT POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

We believe that children and adults flourish best 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. The Setting Manager has overall responsibility for issues concerning behavior.

In order to achieve this, the following applies:

* At pre-school the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are implicitly embedded in our settings practice and reference through our policies.
* All adults will endeavor to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict.
* Rules governing the conduct of the Pre-school and the behaviour of the children will be discussed and agreed within the Pre-school and explained to both children and adults, if necessary.
* All adults in the Pre-school will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
* Adults in the Pre-school will help the children to challenge bullying behaviour appropriately.
* Adults in the Pre-school 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.

Adults in the Pre-school will ensure they are aware of, and respect, a range of cultural expectations regarding interactions between people.

From time to time children may behave in an unacceptable way. In these circumstances the following will happen:

* They will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. Where appropriate, this might be accomplished by a period of “time out” with an adult.
* Children will never be sent out of the room by themselves.
* Physical punishment, such as smacking or shaking, will be neither used nor threatened.
* Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
* Physical restraint, such as holding, will be used only to prevent physical injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded on an **incident form** and the child’s parents/carers asked to sign this at the end of the day.
* In cases of serious misbehaviour, such as racial or other abuse and bullying, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
* In any case 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 problems 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 Pre-school, using objective 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
* Parents are regularly informed about their children’s behaviour. The Pre-school staff work with parents to address recurring inconsiderate behaviour, using observation records to help to understand the cause and to decide jointly how to respond appropriately.

**Incident Forms**

Incident forms will be completed when any incident, no matter how small, has occurred. This will include things such as physical restraint, child arriving with injuries or similar.

A separate form will be completed for each incident. Blank incident forms will be kept in the tray. Completed forms must be signed by the child’s parent/carer and then filed in the filing cabinet and locked.

Completed forms should be reviewed each term by the Safeguarding Designated Officer to look for any patterns or changes to Pre-school that could be made.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 15/01/2010 | Added Play Leader having overall responsibility.  Included the aspect of including parents if there are behavioural problems. | | | Shelley Robinson |
| 09/02/2011 | Clarifying that it is the Safeguarding Designated child protection person who reviews completed incident forms | | | Jackie Crowe |
| 07/03/2012 | Changing responsible person and storage of incident forms | | | Jackie Crowe |
| 26/09/2012 | Changing person responsible to Clare Livingstone | | | Jackie Crowe |
| 23/02/13 | Changed Safeguarding Designated child protection person to SDO to be consistent with other documents. | | | Rowan Pettitt |
| 18/09/13 | Updated logo | | | Julie Pearce |
| 1/04/14 | Changed the location of the blank incident forms, changed playgroup to pre-school | | | Julie Pearce |
| 29/01/15 | Minor drafting amendments.  Moved point about adults’ awareness of cultural understanding to the first list, as being more appropriately located there. | | | Ellie Hibberd |
| 12/10/2015 | Policy reviewed – changed Clare’s name to read ‘Settings Manager’ | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 01/12/17 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 07/10/19 | Added ‘At pre-school the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are implicitly embedded in our settings practice and reference through our policies’ to the first set of bullet points. | | | Clare Livingstone |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed- no update | Charlotte Gibbins | |

# BOTTLES, CUPS AND DUMMIES Policy

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | 1 December 2017 | Version number | 1.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**Introduction**

With increasing understanding of the impact of bottles, cups and dummies on children’s development, it is key that Early Years’ settings consider their role in promoting their good use and how a policy would support this in practice. Although it is not statutory for settings to have such a policy, we believe we have a professional responsibility to provide care based on evidence and best practice. The research that is available, along with considerable feedback from speech and language, dentistry and dietetic professionals, highlights that the use of bottles, cups and dummies can have a direct impact on children’s oral health, speech and language skills and even general health.

**Aim**

It is our aim to work with parents and carers to ensure that the children in our care receive the best outcomes. This policy is designed to support parents on the best way to use bottles, cups and dummies with their children (and to that extent goes beyond the scope of care provided in setting). It focuses on the importance of good practice in supporting children to move on to open cups and give up dummies at the right time to ensure that children’s speech and language development is not hindered.

**Best Practice Recommendations**

Bottles

* We recommend that from 12 months, bottle use is reduced with the aim of making a complete withdrawal as soon as possible after this. We therefore anticipate that it will only be on very rare occasions when we have a child in setting using a bottle.
* If a child joins Pre-school who is still using a bottle, we will discuss with parents/carers at the earliest possible opportunity the benefits of that child moving on to using an open cup and will agree an action plan with parents/carers which is suitable and appropriate for that child.

Cups

* We recommend that babies are given the opportunity to drink from a cup from weaning at six months or when they can sit up unsupported and hold something on their own.
* Babies can be weaned immediately to an open cup with small amounts of liquid to reduce the risk of spills as well as plenty of help and support from the adults around them.
* As a general rule, Pre-school will only offer open cups but a sip cup would be made available to a child with a significant need and support given to wean the child to an open cup in line with this policy.
* Children will, where appropriate, be given plenty of opportunities to play with empty cups so that they can explore and get use to holding them.
* Pre-school staff will support and praise children as they develop onto open cups and wipe up any spillages calmly, patiently and positively when they occur.

Dummies

* We recommend that from six months dummy use is reduced with the aim of moving on completely from 12 months
* If a child who is still using a dummy joins Pre-school, we as professionals will recommend that parents choose an orthodontic dummy as the shape of the teat causes less damage to teeth.
* A dummy will only be used within the setting for sleep times or to soothe when upset.
* Pre-school staff will build relationships with their key children and will learn to tune into their allocated children to understand their needs.
* Pre-school staff will try other ways of soothing or distracting a child, for example, books and singing but will use a child’s dummy if he or she continues to be upset.
* Any dummies which are used in setting will be thoroughly cleaned.
* Any dummies which are used in setting are to be stored in labelled, clean, individual containers.
* All Pre-school staff will be trained to use the ‘Look, Listen and Think’ rule:

LOOK at the child – can you see something that is making the child sad?  Can you fix it?

LISTEN to their cries – you might be able to tell what they want by their different cries.

THINK about what else could help – try soothing them with a song, cuddle, favourite toy and so on.

**Working in partnership**

We will work in partnership with parents/carers and will offer ideas and strategies to move a child on to the next stage of their development in accordance with this policy.

**Links with other policies**

This policy takes into account our health and safety policy, ensuring that we keep children safe and healthy, and our SEN policy and Care, Learning and Play policy to ensure that children are able to achieve the best possible outcomes for them.

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 01.12.17 | Creation of policy | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# CARE, LEARNING AND PLAY POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

Plymtree Pre-school follows the EYFS principles, which guide the work of practitioners into following distinct but complementary themes:

**A unique child** – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and /or a key person

**Enabling environments** – the environment plays a key role in supporting and extending children’s development and learning

**Learning and development** – children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter-connected.

All staff build positive relationships with children by spending time with them in play and discussion, listening and caring to their needs. A key person system is in place. Playing with peers and forming friendships is encouraged by adults as this is important for children’s development.

All staff and helpers encourage children to try activities, to explore and experiment. However, no child is forced to do an activity he/she feels uncomfortable with or doesn’t want to. All activities are challenging but achievable. Sharing and turn taking is encouraged and adopted by staff members.

Plymtree Pre-school has a wide breadth of activities to reflect and support the whole learning and development of the child. Our planning takes into account the core provision of activities, purposeful play and planned activities. We have a balance of child-initiated, adult-led, inside/outside activities.

Resources are organised to reflect the ages and abilities of the children.

Plymtree Pre-school practises inclusion where all children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability have the opportunity to experience a challenging and enjoyable programme of learning and development.

Long, medium and short term plans are organised by staff members to reflect the needs of the children at Pre-school. Observations of children are carried out frequently and plans are adapted to suit the children’s interests, and to encourage them to become active learners. Schedules and routines flow with the child’s needs. For example, if a child has not finished a particular activity he/she is given the time to complete it, while others perhaps are clearing away around her/him.

Plymtree Pre-school has a flexible approach that responds quickly to children’s learning and development needs, based on observations and a coherence of learning and development across different settings and related to the child’s experience at home. During circle time children are encouraged to bring in items of interest from home for ‘show and tell’ or talk about past experiences – perhaps what they did at the weekend etc.

Planning includes outings and visits within the community or by working in partnership with other professionals or individuals in the community to support children’s learning in the wider context.

Plymtree Pre-school maintains the required adult to child ratio. Every interaction by staff members is based on caring professional relationships and respectful acknowledgment of the feelings of children and their families. Warm, trusting relationships of staff model good behaviour to children, learning right from wrong. Through example, encouragement and praise they support the child’s learning in all areas of development to reach their early learning goals, knowing every child is unique and develop in individual ways and at varying rates.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | New template | | | Shelley Robinson |
| 09/02/2011 | Removed reference to parent rota  Altering reference to adult to child ratio | | | Jackie Crowe |
| 06/03/2012 | Reviewed | | | Jackie Crowe |
| 02/03/2013 | Reviewed – no change | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated logo | | | Julie Pearce |
| 01/04/2014 | Reviewed – no change | | | Julie Pearce |
| 29/01/2015 | Reviewed – minor drafting changes | | | Ellie Hibberd |
| 12/10/2015 | Policy reviewed – no changes made. | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 01/12/17 | Policy reviewed | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy Reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# COMPLAINTS POLICY AND PROCEDURE

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

We aim to provide the highest quality education and care for all our children. We aim to offer a warm welcome to each individual child and family and to provide a friendly and caring environment within which all children can learn and develop as they play.

We believe children and parents 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 Pre-school at any time. Many concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the following procedures should be used.

All complaints will be logged in the Complaints Log Book, kept in the setting, at the time that they are made or as soon as is reasonably practicable.

**How to complain**

**Stage 1**

A parent/carer who is uneasy about any aspect of the Pre-school’s provision should first talk over any worries and anxieties with the Setting Manager or Preschool Leader.

If the concern is regarding the Setting Manager/Preschool Leader or the complainant is uncomfortable talking to the Setting Manager/Preschool Leader, they may speak directly to the Chairperson. Similarly, if the parent/carer feels so strongly about the matter of complaint, they may progress straight to Stage 2.

**Stage 2**

If this does not have a satisfactory outcome within an agreed timescale, or if the problem recurs, the parent/carer should put the concerns or complaint in writing to the Setting Manager and/or Chairperson. The Committee must make a formal investigation and reply to the complainant in writing within 28 days. If appropriate, the Pre-school Disciplinary Policy will be followed as a separate matter. This process will be confidential.

***Most complaints should be resolved informally or at this initial stage.***

**Stage 3**

If the matter remains unresolved, the next stage is to request a meeting with the Setting Manager and the Chairperson. Both parents/carers and the Setting Manager are entitled to have a friend or partner present if they wish and an agreed written record of the discussion should be made and kept in Pre-school records for a minimum of six months. All parties present at the meeting should sign the record and receive a copy of it.

**Stage 4: Approaching Ofsted**

At any stage of this procedure, if a parent/carer is not satisfied with the response, or the concern relates to an issue which the parent is unable to discuss with the Setting Manager/Preschool Leader or Chairperson, then the parent/carer can contact Ofsted directly:

Ofsted help line: **0300 123 4666**

The National Complaints Team

Ofsted National Business Unit

Piccadilly Gate

Store Street

Manchester M1 2WD

**Stage 5**

If the matter is still not sorted out to the parent’s/carer’s satisfaction, the parent/carer should again contact the Chairperson. At this point, if the parent/carer and the Pre-school cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to help define the problem, review the action so far and suggest further ways in which it might be resolved.

The mediator will keep all discussion confidential. S/he will meet with the Pre-school if requested and will keep an agreed written record of any meetings that are held and of any advice s/he has given. All parties present at the meeting should sign the record and receive a copy of it. The involvement of a mediator represents the final stage in the complaints procedure.

**The role of the registering authority**

In some circumstances, it will be necessary to bring in the registering body, which has a duty to ensure laid down requirements are adhered to and to encourage high standards. The registering authority would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. In these cases both parents/carers and the Pre-school would be informed and the registering body would ensure a proper investigation of the complaint followed by appropriate action.

**The registering authority is Office for Standards in Education (Ofsted)**

**Complaints Tel: 0300 123 4666**

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

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 18/01/2010 | Remove all reference to Trio childcare.  Include that parents can go to Ofsted directly. | | | Shelley Robinson |
| 24/01/2010 | Removed repeated paragraph wrt parents complaining direct to Ofsted | | | Shelley Robinson |
| 09/02/2011 | Updating Ofsted help line number and Chairman to Chairperson in line with other policies | | | Jackie Crowe |
| 06/03/2012 | Updated Ofsted information | | | Jackie Crowe |
| 02/03/2013 | Updated Ofsted contact information and Ofsted Complaints procedure. Added disciplinary policy. | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/9/2013 | Information on “Raising concerns and making complaints about ofsted” updated and updated logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 29/01/2015 | Added stage headings for clarity.  Requirement added for records of meetings to be signed by all parties.  Ofsted complaints procedure removed, as this seems to relate to making a complaint about Ofsted. Wording added to clarify that parents can contact Ofsted at any time during the procedure | | | Ellie Hibberd |
| 12/10/2015 | Policy reviewed – added paragraph to state that parent/carer can complain to Chair if not able to approach Play Leader and can also go straight to written complaint. | | | Rowan Pettitt |
| 03/08/2016 | Added: All complaints will be logged in the Complaints Log Book, kept on the setting, at the time that they are made or as soon as is reasonably practicable. | | | Rowan Pettitt |
| 01/12/17 | Policy reviewed – Checked Ofsted phone number – still correct | | | Rowan Pettitt |
| 16/05/2018 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 03/10/2018 | Policy reviewed - ‘a welcome’ changed to ‘a warm welcome’. ‘provide a warm and caring environment’ changed to ‘provide a friendly and caring environment’. | | | Charlotte Martin |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no update | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# DISCIPLINARY, GRIEVANCE AND CAPABILITY POLICY AND PROCEDURE

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| --- | --- | --- | --- |
| Policy created | April 2013 | Version number | 5.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**General Matters**

1. These policies apply to Pre-school employees. If you are a parent/carer and have a complaint, please refer to our Complaints, Safeguarding and Whistleblowing Policies (as appropriate).

2. The aim of these procedures is to provide employees with a clear understanding of the steps that they can expect us to take if they have any concerns about their treatment at work, or if we have concerns about their conduct, performance or attendance.

3. We reserve the right to make changes to any of the provisions of these rules and procedures at any time at our discretion. We will notify any changes to all employees.

4. If you choose to be accompanied at any meeting under the following procedures at which you have the right to be accompanied, your companion may be a work colleague or trade union representative. We will try to arrange any meeting at a time that is both convenient to the person conducting the meeting, you and your chosen companion. If for any reason your chosen accompanying person will not be available at the time proposed by us, we will postpone the meeting to a time proposed by you, which must not be more than five working days after the original date of the meeting, and which is also convenient to the person conducting the meeting.

5. We will try to arrange any meetings during normal working hours, but this may not always be possible. It may also be sensible for meetings to take place out of the setting.

6. We appreciate that grievances and matters of discipline and capability are disruptive. This means that we will try to make sure that each procedure is followed without unavoidable delay. We cannot in general, however, apply specific time limits to the various stages of the procedures, as the time taken to follow each procedure will depend on the circumstances.

7. If it would not be right for the person identified in a particular procedure to conduct that procedure (for example if the grievance concerns or involves the person nominated, or if the person nominated to conduct a Disciplinary Procedure is a witness to any of the complaints made), the procedure will be conducted by another member of staff or the Committee nominated by the Chairperson or (if that is not possible) by an appropriate external person nominated by the Chairperson.

8. If you object to the person we identify, you must have reasonable grounds for doing so and must state them clearly to us in advance of the meeting.

9. The policies and procedures contained in this section do not form part of your Contract unless specifically provided for in the policy or your Contract. We reserve the right to change any of the provisions of these procedures (or a substituted procedure) by amendment, addition or deletion of the procedures from time to time at our discretion. Any changes will be notified to all employees by appropriate changes to these policies/procedures or by other appropriate means.

# GRIEVANCE POLICY AND PROCEDURE

**A. Introduction**

We recognise that misunderstandings or grievances may sometimes arise between members of staff or between members of staff and parents or members of the Committee. It is important that these grievances are brought out into the open and resolved as quickly and as fairly as possible.

We will make every reasonable effort to try to redress your grievance.

In most cases this can be done informally. However, a more formal approach may sometimes be needed. We will also always follow a formal process if you ask us to do so.

If you have a personal grievance or a complaint about any Pre-school matter, you should follow the procedure set out below. You may be accompanied at any stage in the procedure if you wish in accordance with your statutory entitlement.

**B. Informal Procedure**

1. You should discuss the matter with the Setting Manager who will try to settle the matter promptly. If the matter involves the Setting Manager, you should discuss it with the Chairperson. This may involve mediation which will require the support of the Committee or Devon County Council HR One team.

2. The Setting Manager/Chairpersonwill discuss the grievance fully with you and then consider the grievance to try to find a solution.

**C. Formal Procedure**

If you are unhappy with the outcome of an informal procedure, or you wish to follow a more formal procedure from the start, you should use the following procedure.

1.You should send your grievance in writing to the Chairperson (the **Grievance Manager**).

2. On receipt of your grievance, the Committee may be notified if appropriate. In order to maintain confidentiality in sensitive matters, the Chairperson may decide to only notify certain members of the Committee. The Chairperson will investigate your grievance fully, or if this is not appropriate, they may appoint another member of the Committee or Pre-school staff to do so (the **Investigator**).

3. If deemed necessary, the Investigator will begin his/her investigation by interviewing you. You should tell the Investigator about your grievance at this meeting. The Investigator will then decide how to continue with their investigation. If there are any steps you do not want the Investigator to take, you should tell them at that meeting. In cases where there is a potential safeguarding issue, the Chairperson may need to take certain steps that cannot be bypassed and reserves the right to do so.

4. At the end of their investigation, the Investigator will then present a report (the **Report**) of their findings to the Committee as soon as practicable.

5. The Grievance Manager will then arrange a meeting with you to discuss the grievance. You will be entitled to be accompanied to the meeting. You must notify us of who will be accompanying you in advance of the meeting. You will receive a copy of the report before the meeting, unless the Grievance Manager’s view is that it would not be appropriate for you to see all or part of the report.

6. The Grievance Manager will consider the grievance with you at the meeting, and you will be notified of their decision in writing.

**Appeals**

If you are unhappy with the decision, you can appeal against it under the Appeals Process, see pages 38 & 39.

# DISCIPLINARY POLICY AND PROCEDURE

**A. General**

Disciplinary measures are necessary to support our rules/working practices and to address unacceptable conduct by employees. The Disciplinary Policy and Procedure will be used in all cases relating to conduct. There is a separate Capability Procedure to be used in the event of poor performance or incapacity. The procedures are staged so that we can give an appropriate response to minor matters but, in the event of repetition or serious matters, more severe measures can be taken.

**The provisions of this procedure are not contractually binding upon you or upon us.** These procedures are intended merely as guidelines which may be helpful in particular circumstances. We reserve the right to leave out any or all of the stages of the procedure where we consider it appropriate.

**B. Informal Procedure**

The Setting Manager will normally be able to resolve any conduct problems through informal discussions during the normal course of work. These discussions should identify any problem areas and, if appropriate, result in an agreed action plan.

**C. Formal Procedure**

The first stage in the formal procedure is for the matter to be fully investigated in order to obtain the full facts. The investigation will normally include details of the respects in which your conduct is alleged to be unsatisfactory; any previous warnings issued to you as part of this procedure and any previous discussions you may have had with the Setting Manager or Committee concerning unsatisfactory conduct and your comments during any previous discussions.

With regard to incidents which are considered to be particularly serious, or where further investigation or consideration appears to be desirable, you may be suspended from work temporarily (on basic pay). Any such suspension will be a precautionary measure to enable investigations to be conducted without delay or interruption. Any period of suspension will be kept to a minimum and will be reviewed at regular intervals. This is not to be regarded as a disciplinary action or penalty of any kind. Factors which will influence the decision of whether you should be suspended include:

1. The seriousness of the complaint;
2. The likelihood of its repetition or any additional risk to children, parents, personnel or Pre-school property;
3. The risk of evidence being destroyed or damaged; and/or
4. The risk of potential witnesses being influenced.

Following the investigation, you will be advised of the allegation(s) against you in writing and if it is deemed necessary, a formal Disciplinary Hearing will take place at which your conduct will be discussed. The letter inviting you to the Disciplinary Hearing will:

* Describe the complaints that have been made against you;
* Identify the rule or good practice that you are alleged to have broken;
* Provide you (other than in exceptional circumstances) with copies of any evidence obtained during the disciplinary investigation which is relevant to the complaint;
* Tell you the date, time and venue of the meeting;
* Remind you of your right to be accompanied;
* Provide you with a copy of the Disciplinary Policy.

The hearing will normally be conducted by the Setting Manager and the Chairperson, although we reserve the right to appoint other people if this is deemed more appropriate by the committee. You should be fully aware of the seriousness of the situation if you find yourself subject to the Formal Disciplinary Procedure.

In the event that you choose to be accompanied to any meeting, the meeting shall, where possible and if requested, be arranged to take place during normal working hours.

At the hearing you will be advised of the conduct which is alleged to be unsatisfactory. This, and any evidence in support of the allegations of misconduct, will be discussed with you. You will be asked to comment and will be afforded the opportunity of explaining your view of the situation. You should let us know as early as possible if there are any relevant witnesses you would like to attend the hearing or any documents or other evidence you wish to be considered. Consideration will be given to any matters which you raise and account will be taken of any representations made by you, or on your behalf.

The person conducting the hearing has the right to suspend the hearing to allow for further investigation.

**D. Range of Possible Responses**

If you are found to be guilty of misconduct the outcome will depend on the seriousness of the misconduct in question and all the circumstances of the case, including whether you have received any previous sanctions. The outcome will be notified to you in writing following the hearing. The case may be dealt with in one of the following ways:

(a) No action deemed necessary;

(b) First written warning.

(c) Final written warning;

(d) Termination of employment (dismissal) or some other sanction short of dismissal.

Appropriate account will always be taken of your employment and disciplinary record with us and all other relevant factors before deciding what action should be taken. However, you should not regard the range of possible responses outlined above as cumulative. Where it is decided that action should be taken it is for the person conducting the hearing to decide which of the possible responses is appropriate in any given case.

In particular, you should note if a single act of misconduct is particularly serious (albeit the first breach of discipline) you may be given a final warning, be dismissed or have another sanction applied notwithstanding the fact that no previous warnings have been given. Other sanctions short of dismissal that may be considered are demotion (where permitted by your Contract) and/or extension of a final written warning with a further review period. Continuance or repetition of misconduct or further breaches of discipline during the currency of a final written warning may result in your dismissal.

**E. Warnings**

Written warnings will indicate the misconduct, the likely consequences of further misconduct, (where appropriate) any action which has been agreed upon and the period during which the warning will last. You will also be informed of your right of appeal.

You will be given a copy of any warning issued, which will be placed on your personal file.

A first written warning will be held on your personnel file for six months, after which time it will normally be disregarded for disciplinary purposes provided there is no further misconduct. A final written warning will be held on your personnel file for 12 months, after which time it will normally be disregarded for disciplinary purposes provided there is no further misconduct.

**F. Gross Misconduct**

You will not normally be dismissed for a first act of misconduct. However, if you are shown to have committed an act of gross misconduct you may be dismissed immediately, without notice. Gross misconduct shall include **but not be confined** to:

* Breach of the Pre-school’s Safeguarding Policy.
* Theft or other dishonesty whether committed at or outside work.
* Conviction for a criminal offence other than a minor road traffic offence.
* Repeated or gross acts of negligence, rudeness or any other unacceptable conduct to children, parents, colleagues or other third parties.
* Repeated or persistent unauthorised absence from duty.
* Gross insubordination or repeated or persistent refusal to obey a legitimate instruction given by the Setting Manager or Committee.
* Careless, reckless or deliberate damage to Pre-school property, or property on the premises used by the Pre-school, or property belonging to a parent or other third party.
* Careless, reckless or deliberate breaking of any statutory rule or regulation or the Pre-school’s policies and procedures, which is capable of injuring or endangering anybody, or leaving us open to prosecution or censure.
* Any conduct whether at or outside work which in the Disciplinary Officer’s view may jeopardise our good reputation or profitability or otherwise bring the Pre-school into disrepute.
* Serious breaches of the Pre-school’s policies and procedures.
* Assault, fighting, harassment or discrimination on any ground and the use of offensive language.
* Misuse of our information systems, associated data, copyright, software or the telecommunications network, including any breach of the Acceptable Use policy.
* Grossly indecent or immoral behaviour.
* Serious breaches of our rules relating to the disclosure of confidential information.
* Acts or omissions endangering the health and safety of any person, disregard for the safety of other employees, or any serious breach of our Health and Safety Policy.
* Being under the influence of drink or drugs at work.
* Being in possession of and dealing in unauthorised substances whether at work or at any other time.
* Deliberate falsification of any record including, for example, timesheets, absence records, records relating to children’s files or details or staff training records.
* Undertaking private work during your working hours for the Pre-school without express permission.
* Disqualification from driving where driving is an essential or important part of your employment.

**G. Appeal**

If you are dissatisfied with any disciplinary decision then you may appeal using the Appeals procedure, see pages 38 & 39.

# CAPABILITY POLICY AND PROCEDURE

**A. General**

1. So that we can provide the best possible service for our children and parents/carers we require the highest standard of commitment to work and job performance from our employees.

2. We will give whatever help we can reasonably give you to achieve the standards of performance or capability required, assessed by reference to your skill, aptitude and physical and mental abilities.

3. If we have any concerns about your capability to do your job, we will follow the procedures set out in this section.

4. If we decide (having followed these procedures) that you are not capable of doing your job, we may also or in addition to the steps set out in the procedures offer you another job which is more suited to your capabilities. This job may be at a level equivalent to your existing job, or it may be of a lower status. We will normally explain the reasons for making such an offer, and set out the terms and conditions of employment applicable to this new job (which may, for example, carry a lower rate of pay than that applicable to the existing job). You will be given an opportunity to consider the new offer of employment, but will normally be expected to respond to such an offer within five working days.

5. We reserve the right to omit any of the stages detailed below depending on the level of incompetence alleged.

**B. Poor Attendance Record**

This section deals with frequent short absences. Long term absence is dealt with under the heading below.

If you have a poor attendance record, there may come a time when the inconvenience caused by the length and/or frequency of the absences means that some action must be taken.

It may even be necessary to dismiss you in these circumstances after appropriate warnings, and all reasonable support and assistance, have been given to you. This may be the case even if the reason for absence is genuine sickness covered by medical certificates.

In all cases, we will take into account:

* the nature of the illness or illnesses;
* the likelihood of recurrence or some other illness arising;
* the length of the various absences;
* the periods of good health between them;
* the need for us to have the work done;
* any steps that we can reasonably take to help you improve your attendance record; and
* the impact of your absences on your fellow employees

before taking any formal action under **Part B1** below.

**B1. Procedure**

1. A full investigation of the facts will be carried out by the Setting Manager and/or the Chairperson, who will review your attendance record and the reasons for your absences.

2. We may seek medical evidence where it would assist us in determining:

* the cause of the absences;
* the reasons for their frequency;
* the likelihood of them continuing in the future; and
* any reasonable steps that we could take to help you improve your attendance record.

3. You will then be notified in writing of the basis of our concerns, and you will be called to a meeting with the Setting Manager and/or the Chairperson at which your attendance record, and the reasons for your absences, will be considered. You will have the right to be accompanied to that meeting, and will be given the opportunity of participating fully in the meeting. At that meeting, we will consider with you any steps we could reasonably take to help you improve your attendance record.

4. In cases of genuine, but nevertheless disruptive, intermittent absence you will be given a **formal (first or final) written warning**, informing you:

* that your level of absenteeism is unacceptable and must improve;
* of the steps (if any) we will take to help you reduce that level to an acceptable level;
* how and by what time your attendance record it must improve; and
* what the consequences will be if it does not do so.

5. If we have taken the steps we said we would take, but your attendance record does not improve to a satisfactory standard within the time specified in the warning, you will be called in writing to a further meeting with the Setting Manager and/or Chairperson, following which you may be given a **final written warning**. You will again have the right to be accompanied, and to participate fully in the meeting. The meeting will be conducted in the way described in paragraphs 3 and 4 above.

6. If we have again taken the steps we said we would take, but your attendance record does not improve to a satisfactory standard within the time specified in the final written warning, you will be called in writing to a further meeting with the Setting Manager and/or Chairperson, following which you may be dismissed by reason of lack of capability. You will again have the right to be accompanied, and to participate fully in the meeting, which will be conducted in the way described in paragraphs 3 and 4 above.

7. The letter calling you to this meeting will notify you of:

* why dismissal is being contemplated;
* your right to be accompanied; and
* when and where the meeting will be.

8. If:

* we have evidence to believe that your attendance is unlikely to improve within a reasonable period; and
* there is nothing that we can reasonably do to help you improve your attendance record, any steps we have taken have failed and there are no other adjustments that might be made, or you have unreasonably refused to co-operate in the trial of such adjustments that have been reasonably proposed by us you may be dismissed in accordance with this procedure on the basis that you are no longer capable of doing work of the kind that you were employed to do.

**NB In exceptional circumstances, one or both of the warning stages may be omitted, depending on your absence record, its impact on the business and your response to any earlier informal warnings.**

**B2. Appeals**

You will be given the opportunity to appeal against decisions taken under this procedure in accordance with the Appeals Procedure, see pages 38 and 39.

**C. Long-Term Absence**

This procedure is designed to deal with the unfortunate situation of a long absence through illness or injury.

At all stages, our approach will be governed by your condition as understood by us.

**C.1 Procedure**

1. We will notify you in writing of the basis of our concerns. We will ask you to give your consent in writing to your GP, a GP nominated by us and/or another medical specialist (such as an Occupational Health Specialist (**the doctor**) preparing a medical report about:

* your condition (and whether it may amount to a disability);
* the prognosis;
* the effect of your condition on your ability to carry out both:
* the requirements of your job (or any other suitable job); and
* normal day-to-day activities; and
* any steps that we can reasonably take to enable you to carry out your job.

2. It is a term of your Contract that you should give that consent in respect of any reasonable request. If you do not give that consent, we will be forced to take whatever action is appropriate under this procedure in the absence of that evidence. In particular:

* if we have no medical evidence to the effect that you will be able to return to work, we may have no alternative but to dismiss you;
* we may not be able to consider with you any adjustments to your working environment if we have no medical information to help us work out what adjustments would be appropriate.

3. When we write to the doctor, we will tell the doctor:

* about the requirements of your job; and
* that we are considering your future continued employment and/or any adjustments that we could make to help you return to work.

4. We will ask the doctor to provide:

* a diagnosis;
* a prognosis;
* his/her view as to when you might be able to return to work; and
* advice about what adjustments we might make to help you to return to work.

We will also consider obtaining a report from an Occupational Health Specialist. Any additional medical costs incurred will be met by the pre-school.

5. Once we have taken reasonable steps to obtain that medical evidence, we will write to you to invite you to a meeting with the Setting Manager and/or the Chairperson. The arrangements for the meeting will take account of your condition and what would make you feel comfortable. At the meeting, we will discuss with you your medical position, your prospects of resuming work and the situation generally, including what adjustments we could take to help you return to work.

6. You will have the right to be accompanied to that meeting, and you will be given every opportunity to set out what you feel you need to say about your future prospects.

7. The matters that we will take into account in deciding what decision to make about your future with us following that meeting will include:

* the nature of your condition;
* the likely length of your continuing absence;
* the needs of our business;
* any adjustments that we are able to make; and
* the particular circumstances of the case.

8. If:

* you have been off work for a long period through illness or injury; and
* on the basis of the medical and other evidence that we have reasonably been able to obtain:

we have concerns that you may not be able to return to work in your job or in any other job for us in the foreseeable future; and

Either:

* there are no adjustments that we can make to your post or to our working environment which would enable you to resume your work;
* any adjustments that have been tried have failed and there are no other adjustments that might be made;

or:

* you have unreasonably refused to co-operate in the trial of such adjustments that have been reasonably proposed by us

we may have no alternative but to bring your employment to an end.

9. You will be given the opportunity to appeal against a decision to dismiss in accordance with the appeals procedure, see pages 38 and 39**.**

**D. Poor Performance**

The Setting Manager will aim to resolve any performance problems through informal discussions with you during the normal course of work. These discussions should identify any problem areas and, if appropriate, result in an agreed action plan.

Such matters may also arise during the appraisal process.

You will be expected to participate actively in such process, and commit to following any suggestions the Setting Manager makes to you as to how you can improve your performance.

If that approach is not successful, the following procedures will apply.

**D. 1 Complaint and Investigation**

1. Any complaint made about your performance will be reported to the Chairperson and/or the Committee, who will either appoint another member of staff or the Committee to investigate the complaint where possible, or they will investigate the complaint themselves (the **Investigator**).

2. The method of investigation will be at the discretion of the Chairperson and /or Committee but they will usually take statements from the person who made the complaint, and from you, during the course of the investigation.

3. At the conclusion of the investigation, the Investigator shall issue a formal report to the Chairperson and/or Committee.

4. The Chairperson and/or Committee will then decide at their absolute discretion whether to deal with the matter informally with you, or to deal with the matter formally in accordance with the provisions of this procedure.

5. The Chairperson reserves the right to inform only certain members of the Committee/staff of the complaint if the matter is deemed sensitive or confidential. Alternatively, only key information may be given at the Chairperson’s discretion.

**NB:**

(a) In the event of any illness or disability of yours of which we are aware, or of which we become aware during the course of this process, we will (subject to your full co-operation) use all reasonable endeavours to obtain appropriate medical and other information about your condition and whether that affects your ability to carry out your job.

(b) You will be required to co-operate fully in such investigations.

(c) We will take such matters into account when applying the following procedure.

**D.2 Procedure in The Event of Suspected Poor Performance**

1. If the Chairperson and/or Committee decide at their absolute discretion that formal action needs to be taken, they will notify you in writing of the basis of our concerns, and will call you to a Capability Meeting, which will usually be conducted by the Setting Manager and/or the Chairperson (the **Hearing Manager**).

2. The Hearing Manager will, so far as possible provide you with copies of all of the evidence on which they intend to rely at the Capability Meeting when you are invited to the Capability Meeting.

3. You will have an opportunity at the Capability Meeting to respond to the complaints made and give an explanation for the matters complained of.

4. You may if you wish be accompanied to the Capability Meeting.

5. We will write to you as soon as possible after the conclusion of the Capability Meeting with our decision, and will notify you of your right of appeal.

**D.3 Capability Decisions**

**1. Stage 1**

If in the light of the information and matters disclosed and discussed at that meeting the Hearing Manager’s view is that our concerns are justified, you will be given a formal First Written Warning, specifying:

(a) The improvements required of you;

(b) The time by which those improvements have to be made; and

(c) The fact that further action may be taken under this procedure should your performance not improve as required.

The Chairperson, with the support of the Setting Manager, may at the same time draw up an action plan for implementation by you and/or us as appropriate. Any agreed adjustments that we are committed to carry out in view of any illness or disability and any other training, support and supervision that we agree to provide will be set out in the action plan.

**2.** **Stage 2**

If:

(a) you appear to have failed to improve sufficiently within the period referred to in the first written warning; and

(b) in the light of the information and matters disclosed and discussed at the first and at a further Capability Meeting, and of any adjustments made by us,

the concerns of the Chairperson, with support of the Setting Manager, remain justified, the Hearing Manager may issue you with a Final Written Warning.

That Final Written Warning will specify:

(a) The improvements required of you;

(b) The time by which those improvements have to be made; and

(c) The fact that, if you fail to improve sufficiently within the specified period, your employment may be terminated.

The Chairperson may at the same time draw up a new action plan, or revise the action plan issued at the same time as the First Written Warning.

**3. Stage 3**

If you appear to have failed to improve sufficiently within the period specified in the Final Written Warning, you will be invited, in writing, to attend a further meeting at which you may be accompanied by a colleague or trade union representative.

The meeting will determine whether your employment can continue.

The letter calling you to the meeting will notify you of:

1. why dismissal is being contemplated;
2. your right to be accompanied; and
3. when and where the meeting is to take place.

If:

(a) you did fail to improve sufficiently within the period referred to in the final written warning; and

(b) in the light of the information and matters disclosed and discussed at the first and at further Capability Meetings, and of any adjustments made by us,

the Chairperson’sconcerns remain justified, you may be dismissed.

**D.4 General Point**

The Chairperson has the right to omit any stage in this procedure if they feel that it would be appropriate in the circumstances of the case, taking into account your capability record and your actual or likely reaction to warnings.

**D.5 Appeals**

You may appeal against any decision made under this procedure in accordance with the appeals process as set out below in Appeals.

**Appeals**

**A. Appeals Procedure**

1. You may appeal in writing against any action taken under the Grievance, Disciplinary or Capability Procedures by sending an appeal letter (**Appeal Letter**) to a member of the Committee or Chairperson within seven working days of the date of the letter in which the decision against which you are appealing is set out.

2. You must set out in your Appeal Letter:

(a) the element or elements of the decision against which you are appealing; and

(b) the reasons for your appeal in respect of each such element.

3. On receipt of the Appeal Letter, the Chairperson or other designated person will conduct the following appeals procedure. For the avoidance of doubt the appeal will be conducted by way of review rather than rehearing.

4. The Chairperson/or other designated person will arrange an Appeal Meeting, to be chaired by him/her, at which the following will be present:

(a) the Chairperson/other designated person;

(b) you;

(c) the Setting Manager (where appropriate and at the Chairperson’s discretion)

(d) any person chosen by you to accompany you (who may be either a colleague or a Trade Union Representative);

1. any other person agreed by the Chairperson and you or invited by the Chairperson/or designated other person.

5. The Chairperson may appoint an external individual to conduct the appeal. This may be someone from Devon County Council HR One or another external organisation. This is at their absolute discretion and will be done in order to ensure a fair and consistent appeals process.

6. The appeal will be limited (subject to the discretion of the Chairperson to allow further matters to be considered) to matters raised by you in your Appeal Letter.

7. The Chairperson will write to you as soon as possible after the conclusion of the Appeal Meeting with his/her decision.

8. The decision made on the Appeal will be final.

**B. Decisions on the Appeal**

The Chairperson/other designated person may:

1. Allow the appeal in full or in part, substitute his/her own decision for the original decision made (including increasing the sanction given), or uphold the decision; and

2. Make any relevant consequential findings and decisions.

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 03/02/2015 | References to Devon County HR changed to Devon County HR One.  General Matters: General application statement added. Clarification added regarding the extent of the right to be accompanied.  Disciplinary: provision added for witnesses at disciplinary hearing; sanctions short of dismissal added; clarification over duration of warnings added.  Various other amendments made throughout in drafting, definitions and for clarification. | | | Ellie Hibberd |
| 03/12/2015 | Early review – no changes made | | | Rowan Pettitt |
| 03/08/16 | Policy review – no changes. | | | Rowan Pettitt |
| 01/12/17 | Policy review – no changes | | | Rowan Pettitt |
| 2/10/18 | Policy reviewed – ‘appeals procedure set out below’ changed to ‘see pages 38 & 39’ | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# EQUAL OPPORTUNITIES POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

Plymtree Pre-school works in accordance with all relevant legislation, including

* Equality Act 2010
* Children Act 2004

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

**Admissions**

We do not discriminate against any child or their family, or prevent entry to our setting, on the basis of colour, ethnicity, religion, social background or disability. The Pre-school is open to every family in the community. There is not usually a waiting list due to small numbers of children. However, should a waiting list occur in the future, children would be accepted in order of birth, where staff: child ratios allow.

Families joining the Pre-school are made aware of its Equal Opportunities Policy, which is regularly reviewed.

**Employment**

Any vacancies will be advertised and applications are welcome from all backgrounds. The Pre-school will appoint the best person for each job (subject to satisfactory references and DBS checks) and will treat fairly all applicants for jobs and all those appointed. We will monitor our application process to ensure it is fair and accessible.

Commitment to implementing the Pre-school’s Equal Opportunities Policy will form part of the job description for all workers.

We will, where appropriate, ensure staff receive training on anti-discriminatory and intrusive practices.

**Families**

The Pre-school recognises that many different types of family group can and do successfully love and care for children. The Pre-school aims to offer support to all families. We encourage children to contribute stories of their everyday life and similarly encourage their parents/carers to be actively involved in the life of the setting.

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

**Festivals**

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

In order to achieve this:

* We aim to acknowledge all the festivals celebrated in our area and/or by the families involved in the Pre-school.
* Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced, where appropriate, to the stories behind the festivals.
* Before introducing a festival with which the adults in the Pre-school are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival.
* Children and families who celebrate at home festivals with which the rest of the pre-school is not familiar will be invited to share their festival with the rest of the Pre-school, if they themselves wish to do so.
* Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

**The Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the Pre-school will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them.

Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

**Resources**

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

Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words which reflect positively the contribution of all members of society.

**Special Needs and Disabilities**

The Pre-school recognises that children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise.

Planning for Pre-school meetings and events will take into account the needs of people with special educational needs and disabilities.

**Discriminatory Behaviour/Remarks**

Any discriminatory language or remarks by children, parents, members of staff or any other adults are unacceptable in the Pre-school and will be dealt with in the strongest possible manner.

Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks are hurtful and unacceptable and will not be tolerated. Where a member of staff is involved, action may be taken under our Disciplinary Policy.

**Language**

Basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible.

Bilingual/multilingual children and adults are an asset to the whole Pre-school. Parents will be encouraged to speak to children in their first language at home.

Children and parents who have English as a second or additional language will be valued and their languages recognised and respected in the Pre-school.

**Food**

Working in partnership with parents, children’s medical, cultural and dietary needs will be met.

**Meetings**

The Pre-school will make every effort to ensure that the time, place and conduct of meetings enable the majority of parents to attend so that all families have an equal opportunity to be involved in and informed about the Pre-school.

The Chairperson must ensure that these policies are carried out correctly.

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 18/01/2010 | Remove reference to Trio.  Update list of acts with most recent versions | | | Shelley Robinson |
| 09/02/2011 | Reviewed | | | Jackie Crowe |
| 06/03/2012 | Reviewed | | | Jackie Crowe |
| 02/03/2013 | Removed three acts which have since been superseded by the Equality Act 2010 – this incorporates all three mentioned. | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/9/13 | Updated logo | | | Julie Pearce |
| 01/04/14 | Policy reviewed | | | Julie Pearce |
| 03/02/2015 | General anti-discriminatory statement added to Admissions.  Employment: expansion of recruitment procedures; added reference to training.  Families: children encouraged to share stories from home and parent to participate in life of Pre-school.  Discriminatory Behaviour/Remarks: wording added regarding sanctions.  Playgroup/group changed throughout to Pre-school. | | | Ellie Hibberd |
| 03/12/2015 | Early review – added ‘and Disabilities’ to Special Needs in line with SEND | | | Rowan Pettitt |
| 03/08/2016 | Policy review – no changes. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – ‘make it clear that such recognise/remarks’ amended to ‘make it clear that such behaviour/remarks’ | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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**E-SAFETY POLICY**

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| --- | --- | --- | --- |
| Policy created | December 2015 | Version number | 3.3 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**Scope of policy**

The purpose of this policy is to amalgamate the following pre-existing policies in order to ensure all information is consistent and easily accessible:

1. Acceptable Use Policy
2. Confidentiality Policy
3. ICT, Internet and Social Networking Policy
4. Mobile telephone policy

In addition to the incorporation of these policies, the E-Safety Policy shall also include information on sharing of information and data protection.

The overall aim of Plymtree Pre-school’s E-Safety policy is to ensure that staff and children will benefit from the technologies offered in a safe environment and through effective usage and management.

Staff and parents/carers should also refer to the **Safeguarding Policy** for relevant information on any of the points covered by this policy.

This policy relates to the legislation, and any amendments, as listed.

**Acceptable Usage**

The term ‘acceptable usage’ relates to the use of technology both inside and outside of the setting. This is relevant to staff, committee and parents, as well as children as users of technology. The aim is to recognise:

1. The importance of safeguarding children by promoting the appropriate and acceptable use of information and communication technology (ICT) including mobile phones, cameras, all computers and games consoles.
2. The roles and responsibilities of any users of technology within the setting
3. The roles and responsibilities of users when using technology for purposes relating to Pre-school.
4. To highlight the risks and promote safe and appropriate usage by all technology users

Staff and relevant committee members must agree to and sign an Acceptable Use Agreement prior to commencement in position.

The use of:

* + Internet including social networking sites
  + E-mails
  + Storage of documents, children’s records and images
  + Cameras and other personal photographic equipment
  + Mobile telephones
  + Portable electronic devices (such as iPads/laptops)

by any member of staff, volunteer, parent/carer, committee member or visitor of any sort is forbidden in or on Plymtree Pre-school premises inside or on areas outside, including the car park, unless prior permission has been granted by pre-school staff or committee. Any use of the above should be strictly in line with this policy.

**Mobile Telephone Usage**

Plymtree Pre-school has access to one mobile phone which is kept on site and is turned on during sessions. No landlines are installed and there is no internet access at time of writing.

It is the Setting Manager/Preschool Leader’s responsibility to ensure that the mobile phone remains sufficiently charged at all times, with sufficient credit. The committee should be notified immediately should any issues with the mobile phone arise.

The use of a mobile phone must not detract from the quality of supervision and care of children.

The statutory guidance listed in the Statutory framework for the Early Years Foundation Stage means that providers should take contact telephone numbers and a mobile phone on outings. We do store parents telephone numbers on the pre-school mobile phone.

The safety of children at Plymtree Pre-school is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk if staff are distracted from caring for children. Mobile phone communications with a parent of a child from Plymtree Pre-school is not acceptable other than for approved setting business. In the event that the Emergency Plan is actioned then the use of a personal mobile telephone is acceptable by agreement with the Setting Manager or Preschool Leader.

**Laptop Usage**

Plymtree Pre-school has a laptop, held by the Setting Manager. The laptop is for use by the Setting Manager. Other staff may use the laptop with prior consent from the Setting Manager. Children will not have access to the laptop.

The Setting Manager may use the laptop during session and may also take the laptop home. The intent of the laptop is that any information pertaining to the Pre-school is held on the laptop and the Settings Manager is not expected to use their personal PC/device for this.

The laptop will be stored securely at all times when it is not in use, either locked away at Pre-school or in the Setting Manager’s home.

The Setting Manager will set up a password which will be shared with the Chair of the Committee. The password should be changed regularly and the Chair of the Committee should be updated each time. If the laptop is left on but not in constant use, the screen should be locked.

The Setting Manager may use the laptop to connect to the Pre-school email account.

**Camera (including mobile phone camera) and Image Usage**

Names and other personal information will not be displayed with photographs of children unless express and informed permission has been given by the parents/carers. Pre-school staff or committee will request permission on every occasion that this may occur, in addition to the annual permission slips.

Plymtree Pre-school has one camera on site for use by Pre-school staff. The mobile phone also has a camera which may be used by Pre-school staff. This section of the policy covers usage of the pre-authorised staff camera and staff mobile telephone.

Staff and other visitors are not permitted to use personal cameras to photograph the children. (Refer to ‘Personal Cameras/Mobile phone cameras’ below for exceptions.)

Only the Plymtree Pre-school authorised camera may be used to take images and images may only be taken during session times. Parental permission should always be sought to take still and moving images.

Parental consent for use of such pictures should be sought at least once a year or when records are updated, if that is earlier. This should include specific and informed consent to take and use photographs offsite for professional, marketing and training purposes. Individual children will not be named unless we have specific permission from their parents.

When the camera/mobile telephone is taken off site either on Pre-school business or for developing purposes, the following information should be logged in the diary:

* + Name of the individual member of staff using the camera
  + Date and time camera was booked in and out
  + Purpose
  + Any difficulties or concerns encountered.

The Safeguarding Designated Officer (SDO) is responsible for memory sticks and storage devices. When taking a memory stick or storage device to be developed offsite, it should be logged in and out by the SDO and monitored carefully to ensure it is returned within the expected time scale.

**Personal Cameras/Mobile phone cameras**

Staff

The use of a personal mobile telephone/tablet/laptop by any member of staff, volunteer or visitor of any sort is forbidden in or on Plymtree Pre-school premises inside or on areas outside, other than the car park, unless prior and express permission has been given by the Manager or the Preschool Leader.

The Settings Manager may consult the Committee and such a request may be refused without notice at their discretion. This decision will be made in order to safeguard the children and families at the setting.

In the case of an emergency the Pre-school mobile telephone number is: 07928 786673 and can be given as a way of contacting staff. If contact is unsuccessful on that number Becky Whitfield (Chairperson) can be contacted on 07801750901 and will be able to arrange for personal contact with the Pre-school. Committee members or staff may photograph the setting and display boards with their personal cameras for use on the website or Facebook page. Children **must not** appear in the photographs taken. This is undertaken with the express permission of the committee and Setting Manager.

Parents/carers and visitors

The use of personal cameras/mobile phone cameras is only acceptable with explicit permission from pre-school staff at pre-school events. Parents/carers will be advised of our E-Safety policy at all such events and will be asked not to post any images (unless the image only contains their own child) on social networking sites or websites.

If visitors wish to use their mobile telephones, they must do so outside in the car parking area. Visitors must not use their mobile telephones in any way within the Pre-school.

All use of a mobile telephone whilst children are present must be recorded by the Designated Safeguarding Officer in the day book, other than use of the normal Pre-school mobile telephone.

The Pre-school staff and committee reserve the right to refuse personal camera usage at any time without prior notice. On such an occasion that permission to photograph children is refused staff or committee members are not required (and in some cases may be unable on the basis of safeguarding) to provide a reason for this decision.

**Internet**

The internet offers potential for children’s learning and development and should only be used for this purpose within the setting. Staff, committee members and parents/carers should be aware of the dangers of the internet and carefully consider their own usage in relation to the setting.

Should ICT users become aware of a potentially unsafe or inappropriate incident taking place the matter should be reported to the SDO or Deputy immediately and a log should be kept of any incidents.

Internet access by staff and children should be managed and monitored at all times on site with the use of secure passwords at all times.

Plymtree Pre-school will ensure the use of up to date virus and built in security into any form of technology used to access the internet, be it by computers, phones, computer games, etc and this will be regularly checked and renewed.

Communication between all adults and children by whatever method should take place within clear and explicit professional boundaries.

**Plymtree Pre-school Website**

Plymtree Pre-school has its own website, linked to the village website. The website is intended for use by the general public and any information and/or images displayed will strictly adhere to the guidelines in this policy. The committee and Setting Manager have overall responsibility for the website.

**Plymtree Pre-school Email Account**

As of September 2013, the Pre-school has had use of an email account – the address is [plymtreepreschool@gmail.com](mailto:plymtreepreschool@gmail.com). This email address is for use by the Setting Manager and Chairperson, for general enquiries, and other emails relating to the Pre-school.

The password will be changed by the Setting Manager or the Chairperson at least every six months, more if required. The Setting Manager and Chairperson should both be aware of the password, which should not be written down or divulged to any other parties except with the agreement of the Chairperson.

If the Setting Manager forgets the password, or is required to change the password for any reason, they should inform the Chairperson immediately. If any breach of security on the account is suspected the Chairperson should be informed immediately and will decide upon a course of action.

No sensitive information, contact information or images of children or parents will be shared via this email account except where appropriate security measures are put around that data.

When using this email account, the user should ensure that they log off completely on completion of use.

**Social networking**

Plymtree Pre-school operates its own Facebook page for marketing and information purposes. Parents/carers are invited to like the page. Any posts, including photographs will strictly adhere to the contents of this policy. The committee and Settings Manager have responsibility for the Facebook page.

Facebook privacy settings will be reviewed termly or more frequently if users are made aware of changes to privacy settings.

If personal social networking sites/accounts are used by staff, volunteers, parents/carers or visitors away from the Pre-school setting, there should be no discussion of, or reference to Pre-school, individual children, parents or staff. Confidentiality must always be maintained.

Parents/carers using social media are encouraged to discuss anything they may wish to post to a social media site with the Settings Manager or the committee prior to doing so, in order to safeguard individuals and protect the Pre-school.

Photographs containing children in the Pre-school setting should not be posted in the public domain via any kind of social networking site by staff, volunteers, parents/carers or visitors. This is for the protection of all individuals concerned.

Staff are referred to the Disciplinary Procedure for actions that may be taken by the Pre-school in the event of any breach of this policy.

**Confidentiality**

The Pre-school’s work with children and families will sometimes bring us into contact with confidential information. It is our intention to respect the privacy of children and their families and we aim to ensure that information provided by families in confidence will only be used to enhance the welfare of their children.

There are record keeping systems in place that meet legal requirements; means of storing and sharing information take place within the framework of the General Data Protection Regulation 2018 and the Human Rights Act 1998.

**Confidentiality Procedures**

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

* Parents/carers will have ready access to the files and records of their own child but will not have access to information about any other child. Parents who are not known to the Pre-school may be asked to provide identification and proof of parental responsibility in order to protect the welfare of the child in question.
* Staff will not discuss individual children, other than for purposes of curriculum planning/Pre-school management, with people other than the parents/carers of that child.
* Sensitive or confidential information given by parents/carers to a member of staff will not be passed on to other adults save in accordance with the Pre-school Privacy Notice for Parents. (Refer to Section on Sharing Information for exceptions to this clause.)
* Staff and committee members will not discuss Pre-school or individual children on any social networking internet site, for example, Facebook.
* Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
* Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file, addressed in accordance with our Safeguarding Policy and will not be shared within the group except in accordance with the Pre-school Privacy Notice for Parents.
* When students are observing in the Pre-school, they will be advised of this Policy and required to respect it. All students will be asked to sign an Acceptable Use Agreement. The Pre-school committee reserves the right to terminate a student placement should Pre-school policies be breached.
* We hold all records securely on site.
* Information (either electronic or physical files etc) will not be removed from site unless the express permission of the Settings Manager has been obtained, and will be returned to site at the following session. The sole purpose of this clause is to allow key workers or the Setting Manager to take information relating to children home in order to plan for subsequent sessions and/or to write up observations or reports. Key workers are required to ensure that such information is not shared with family members and is kept securely. A failure to take such measures may lead to disciplinary action being taken.

**Sharing information**

There are circumstances when, notwithstanding confidentiality, we are obliged to share information.

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

* it is to prevent a crime from being committed or to intervene when one may have been committed or
* to prevent harm to a child or adult; and
* not sharing it could be worse than the outcome of having shared it.

The decision should only be taken with the consideration by the Committee of the following:

* where there is evidence that the child is suffering, or is at risk of suffering, significant harm;
* where there is reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm;
* to prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection or prosecution of serious crime.

Any other instances when information may need to be shared will be fully explained to children’s parents/carers and specific consent sought as appropriate.

We will ensure that any information shared is accurate and up to date, shared only for a specific purpose and only with those who need to know.

**Procedures**

Our procedure is based on Information Sharing: advice for practitioners providing safeguarding services (published 26th March 2015, updated 4th July 2018). We also follow the guidance on information sharing from the Local Safeguarding Children Board.

1. Remember that the General Data Protection Regulation 2018 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately. Our policy and procedures on data protection and information sharing provide guidance to appropriate sharing of information, both within the setting, as well as with external agencies.

2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

In our setting we ensure parents:

* are provided with a copy of our Privacy Notice for Parents at the outset of their relationship with Pre-school and at such times as it may be updated during their child’s attendance of Pre-school;
* have access to our E-Safety Policy, shown on our website and available in a paper copy in our setting. This will only be when it is a matter of safeguarding a child or vulnerable adult;
* have information about our Safeguarding Policy (also on our website and in a paper copy within our setting); and
* have information about other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.

3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

* Our staff discuss concerns about a child routinely in supervision and key worker meetings and any actions are recorded and followed up by our Setting Manager.
* Our team routinely seek advice and support from the Setting Manager about concerns regarding possible significant or immediate harm.
* Our Safeguarding Policy sets out the duty of all members of our staff to refer concerns to our Setting Manager or SDO, as designated person, who will contact children’s social care for advice where they have doubts or are unsure.
* Our Setting Manager seeks advice if we need to share information without consent to disclose.

4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

* We base decisions to share information without consent on judgements about the facts of the case and whether it is ‘in the public interest’.
* Our guidelines for consent are part of this procedure.
* Our Settings Manager is conversant with this and she is able to advise staff accordingly.

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

In our setting we:

* record concerns and discuss these with our designated person and/or designated officer from the management team for child protection matters;
* record decisions made and the reasons why information will be shared and to whom; and
* follow the procedures for reporting concerns and record keeping as set out in our Safeguarding Policy.

6. The processing of any personal data must be necessary, proportionate, relevant, accurate, timely and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

* Our Safeguarding Policy sets out how and where information should be recorded and what information should be shared with other agencies when making a referral.

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

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

**Consent**

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent overridden.

* Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
* Copies are given to parents of the forms they sign.
* Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
* We consider the following questions:
  + Is there legitimate purpose to sharing the information?
  + Does the information enable the person to be identified?
  + Is the information confidential? If the information is confidential, do we have consent to share?
  + Is there a statutory duty or court order to share information?
  + If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
  + If the decision is to share, are we sharing the right information in the right way?
  + Have we properly recorded our decision?

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

Consent should be explicit, verbally but preferably in writing. Consent may be withdrawn, subject to any legal obligation we may be under to disclose information irrespective of a withdrawal of consent to process such information.

Separated parents

Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we will consider this carefully.

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

All the undertakings above are subject to the paramount commitment of the Pre-school, which is to the safety and well-being of the child. Please also see our Safeguarding Policy.

**Legal framework**

General Data Protection Regulation 2018

Human Rights Act 1998

Further guidance:

* Information Sharing: Advice for practitioners providing safeguarding services (26th March 2015, updated 4th July 2018)
* What to do if you’re worried a child is being abused: Advice for practitioners (HM Government 2015)
* Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2018 updated 21st February 2019)

**Breaches of this policy and sanctions**

Misuse or incidents relating to ICT should be reported immediately to the Pre-school Leader who should in turn advise the SDO, Chairperson and Named Member of the Committee for Safeguarding to take action. Failure to comply with this Policy may lead to dismissal without notice or payment in lieu of notice.

**The provisions above are strict guidelines for anyone within, or visiting, Plymtree Pre-school. Any breach of these provisions will be investigated and dealt with immediately. Members of staff breaching these provisions may face disciplinary action, and in severe cases, dismissal, in line with the Pre-school’s Disciplinary Policy.**

**Where the committee feels it is required, breaches of this policy may be reported to other agencies such as Devon County Council or the Police.**

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 01/12/16 | New Policy to incorporate the existing Acceptable Use, Confidentiality, Social Media, Internet & ICT and Mobile Phone Policies.  Addition of Policy statement to cover all four policies and any additions.  Addition of a procedure on Information Sharing.  Paragraph added stating it is Settings Manager responsibility to ensure mobile phone is working & charged with credit. | | | Rowan Pettitt |
| 03/08/16 | Policy Review – grammatical amendments Removed line about parents/carers signing to use a camera at events. | | | Rowan Pettitt |
| 01/01/2018 | Policy reviewed.  Added a section on the laptop to the policy (purchased December 2017).  Split pre-school mobile phone usage and staff/parent-carer usage for clarity.  Added ‘mobile phone camera’ to the section on camera and image usage. Stipulated that the policy applies to both the pre-authorised staff camera and the mobile phone camera. | | | Rowan Pettitt |
| 16/05/2018 | Deletion of reference to Chair holding contact details for committee/staff on a personal mobile telephone, to ensure compliance with Privacy Notice and Privacy Standard.  References to Data Protection Act 1998 replaced with references to General Data Protection Regulation 2018.  Consent wording updated to better reflect GDPR requirements.  Addition of references to the Privacy Notice for Parents.  Play Leader job title changed to Preschool Leader. | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – Chairperson details updated from Ellie Hibberd to Charlotte Martin and contact details amended accordingly. | | | Donna Manser |
| 01/10/19 | Policy reviewed – Chairperson details updated from Charlotte Martin to Daryl Spicer and contact details amended accordingly. | | | Donna Manser |
| 06/10/19 | Policy in which procedure is based on amended to updated version. Removal of procedure stating parents sign to understand circumstances in which information may be shared without their consent. Policy within legal framework section amended to updated versions. | | | Clare Livingstone |
| 23/10/20 | Policy reviewed – Chairperson details updated from Daryl Spicer to Becky Whitfield and contact details amended accordingly. | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no changes | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# FIRE SAFETY POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**Policy Statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Setting Manager and Pre-school staff are familiar with current legal requirements, but specialist advice will be sought if necessary.

**Procedures**

**If you discover a fire**

1. Immediately raise the alarm: the whistle will be blown 3 times
2. If in charge of children, pass their care to the nearest member of staff
3. Do not attempt to tackle the fire unless you have been trained and feel comfortable to do so. In any event, you should not take personal risk and must always ensure that the appropriate adult to child ratio is maintained
4. Leave the building, assisting with the evacuation of the children

**On hearing the alarm**

1. Evacuate the children in your care by using the nearest available exit and KEEP THE CHILDREN TOGETHER.
2. Dial 999 or 112 using the Pre-school mobile telephone and ask for the Fire Service. Give the full address clearly.
3. Proceed to the assembly point in the Parish Hall car park.
4. The Preschool Leader/Setting Manager will call the register to ensure that no-one has been left in the building.

**DO NOT** stop to collect personal belongings

**DO NOT** re-enter the building until told it is safe to do so by the Fire Service.

**THE EVACUATION AND SAFETY OF THE CHILDREN MUST BE THE FIRST PRIORITY**

AT ALL TIMES remain calm and reassure the children

Once all children are accounted for, the Pre-school will move from the assembly point to Plymtree Primary School and parents of the children will be informed by telephone and asked to collect their child from the school playground. Any child whose parents have been unable to be contacted will remain at the school with the Preschool Leader/ Setting Manager and one other member of staff until the end of the session.

The drill will be practised with children in each half term on each day of the week that Pre-school is open to ensure all children attending take part. Parents are encouraged to discuss these instructions with their child/ren, emphasising the need to be prepared in the unlikely event of a fire during a Pre-school session.

A record of fire drills or related incidents will be kept by the Settings Manager.

**Designated Fire Officer – Most senior member of staff on duty**

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 18/01/2010 | Add that fire can be tackled only if adult; child ratio maintained.  Change name of Fire Marshall to Play leader. | | | Shelley Robinson |
| 09/02/2011 | Reviewed | | | Jackie Crowe |
| 16/03/2012 | Added practice on each day in a week that Playgroup is open | | | Jackie Crowe |
| 02/03/2013 | Reviewed – ‘if trained and comfortable to do so’ added. | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 03/02/2015 | Policy statement added.  Amended wording of provisions regarding tackling fire to make it a less positive obligation.  Added that Pre-school will only move to the school once all children are accounted for. | | | Ellie Hibberd |
| 03/12/2015 | Policy review – added requirement for Settings Manager to keep a record of fire drills and related incidents.  Updated to read ‘Designated fire officer and to state that this would be the most senior member of staff on duty at the time  Changed policy name to ‘Fire Safety Policy’ to make it easier to find | | | Rowan Pettitt |
| 03/08/16 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# FOOD AND DRINK POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**Policy Statement**

The sharing of refreshments can play an important part in the social life of the Pre-school as well as reinforcing children’s understanding of the importance of healthy eating.

**The Pre-school will ensure that:**

* Children’s medical and personal dietary requirements are respected.
* The dietary needs of religious groups and also of vegetarians/vegans are known and met in appropriate ways
* Dietary needs will be discussed with parents/carers before a child starts at Pre-school, allowing appropriate actions to be taken, including the recording of those dietary needs.
* Staff will be mindful of the possibility that children may suffer from food allergies, in particular to nuts. NO FOOD CONTAINING NUTS WILL BE ALLOWED INTO THE PRE-SCHOOL.
* All food supplied by the Pre-school will be checked at the time of use to ensure that it is not past its use by or best before date.
* Only staff will hand out food to the children.
* Water is freely available throughout the sessions.
* Milk provided for children is semi skimmed and pasteurised.
* Snacks provided will vary but aim to promote healthy eating. Parent/carers are advised to inform staff of any food items that they would prefer their child not to be given.
* If grapes are provided for snacks, staff will ensure they are cut long-ways to minimize the risk of choking.
* Children will wash their hands before snacks and will be encouraged to develop independent drinking and feeding, good eating skills and table manners.
* A diet encompassing food from a range of cultures ensures that children from all backgrounds encounter familiar tastes and that all children have the opportunity also to try unfamiliar foods. This may be achieved during cooking sessions.
* When providing packed lunches, parents are encouraged to consider what can be stored safely. We can discuss appropriate food with parents if necessary.
* Ofsted will be informed about any food poisoning affecting two or more children looked after on the premises.

**Nut- free policy**

We aim to be a Nut-Free preschool. This policy serves to set out all measures to reduce the risk of anaphylactic reaction to children and adults who may be sensitive to nuts on exposure.

Our ‘Nut- Free Policy’ means the following items should not be sent in to preschool.

* **Packs of nuts**
* **Peanut butter sandwiches**
* **Fruit and cereal bars that contain nuts**
* **Cakes made with nuts**
* **Nutella**

**Parents’ Responsibilities**

* Parents are asked to advise if their child/ren have an allergy or intolerance upon their child’s commencement at the setting.
* Parents are requested to inform the Pre-school in the case that their child/ren’s requirements change i.e. an allergy develops/worsens.
* Parents of child/ren with allergies are asked to provide any medication required and complete the Administration of Medication form. An individual care plan may be implemented depending on the allergy/intolerance and severity of reaction.
* Parents are asked to respect and adhere to the Pre-School policy against providing nuts or nut products.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | Packed lunches  Informing Ofsted re food poisoning | | | Shelley Robinson |
| 09/02/2011 | Altering details on information and storage of packed lunches | | | Jackie Crowe |
| 30/03/2012 | Altering allowing no nuts into setting if there is a nut allergy | | | Jackie Crowe |
| 06/03/2013 | Reviewed | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated logo | | | Julie Pearce |
| 01/04/2014 | Changed nut information and milk we use from whole milk to semi skimmed milk | | | Julie Pearce |
| 03/02/2015 | Clarification added regarding the recording of allergies, the checking of use by dates and encouragement of independent feeding and drinking. | | | Ellie Hibberd |
| 03/12/2015 | Policy reviewed – parents responsibilities added | | | Rowan Pettitt |
| 03/08/16 | Added:  Parent responsibilities: Due to recent coverage in the media, parents are asked to cut grapes in half long-ways if they put them in children’s lunchboxes.  Pre-school responsibilities: If grapes are provided for snacks, staff will ensure they are cut long-ways to minimise the risk of choking. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/2019 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/2020 | Policy reviewed – no updates | | | Anna Shelbourne |
| 12/01/2021 | Policy to nuts reviewed and changed to ‘NO-NUT POLICY’. | | | Anna Shelbourne |
| 22/09/2021 | Policy reviewed – no changes | | | Anna Shelbourne |
| 29/09/2022 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# FUNDING & PAYMENT POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 10.2 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**General**

The Pre-school is operated on a solely non-profit making basis and funds are used to improve provisions and facilities for the children. The fees are also used to contribute towards the cost of hire of the building, new materials, refreshments, equipment, staff expenses and training.

**Early Years Funding**

We can claim Early Years funding to cover the fees of all eligible children if requested to do so, being:

* **15-hour universal entitlement for all parents of three and four year olds** (This funding is provided until a child starts school.)
* **Up to 15 hours of the extended 30-hour entitlement for working parents of three and four year olds whilst they remain eligible**

for up to 38 weeks per year during pre-school term time.

Children become eligible in the term following a child’s third birthday.

For both kinds of Early Years funding, parents must return the fully completed Parent Declaration Form provided by the Pre-school, with eligibility codes where appropriate, prior to the first term they are eligible for funding. By signing the Parent Declaration Form the parent is agreeing to the Pre-school sharing the data in the form with Devon County Council’s funding team.

**It is important to note that there is a four-week notice period which will apply to the transferral of any Early Years Funding to another setting. Parents should be aware that their funding will remain with Plymtree Pre-school and will not be able to start at their new provider until after the notice period. If a child leaves without notice, the maximum of 4 weeks can be claimed from the last date of attendance.**

**Should a child join the setting, parents will be asked if they have been attending elsewhere and if they have given notice. We may want to contact the provider to check the leaving date of the child and whether a notice period does apply. As a child cannot be funded at both settings, we, as the new provider, may need to charge for any hours attended until the funding can commence.**

Whilst we are not open for the full 30 hours per week extended entitlement, parents are still able to access part of the 30 hour extended entitlement with Plymtree Pre-school and may use the remainder at another setting on the condition that prior to the start of each term, the parents have provided the eligibility code and this has been verified by the Pre-school.

**If the code has not been received and verified by Pre-school, the parent will not be entitled to the extended entitlement until the following term. In this case, if the 15-hour universal entitlement cannot be accessed by the Pre-school, full fees will be charged to the parent.**

**Parents must reconfirm their eligibility for the extended entitlement every 3 months. It is the parents’ responsibility to do so.**

If at any point a parent becomes ineligible for the extended entitlement, or are unable to reconfirm their eligibility prior to the start of the next term, the Pre-school will discuss their options including: whether the universal entitlement should continue to be accessed at this setting (15 hours), whether hours should be reduced or whether the parent wishes to continue with the same attendance but make payment for the hours attended.

**Two-Year-Old Funding**We can claim funding to cover the fees of eligible two-year-old children if requested to do so.  This funding entitles up to 15 hours of free childcare and early learning for up to 38 weeks per year during school term time to eligible two-year olds.  Prior to accepting any child, we must receive the Parent Declaration Form duly completed and a Purple Ticket (which replaces the Golden Ticket). If a parent comes with a Purple Ticket, they need to complete the online application to check for eligibility. Parents will have a TYF application reference number but we will need to see this on a copy of the letter confirming they are eligible for the funding. The number alone is not sufficient. Some families may need further assistance and can contact the Customer Service Desk on 0345 155 1013. Although the Golden tickets are being replaced, there are still some in circulation until Autumn 2019 term so parents will need to complete the application on the Citizens Portal.

**Early Years Pupil Premium (EYPP)**

EYPP funding is an additional sum of money paid to the provider for three and four-year-old children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child’s Early Years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child’s progress and development. If you believe that your child may qualify for the EYPP funding, please complete the relevant section of the Parent Declaration Form.

**Disability Access Fund**

Three and four-year-old children who are in receipt of child Disability Living Allowance and are receiving the funded entitlement are eligible for the Disability Access Fund. This is paid to the child’s early years provided at a fixed annual rate. If your child is in receipt of the Disability Allowance please complete the Disability Access Fund Declaration Form which can be provided by Pre-school.

**Fees**

The current fees for non-funded children are given on the Pre-school website.

Under 3’s non-funded rate will remain the same until the term after the child turns 3.

Sessions are made up of a morning or afternoon (all day is classed as two sessions).

If you are liable to pay for any non-funded sessions, you will be sent an invoice within the first few weeks of a term and requested to pay within two weeks of receipt. Payment can be made by cash, cheque or BACS. Cheques should be made payable to “Plymtree Pre-school” and BACS details will be shown on the invoice. The Pre-school is signed up to Tax-Free Childcare and can receive payment via this scheme. The Pre-school also accepts childcare vouchers.

**Absence**

To ensure continuity of income, it is required that all fees are paid for your child’s allocated session, irrespective of whether they attend or not. If a child is likely to be away for a long period, parents/carers should discuss this with the Setting Manager or Chairperson and a decision as to the fees position will be made at their discretion.

If absence is likely to exceed two weeks:

* Parents can use their funding allowance to keep the space at the setting during the absence period. This will use their funding allowance in the normal way; or
* If parents do not want to use their funding allowance but want to keep the place open, we are entitled to charge our standard hourly rate, as advertised on the Pre-school website.

If a child does not attend regularly and fails to meet the Devon County Council minimum attendance criteria Plymtree Pre-school will have to pay back the funding to the authority. If this occurs the parent/carer will be responsible for reimbursing Plymtree Pre-school the full amount owed.

**Non-Payment**

If the fees for the forthcoming half-term are not paid within two weeks of being billed, a letter will be sent to the parent/carer advising them that unless the fees are paid immediately the child may be withdrawn from the Pre-school until the arrears are settled. Interest will accrue on outstanding sums at the appropriate Court rate and will be charged at the discretion of the Committee. If necessary, Court enforcement proceedings will take place, at the discretion of the Committee, to recover arrears.

In genuine cases where people are trying to pay off arrears a more flexible approach will be adopted.

**Comments/Queries**

Parents/Carers should speak to the Fees & Funding Officer, Treasurer or Chairperson at an early stage if they have any problems relating to fees and charges outlined in the above policy in order that an amicable solution can be found.

**Covid-19 absence**

If a child cannot attend Pre-school due to track and trace self-isolation or if one of their house hold tests positive to Covid-19, non-funded fees will be refunded to the individual family.

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 5/11/2009 | Added into new template | | | Shelley Robinson |
| 24/01/2010 | Changed number of sessions to number of hours | | | Shelley Robinson |
| 09/02/2011 | Altered number of settings for funding to two.  Added that forms would be provided | | | Jackie Crowe |
| 10/03/2012 | Setting out responsibility for fees if failure to complete forms and for failure to attend minimum sessions to qualify for funding | | | Jackie Crowe |
| 06/03/2013 | Reviewed | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated Logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 23/01/2015 | Headings added for clarity.  Expanded funding section.  Wording added from parents’ pack on invoicing arrangements.  New wording regarding extended absence added. | | | Ellie Hibberd |
| 29/09/2015 | Wording in relation to non-payment of fees amended to be less proscriptive and to allow greater discretion in handling flexible payment arrangements.  Reference added to direct queries to Fees and Funding Officer. | | | Ellie Hibberd |
| 02/01/16 | Added reference to 2gether funding provision | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 19/09/2017 | Policy name changed to ‘Funding & Payment Policy’  2gether funding removed as not applicable. Added information on Two-Year-Old Funding.  Added information regarding 30-hour entitlement.  Added Early Years Pupil Premium payment information.  Added Disability Access Fund.  Included Tax Free Childcare. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 14/11/18 | Added section regarding four-week notice on transferring funding (pg. 64) | | | Donna Manser |
| 01/10/19 | Policy reviewed – two-year-old funding section amended detailing the new Purple Tickets which replaces the Golden Tickets | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 10/02/21 | Covid-19 sub section added | | | Anna Shelbourne |
| 22/09/21 | Under 3’s non-funded rate will remain the same until the term after the child turns 3, added. | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# HEALTH, SAFETY & ENVIRONMENTAL POLICY

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| --- | --- | --- | --- |
| Policy created | December 2015 | Version number | 3.2 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Created by | Charlotte Gibbins | In year changes | n/a |

**Policy Statement**

This policy is in place to ensure that Plymtree Pre-school is operating in a safe environment with due regard for children’s health and safety. The Pre-school committee and staff are committed to ensuring the continued wellbeing of your children whilst they are in our care.

Plymtree Pre-school recognises that as an employer it has a responsibility to ensure the health, safety and welfare at work of employees, whether paid or voluntary. We also recognise the responsibility to others who are on the premises, not least the children, who may otherwise be affected by our actions.

In accordance with the Health and Safety at Work etc Act 1974, we maintain safe working conditions and ensure that all employees are sufficiently aware of and practise safe systems of working. Employees have a duty to take care of their own safety and the safety of others who may be affected by their acts or omissions. They are required to report any health and safety concerns immediately and to cooperate with us in all health and safety matters.

We will, where appropriate, act on the advice given by agencies such as Ofsted, the Health and Safety Executive and the Fire Service in relation to health and safety matters.

This policy incorporates the pre-existing Health Policy version 7.2 and the Health & Safety Policy version 7.1.

This policy is based on guidance taken from the HSE website.

**Specific Responsibility**

The Pre-school has a nominated Health and Safety Officer on the Committee. The Committee are responsible for ensuring that this policy is satisfactorily implemented. The Settings Manager is responsible for ensuring all new employees/students/volunteers are aware of and understand this policy.

Staff members must report any health and safety issues or concerns to the Committee immediately.

The Pre-school Leader is responsible for ensuring that the First Aid box is regularly checked and stocked.

**Please note that maintenance of safety equipment belonging to the village hall is the responsibility of Plymtree Village Hall Committee. The Pre-school checks that the hall and the areas and equipment used by the children belonging to the village hall daily to ensure that it is safe for the children to use the equipment/rooms such as the toilets and the cleanliness of the kitchen for preparation of children’s snacks for example.**

**The Chairperson of the Village Hall Committee is currently Richard Shelbourne.**

**Use of the Setting**

All adults are aware of the systems in operation for children’s arrival and departures and an adult will be at the door during these periods – usually the Preschool Leader.

Children are marked ‘in’ and ‘out’ of the register at the beginning and end of each session. An attendance register of both adults and children are completed as people arrive so that a complete record of all those present is available in any emergency.

Children will leave the setting only with authorised adults. Adults unfamiliar to pre-school staff will be asked to provide a password set up by the parent/carer before they are allowed to leave with the child. Parents are asked to inform the Pre-school if anyone different is collecting their child.

Safety checks are made on the premises prior to the start of a session and this is recorded daily. The main entrance is locked, with a bolt at an adult’s level. Side doors are also locked, again with bolts at adult level.

The layout and space allows children and adults to move safely and freely between activities.

The appropriate adult: child ratios, as set out in Appendix 2 of the Statutory Framework for Early Years Foundation Stage and risk assessments prepared by the setting, will always be maintained throughout all sessions.

Internal safety gates/barriers are used as necessary.

The premises are checked before locking up at the end of each session.

**Equipment**

Equipment must always be used in accordance with any instructions given.

Equipment is checked regularly and any dangerous items are repaired/discarded. No employee should attempt to repair equipment unless trained to do so.

Heaters and plug points are adequately guarded. This is checked and recorded daily.

Large equipment is erected with care and checked regularly.

Activities such as cooking and climbing receive close and constant supervision.

Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger children.

**Staff emergency**

If a staff member needs to leave the setting in an emergency, the following procedure should be followed:

* Check that the current staffing level is in compliance with the required adult:child ratios.

If yes:

* Then the Chairperson must be called to be advised of the situation.

If no:

* Telephone any staff not currently in the setting and ask if they are able to come in; and/or
* Telephone the Chairperson to advise and ask if they are able come in

Should none of the above be available to come in at short notice, then telephone all Committee members to see if they are available to come to the setting.

Should none of the above be available, then telephone Plymtree School (01884 277294) to ask if they have any cover available.

**Should cover not be available, Ofsted must be advised and parents called for early pick up. On arrival of the first parent they should then be asked to stay until the remaining children are picked up or a Committee or staff member has arrived.**

Staff and Committee members’ telephone numbers are held in the register.

**Accidents**

Every effort should be made to avoid an accident happening. For that reason, adults must supervise children at all times.

If an accident occurs, accident/incident sheets are available at each session for the reporting of any accidents/incidents.

For accidents more than simply a knock (a knock being when a child just stands up and carries on), a log form must be completed by the staff member who witnessed the accident (or, if not witnessed, by the Settings Manager/Preschool Leader). This matter will be notified to the parent/carer upon collection of their child and they will be asked to sign the form to show their acknowledgment. The accident log form will then be placed in the Pre-school Accident & Incident folder kept in the filing cabinet.

An incident log form must also be completed in relation to a behaviour problem, a child arriving with an unexplained significant injury, a missing child or a child saying something significant. The form is to be completed by the Settings Manager/ Preschool Leader with the assistance of the staff member who witnessed the incident, if appropriate. This matter will be notified to the parent/carer upon collection of their child and they will be asked to sign the form to show their acknowledgment, unless it is the Setting Manager/ Preschool Leader’s belief that in doing so it might put the child in danger.

**First Aid**

The Pre-school will ensure that the First Aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed, and all equipment will be in date.

The First Aid box is located in the kitchen.

It is the responsibility of the Preschool Leader to inform the Committee if the box needs updating.

The Setting Manager will ensure that Pediatric First Aid training is kept up to date.

**Accident Procedure**

* Staff are trained in First Aid; it is Pre-school Policy to ensure there is **at least** one trained First Aider on site **at all times**.
* All accidents, no matter how small, will be recorded in the accident book/forms, including any details of first aid administered.
* Parents/carers will sign the entry on collection of the child.
* Individual pages should be used for confidentiality
* Safety gloves must be worn when dealing with bodily fluids in accordance with our Health and Safety policy.
* Ensure compliance with the Health, Safety and Environmental Policy.
* Completed accident forms to be reviewed each term by the Health and Safety Officer.

If necessary, telephone the emergency services:

* Dial **999** or **112** and ask for an ambulance
* Your telephone number is **07928 786673**
* Your location is as follows:

**Plymtree Pre-school**, **Plymtree Parish Hall**, **Plymtree**, **Near Cullompton**, **Devon**

* Your postcode is:

**EX15 2LE**

* Give exact location in the setting
* Give your name
* Give the casualty’s name and brief description

**Prior Parental Consent for Emergency Treatment**

This is obtained from all parents/carers as part of the Welcome Pack when a child starts pre-school. This forms part of the Child Admission Policy.

More information on the administration of medication and Individual Care Plans is included in this policy.

**Informing Ofsted and Local Child Protection Agencies**

We will inform Ofsted and local child protection agencies about any:

* serious accident involving a child;
* serious illness or injury to a child; and
* death of a child registered at our setting (whether death takes place in the setting or whilst not under our care)

We will also inform them about any action taken and we will act on any advice given.

We will notify them as soon as is reasonably practicable, but within 14 days of the incident happening.

**Children/Staff who are unwell**

Please also refer to the illness section of the Health, Safety & Environmental Policy.

It is our duty to record and identify any illnesses within children in our care. Medical advice may need to be sought by parents/carers in order to identify and confirm specific illnesses as staff are not trained medical practitioners.

**Children with suspected or confirmed infectious illnesses/diseases will be excluded and are asked not to return to Pre-school for 48 hours.**

Parents/carers should not send children to Pre-school **until 48 hours after the last bout of sickness/diarrhoea**. Staff should adhere to the same rule.

Parents/carers should ensure that their child is well enough to attend Pre-School. This includes children with non-specific illness who may have a cold/temperature and parents should bear in mind that Pre-school staff cannot give non-prescribed medication to children. In order to ensure the best quality care for all children attending Plymtree Pre-school may decline entry to a child whom staff do not deem well enough to attend.

Parents/carers must inform us of any contagious illnesses their child has had.

We expect parent/carers to cooperate with us by not bringing children to the pre-school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.

If the child/ren of Pre-school staff are unwell, the children will not accompany their parents/carers to work in the Pre-school.

Cuts or open sores, whether on adults or children will be covered with plasters or other dressings, taking into account of the needs of the individual. Parents are asked to notify Pre-school if their child is allergic to plasters.

**If a child becomes ill whilst at Pre-school the following procedures will be followed:**

* If a child becomes ill we will take every possible step to contact parents/carers, but if this is not possible, we will take responsible measures to care for the child.
* In the event that the primary parents/carers cannot be reached, the given emergency contacts will be contacted.
* All treatment given must be recorded in the incident book.
* Notifiable diseases should be reported to OFSTED – **0300 123 1231** and the Health Protection Unit, Infection Control office on **0344 2253557** and also the local environmental health department on **01395 517457**. A list of notifiable diseases is included in the Appendices to these Policies, but also includes chicken pox affecting 2 or more children.

**RIDDOR**

In accordance with RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations) legislation the following incidents to any person as part of a Pre-school activity will be reported to the Health and Safety Executive on 0845 300 9923:

* Death;
* Specified injuries as set out under RIDDOR legislation which includes a fracture (but not of fingers, thumbs or toes), amputation, loss of sight (temporary or permanent) and injury resulting from an electric shock;
* Over seven day injuries – where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident);
* Non-fatal accidents to non-workers resulting in hospital treatment;
* Occupational diseases;
* Dangerous occurrences as set out on the HSE website; and
* Gas incidents.

Such incidents should also be reported to Ofsted.

**Fire Safety**

All staff should familiarise themselves with the fire safety instructions, which are displayed on the noticeboards. Please refer to the Fire Safety Policy for further details of our evacuation procedures.

**Control of Substances Hazardous to Health (COSHH)**

All dangerous materials, including medicines and cleaning materials are stored out of reach of children, adhering to the COSHH Regulations. Such materials will be used and disposed of with care and in accordance with the COSHH Regulations.

**Hygiene**

It is our policy to provide a healthy and safe environment for staff and children.

The Health & Safety Hygiene daily check list is carried out daily and filed weekly.

At all times our employees will cooperate fully in implementing health and safety initiatives. They will do everything possible to make sure injury does not occur to themselves or to others.

We expect our employees to take responsible care of their own health and safety at all times. Employees have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, for example, by using the appropriate waste bin for the disposal of rubbish.

**Cleaning and clearing**

We recognise that we have a duty to set appropriate standards of cleanliness throughout. In complying with that duty:

* Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet. Disposable gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected using a suitable disinfectant. Fabrics contaminated with body fluids are put into a plastic bag for the parent/carer to take home.
* Spare laundered clothing is available in case of parent/carers not providing them as are plastic bags in which to put soiled garments.
* Washing and changing of children will take place in the toilet area.
* Tissues are available and children are encouraged to blow and wipe their noses. Soiled tissues are disposed of hygienically.
* Table tops are cleaned regularly using antibacterial spray.
* Food preparation areas are maintained in accordance with food hygiene regulations in which staff have training.

**Personal Hygiene**

To prevent the spread of all infection, adults in the Pre-school will ensure that the following good practices are observed:

* Hands are washed after using the toilet and before cooking or eating.
* Parent/carers are asked to bring a change of clothes / nappies so staff can change the children when necessary. The parent/carers must take soiled nappies home, as no disposal facilities are available at the Village Hall.
* Children are discouraged from wearing jewellery to the setting. However, children with pierced ears may wear small safety studs. Children with pierced ears are not allowed to try on or share each other’s earrings. Only studs are to be worn.
* Parents/carers of children who wear jewellery on religious grounds should make Pre-school staff aware of this prior to the child/ren commencing at the setting.
* Individual paper towels are used and disposed of appropriately for hand drying purposes.
* Hygiene rules related to bodily fluids are followed with particular care and all staff are aware of how infections can be transmitted.
* Children are encouraged to shield their mouths/noses when coughing or sneezing.

For more information please refer to our Food and Drink Policy.

**Food and Drink**

The Pre-school has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food. Adults will observe current legislation regarding food hygiene and where necessary will undertake training as arranged by the Settings Manager.

Please see the Food and Drink Policy for more information.

**Administration of Medication**

Plymtree Pre-school appreciates that although children may be well enough to return to pre-school after an illness (see illness section of HSE Policy), they may still require medication.

Staff will only administer prescribed medication, with written consent on a Short-Term administration of medical treatment form or a Long-Term administration of medical treatment form, completed by parent/carer. Staff cannot administer medication if an entry is not made.

The Administration of Medicines Procedure shall be adhered to at all times.

In cases where children require the use of inhalers and epi pens these can be stored on site and if necessary, we will arrange for specialist staff training for administering unusual drugs. No medication should be stored on the premises save for in exceptional circumstances.

The following procedure for administering medicines shall be followed for all cases.

**Requirements for the Pre-school to Administer Medication**

* A Medication Form must be completed by the parent giving consent to administer the dosage required. These forms are in the Medication folder.
* The Pre-school will only administer medication which has a firmly attached label showing the child’s name and the official pharmacy label.

**Administration of Medicine Procedure**

* Medicine shall be administered by a member of staff and witnessed by a second member of staff.
* The staff member shall check that the Medication Form has been filled out.
* The staff member shall check that the dosage on the Medication Form is the same as the pharmacy label on the medicine.
* The correct dosage shall then be measured out.
* The second staff member shall also check the dosage, and then witness as the correct dosage is administered.
* The Medication Form shall be filled in immediately, and signed by both members of staff.
* If medicine is given late, or not given at all, staff shall record the relevant details on the Medication Form.
* The completed form shall be kept for a period of two years.

**Storage of Medicines**

* During sessions medicines shall be stored on a high shelf in a cupboard/container in the kitchen where children have no access. Medication will then be sent home with the child, save for in exceptional circumstances when it should be stored in the locked filing cabinet.
* Medicines requiring refrigeration shall be stored in the kitchen fridge.

**Smoking**

Please see our Non-Smoking Policy for more information.

**Risk Assessments**

The Settings Manager carries out general workplace risk assessments periodically. The purpose is to assess risks to the health and safety of employees, visitors and other third parties as a result of our activities and to identify any measures that need to be taken to control those risks.

**Hazards**

Any hazards should be reported to the Health & Safety Officer and Chairperson. Any hazards should be recorded in the Chairperson/staff contact book.

**Training**

The Settings Manager and Committee ensure that members of staff are given adequate training and supervision to enable them to perform their duties safely and competently. Health and safety matters will be included in the staff induction.

**Emergency Plan**

Plymtree Pre-school has an Emergency Plan which staff will put into operation in the event of an emergency situation arising. The Emergency Plan is in place to safeguard children and staff at the Pre-school. A copy of the Emergency Plan is kept in the daily register.

**Insurance**

The Pre-school holds public liability insurance and displays the certificate on the notice board.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 01/01/16 | Policy created to merge the Health Policy with the Health & Safety Policy.  Added clause on wearing safety studs.  Added clause re jewellery for religious reasons.  Changed ‘accident’ to ‘incident’ book.  Added clause to inform parents if we are unable to contact them, given emergency contacts will be phoned.  Removed staff duty to ‘identify’ an illness – clause added for parents/carers to seek medical advice.  Added provision to inform Ofsted/Local authority of death of child **registered** at setting (previously stated whilst in our care) in line with Ofsted guidance.  Added contact details for Chair of Village Hall committee.  Any repetition removed.  Added reference to Emergency Plan | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – no changes | | | Rowan Pettitt |
| 01/01/18 | Added paragraph:  Parents/carers should ensure that their child is well enough to attend Pre-School. This includes children with non-specific illness who may have a cold/temperature. In order to ensure the best quality care for all children attending Plymtree Pre-school may decline entry to a child who staff do not deem well enough to attend. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 06/10/19 | Changed Pre-school folder to Pre-school Accident & Incident folder and removed comment that forms will be kept in the child’s file.  Amended ‘child arriving with an injury’ to ‘child arriving with an unexplained significant injury’. | | | Clare Livingstone |
| 10/11/20 | Covid-19 annex added | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Covid-19 annex removed | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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**LATE OR UNCOLLECTED CHILD POLICY**

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.2 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

We expect children to be dropped off and picked up at the usual time, unless parent/carers have contacted the Setting Manager/ Preschool Leader prior to the end of the session to let them know they have been delayed or that a child is not attending the session that day.

**Late drop-off**

In the event that a child is more than 30 minutes late at the start of a session without prior notification, this policy sets out the procedures that must be followed. At all times the welfare and wellbeing of the child is paramount.

When a child is more than 30 minutes late being dropped off:

* The Setting Manager/Preschool Leader is informed.
* The Setting Manager/Preschool Leader will:
  + Retrieve the child’s contact details from the Pre-school cabinet.
  + Contact the child’s parents/carers on the main and emergency contact numbers provided. This will be done using the Pre-school’s mobile phone.
* If no contact can be made with the parents/carers then Social Services should be contacted and their advice followed.
* Record the incident on an Incident Form.
* The Setting Manager/Preschool Leader will write up a separate report as soon as possible, a copy of which must be sent to Ofsted.
* In the event that the Police and Social Services are informed the Chairperson of the Committee must be kept informed throughout.

Parents should be aware this does not only apply at the start of a morning session, but also at the start of an afternoon session when a child has not been in attendance during the morning.

If a parent/carer is late to drop off a child on a regular basis then they will be invited into setting to speak with the Setting Manager and/or Chairperson.

**Late collection**

Parent/carers of children collected up to 15 minutes later than expected will be advised this contravenes our regulations and may leave us without insurance cover. They will be reminded of the correct time and asked if there is a genuine reason for the late collection. In the event that a child’s parent or carer is more than 15 minutes late to collect them without prior notification, this policy sets out the procedures that must be followed. At all times the welfare and wellbeing of the child is paramount.

When a child is more than 15 minutes late to be collected:

* The Setting Manager/Preschool Leader is informed.
* Two members of staff will remain with the child at all times at the location that the child is due to be picked up from.
* The Setting Manager/Preschool Leader will:
  + Retrieve the child’s contact details from the Pre-school cabinet.
  + Contact the child’s parents/carers on the main and emergency contact numbers provided. This will be done using the Pre-school’s mobile phone.
  + Ensure that no-one attempts to take the child home unless they have verbal or written permission from the parents/carer.
* If after 30 minutes no contact has been made with the parents/carers then the Police and Social Services should be contacted.
* Two members of staff will stay with the child until the Police/Social Services arrive or until an alternate adult authorised by the parents/carers (with written consent) arrives.
* If no contact can be made then the pre-school will act in accordance with the advice from Social Services and the Police.
* Record the incident on an Incident Form.
* The Setting Manager/Preschool Leader will write up a separate report as soon as possible, a copy of which must be sent to Ofsted.
* In the event that the Police and Social Services are informed the Chairperson of the Committee must be kept informed throughout.

If a parent/carer is late to collect their child/ren on a regular basis then a fine of £10 for every 15 minutes late may be imposed, payable within seven days.

Parents should be aware this does not only apply at the end of an afternoon session, but also at the end of a morning session when the Pre-school may continue into an afternoon session.

**Useful Numbers**

Local Safeguarding Children Board **0345 155 1071**

Out of Hours Social Services Number **0345 6000388**

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 18/01/2010 | Add a fine for regular late collection | | | Shelley Robinson |
| 09/02/2011 | Clarify 2 members of staff to remain with the child after 30 minutes | | | Jackie Crowe |
| 10/03/2012 | Update telephone number for out of hours Social Services | | | Jackie Crowe |
| 26.09.2012 | Updating if parent/guardian not available/contactable | | | Jackie Crowe |
| 06/03/2013 | Updated local safeguarding board and out of hours social services numbers | | | Rowan Pettitt |
| 21/04/2013 | Updated ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated Logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 27/01/2015 | ‘Incident book’ changed to ‘incident form’.  Updated telephone number of Devon Safeguarding Children Board | | | Ellie Hibberd |
| 02/01/2016 | Added that Chairperson must be kept informed if police/social services are informed.  Added that fine is payable within 7 days. | | | Rowan Pettitt |
| 03/08/2016 | Amended – changed fine WILL be imposed, to MAY be imposed.  Removed rogue sentence that made no sense at the end of the policy. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 25/06/18 | Section added to cover late drop-off. | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – telephone number for OOH Social Services amended | | | Donna Manser |
| 06/10/19 | Late drop-off time changed from 15 minutes to 30 minutes. ‘If after 30 minutes no contact has been made…..’ amended to ‘If no contact can be made with the parents/carers then Social Services should be contacted and their advice followed.’ Verbal permission added to written permission for allowing someone to take a child home. | | | Clare Livingstone |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 17/06/21 | Late fee changed from £2.50 per 15 minutes to £10. | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# LOST CHILD POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

In the event that a child is found to be missing:

* The Setting Manager/Preschool Leader should be informed immediately and they will ascertain when the child was last seen and where.
* A search of the immediate area of the village hall and adjacent outside areas will be carried out. If a child goes missing on an outing, a search will be conducted of the immediate vicinity. This will be undertaken by the Setting Manager/Preschool Leader and one other person. The remaining children must be in a safe environment and the adult to child ratio must be maintained.
* If the child is not found within 10 minutes then the Setting Manager/Preschool Leader will inform the police and the child’s parent/carers.
* Local organisations should be telephoned to inform them that a child is lost so that they can aid in looking out for the child. Local organisations to be telephoned are listed below.
* A wider search may be undertaken, under the supervision of the Settings Manager/Preschool Leader prior to Police instruction.
* The Setting Manager/Preschool Leader will inform the committee Chairperson, or in their absence, the Committee Safeguarding Officer and/or the HSE Officer.
* A written report will be created and a copy sent to Ofsted as soon as possible after the event.
* The incident will be recorded on an Incident Form.

When the situation has been resolved, members of staff will meet with the pre-school Chairperson to review the incident and the reasons for it happening and ensure measures are taken so that it does not happen again.

**Useful Contacts:**

**Police**  999

**Plymtree Primary School** 01884 277 294

**Plymtree Community Shop** 01884 277 920

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 20/01/2010 | Added list of local organisations to be telephoned to help keep lookout | | | Shelley Robinson |
| 09/02/2011 | Reviewed | | | Jackie Crowe |
| 10/03/2012 | Adding committee member contacts | | | Jackie Crowe |
| 06/03/2013 | Reviewed | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 27/01/2015 | Added provisions for child going missing on an outing.  Changed ‘incident book’ to ‘Incident Form’. | | | Ellie Hibberd |
| 02/01/16 | Added Fordmoor Farm, Herbert Persey, to list of contacts as his farm land is adjacent and opposite the village hall.  Added The Manor, Peter Wylie, to the contact list as his gardens are adjacent to the village hall. | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# OUTINGS POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

We aim to conduct a number of outings during the pre-school year to widen the range of experiences available to the children and to consolidate learning during the normal sessions at the Parish Hall.

Proper control must be exercised which is appropriate to the children involved, the destination of the outing, and the nature of the visit. The children must also be transported in a controlled and organised way.

A higher than normal adult: child ratio should be used to reflect the level of risk, which should be clearly defined and explained in the risk assessment. **The ratio decided is at the Committee’s discretion.**

For regular “outings”, for example the weekly trip to Plymtree School, when notification is not sent out on each occasion, the risk assessment should be thoroughly reviewed at the beginning of each term, each half term and more frequently as appropriate. The adult: child ratio will again be set out within the risk assessment and the reasons behind it explained.

**The Setting Manager/Pre-school Leader should**:

* Plan the outing thoroughly completing a risk assessment **at least three weeks** before the outing, passing a copy to the Chairperson for approval.
* Once approval from the Chairperson is received, ensure that a letter explaining details of the outing is issued in good time and no later than 2 weeks before the outing to parents/carers and a consent form should be obtained for each child to attend. If the setting is to close as all staff/adults will be on the outing, the letter must remind parents/carers that if their child does not attend the outing they will be responsible for organising alternative care for their child.
* Take the daily register.
* Take the registration forms, containing contact details, in case of emergency.
* Take the mobile phone and ensure that it is charged up.
* Take the first aid kit.
* Take any medication needed by individual children, such as inhalers.
* Closely supervise the children and protect them from strangers.
* Ensure that safety guidance in coaches etc is adhered to by staff and children.

**School Visit**

Some Monday or Wednesday afternoons, the Pre-school visit Plymtree Primary School.

The following procedures are followed:

* The children are asked if they want to use the toilet before leaving.
* Children are reminded and helped as necessary with bags and coats.
* Children are provided with high visibility jackets to wear.
* On occasion a group walking aid/walking circle may be used; children will be asked to hold this as required in order for them to walk safely as a group.
* The children are lined up in pairs and then counted.
* The premises are locked and then the children are counted again.
* On reaching the road, the children are reminded to stop, look and listen for traffic.
* If all is clear, the children cross the road and walk on the side facing on-coming traffic with adults walking on the outside.
* Children are reminded to keep quiet and listen for any vehicles.
* On turning into the school gate, the children are counted.
* On arrival at the destination, the children are counted again.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 19/01/2010 | Remove all reference to car transportation.  Add that any individual medication should be taken along. | | | Shelley Robinson |
| 31/01/2010 | V2.1 added school visit section | | | Shelley Robinson |
| 09/02/2011 | Reviewed | | | Jackie Crowe |
| 16/03/2012 | Giving ratio and general updating | | | Jackie Crowe |
| 06/03/2013 | Reviewed | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/9/2013 | Updated Logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 27/01/2015 | Deleted duplicated paragraph.  Various other changes made to reflect current practice. | | | Ellie Hibberd |
| 02/01/16 | Added points on high vis jackets and ‘walking circle’. | | | Rowan Pettitt |
| 03/08/16 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# PARENTAL INVOLVEMENT Policy

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

At Pre-school we recognise that parents are the children’s first educators and that in order to provide a happy, caring and stable environment a partnership with parents is essential. As the Pre-school is a small rural setting, parents are often known to the staff before their children start at Pre-school. When we refer to ‘parents’, we mean both mothers and fathers; these include both natural and birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. ‘Parents’ also includes same sex parents and foster parents. In order to encourage good relationships and a healthy flow of information the following applies:

* We aim to involve all parents, which may mean adapting different strategies for involving parents who work or live apart from their children.
* Involve parents in shared record keeping about their own child, both formally and informally, ensuring that parents have access to all written records on their own children. To facilitate this, a member of staff is always on the door at the start and end of each session.
* Ensure that parents are given information on a regular basis about their child’s progress and have an opportunity to discuss it with staff. Parent chats or written summaries of development are provided once per term.
* Communication books are provided by the Pre-school and staff update these regularly. Parents/carers are able to collect these at the end of the session. Parents/carers are encouraged to write their own notes in these books and share them with other settings children may attend
* Children are sent home with WOW slips at the beginning of each term; parents/carers are encouraged to fill these in and return them when the child has done something special. WOW slips are shared with children and ultimately stuck into the child’s progress book.
* Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
* Ensure that all new parents are aware of, can contribute to and understand the Pre-school’s systems and policies.
* Encourage parents on an individual basis to play an active part in the management of the Pre-school.
* Ensure that all parents are informed about meetings, conferences, workshops and training. This is achieved through the half-termly newsletter, emails, notice boards and word of mouth.
* 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 of parents, whatever form these may take, and encourage parents to keep Pre-school informed of any changes in circumstances (again requested in the welcome pack).
* Make known to all parents the systems for registering queries, complaints or suggestions.
* Provide opportunities for parents to learn about the pre-school curriculum and about young children’s learning, in pre-school and at home.
* Parents/carers are also encouraged to join the Pre-school Committee and to attend the AGM which is held in September each year to have a say in the running of the Pre-school. The date of the AGM will be notified to parents within a newsletter or by a notice on the entrance to Pre-school, at least two weeks before the date of the meeting.

**Settling in at Pre-school**

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

In order to accomplish this, we aim to create a partnership with parents in the following ways:

* By creating opportunities for the exchange of information, using among other resources a copy of the Pre-school’s prospectus for parents and a shared approach to the registration form in the welcome pack.
* By ensuring plentiful opportunities for parents to inform the Pre-school about their children’s current achievements and interests through the child’s key worker.
* By encouraging parents to visit the Pre-school with their children during the weeks before an admission is planned.
* By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
* By making clear to families from the outset that they will be welcome and supported in the Pre-school for as long as it takes their child to settle.
* By encouraging parents to bring in favourite toy or comforter.
* By reassuring parents whose children seem to be taking a long time settling into the Pre-school.
* By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

A keyperson is assigned to an individual child to support their development and act as the key point of contact for their parents.

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

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | Remove Admissions Policy into a separate policy.  Include mention of keyperson  Remove reference to contact book | | | Shelley Robinson |
| 24/01/2010 | Add parent helper programme.  Also joining committee | | | Shelley Robinson |
| 09/02/2011 | Introduce the Communication book and the child’s special book  Remove reference to parent/carer helper | | | Jackie Crowe |
| 10/03/2012 | Adding attendance at AGM and parent chats once per term | | | Jackie Crowe |
| 06/03/2013 | Reviewed | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Removed all reference to “communication book” and updated logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 27/01/2015 | Added definition of parents.  Replaced ‘keyworker’ with ‘keyperson’.  Changed some missed “group’s to “Pre-school”. | | | Ellie Hibberd |
| 02/01/16 | Policy review – no change although query over removal of reference to Communication books will be raised with staff and committee at next meeting | | | Rowan Pettitt |
| 03/08/16 | Reinstated reference to Communication Book as this was removed in error.  Added reference to WOW slips. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 06/10/19 | Removed the word ‘fathers’ from first bullet point. ‘written summaries’ added to third bullet point. ‘Emails and notice boards’ added to ninth bullet point. | | | Clare Livingstone |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# PRIVACY STANDARD

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| --- | --- | --- | --- |
| Policy created | June 2018 | Version number | 1.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**General**

This Privacy Standard sets out how the Pre-school handles the personal data of children, parents of children, suppliers, employees, volunteers and other third parties. It should be read in conjunction with the Privacy Notices issued separately. It applies to all personal data we process regardless of the media on which that data is stored or whether it relates to past or present children in setting (and their parents), employees, volunteers or supplier contacts, shareholders, website users or any other data subject.

This Privacy Standard applies to all Pre-school employees. Pre-school employees are required to read, understand and comply with this Privacy Standard and our Privacy Notices when processing personal data on our behalf and attend training on its requirements as available. This Privacy Standard sets out what we expect from you for the Pre-school to comply with applicable law. Your compliance with this Privacy Standard is mandatory. Any breach of this Privacy Standard or our Privacy Notices may result in disciplinary action.

This Privacy Standard (together with the Privacy Notices) is an internal document and cannot be shared with third parties, clients or regulators without prior authorisation from the Chairperson.

**Scope**

We recognise that the correct and lawful treatment of personal data will maintain confidence in the organisation and will contribute to the successful operation of our Pre-school. Protecting the confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times. The Pre-school is exposed to potential fines for failure to comply with the provisions of the General Data Protection Regulation/Data Protection Act 2018 (collectively **GDPR**).

The Committee and Setting Manager are responsible for ensuring all employees comply with this Privacy Standard and need to implement appropriate practices, processes, controls and training to ensure such compliance.

The Committee are responsible for overseeing this Privacy Standard and, as applicable, developing related policies guidelines. The Committee may delegate specific responsibility to individual members from time to time.

Please contact the Chairperson with any questions about the operation of this Privacy Standard or the GDPR or if you have any concerns that this Privacy Standard is not being or has not been followed.

**Personal data protection principles**

We adhere to the principles relating to processing of personal data set out in the GDPR which require Personal Data to be:

* processed lawfully, fairly and in a transparent manner;
* collected only for specified, explicit and legitimate purposes;
* adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
* accurate and where necessary kept up to date;
* not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed;
* processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage;
* not transferred to another country without appropriate safeguards being in place; and
* made available to data subjects and data subjects allowed to exercise certain rights in relation to their personal data.

We are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

**Lawfulness, fairness, transparency**

Personal data must be processed lawfully, fairly and in a transparent manner.

We will only collect, process and share personal data fairly and lawfully and for specified purposes. The GDPR restricts our actions regarding personal data to specified lawful purposes. These restrictions are not intended to prevent processing, but ensure that we process personal data fairly and without adversely affecting the data subject.

The GDPR allows processing for specific purposes, including:

* the data subject has given his or her consent;
* the processing is necessary for the performance of a contract with the data subject;
* to meet our legal compliance obligations.;
* to protect the data subject’s vital interests;
* to pursue our legitimate interests for purposes where they are not overridden because the processing prejudices the interests or fundamental rights and freedoms of Data Subjects.

The purposes for which we process personal data are set out in our separate Privacy Notices in relation to each processing activity. The Privacy Notices include all the information required by the GDPR including the identity of the data controller (Plymtree Pre-school) and how and why we will use, process, disclose, protect and retain personal data.

If we rely on consent to process personal data, we will keep a record of any consent given to demonstrate our compliance with the requirements of the GDPR in relation to consent. Data subjects may withdraw consent to process data and that withdrawal will be promptly honoured provided it is not overridden by a legal obligation placed upon Pre-school.

**Purpose limitation**

Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes. We will not use personal data for new, different or incompatible purposes from those set out in our Privacy Notice or when the personal data was first obtained unless we have informed the data subject of the new purposes and our legal basis for processing.

**Data minimisation**

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

We will only process personal data in fulfilling the duties and responsibilities of Pre-school. We will not process personal data for any reason unrelated to Pre-school. Any personal data which is collected will not be excessive and will be adequate and relevant for the intended purposes.

We will ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised.

**Accuracy**

Personal data kept by Pre-school must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

We will take reasonable steps to ensure that the personal data we use and hold is accurate, complete, kept up to date and relevant to the purpose for which we collected it. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date personal data.

**Storage limitation**

Personal data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

We will not keep personal data in a form which permits the identification of the data subject for longer than needed for the purposes for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

We will ensure personal data is deleted after a reasonable time for the purposes for which it was being held, unless a law requires such data to be kept for a minimum time.

We will take all reasonable steps to destroy or erase from our systems all personal data that we no longer require in accordance with all the Company’s applicable records retention schedules and our policies and legal and regulatory obligations. We will inform data subjects of the period for which data is stored and how that period is determined in our Privacy Notices.

**Security integrity and confidentiality**

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

We will develop, implement and maintain safeguards appropriate to our setting, our available resources, the amount and type of personal data that we own or maintain on behalf of others and identified risks. We will regularly evaluate the effectiveness of those safeguards to ensure security of our processing of personal data. We will implement reasonable and appropriate security measures against unlawful or unauthorised processing of personal data and against the accidental loss of, or damage to, personal data. We will exercise particular care in protecting sensitive personal data from loss and unauthorised access, use or disclosure.

We will only transfer personal data to third-party service providers who agree to put adequate measures in place, as requested.

We will maintain data security by protecting the confidentiality, integrity and availability of the personal data as follows:

* We will ensure that only people who have a need to know and are authorised to use the personal data can access it (**confidentiality**).
* We will ensure that personal data is accurate and suitable for the purpose for which it is processed (**integrity**).
* We will ensure that authorised users are able to access personal data when they need it for authorised purposes (**availability**).

**Reporting a Personal Data Breach**

The GDPR requires data controllers to notify any personal data breach to the applicable regulator and, in certain instances, the data subject.

We will notify data subjects or any applicable regulator of a personal data breach where we are legally required to do so.

If an employee or committee member knows or suspects that a personal data breach has occurred, should not attempt to investigate the matter themselves but should immediately contact the Chairperson. All evidence relating to the potential personal data breach should be preserved.

**Transfer limitation**

We do not transfer personal data outside the EEA (European Economic Area).

**Data subjects’ rights and requests**

Data subjects have rights when it comes to how we handle their personal data. These rights are set out in our Privacy Notices.

We will verify the identity of an individual requesting data under any of the rights listed in the Privacy Notice.

Any data subject request received should be forwarded immediately to the Chairperson.

**Accountability**

Data controllers must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. We are responsible for, and must be able to demonstrate, compliance with the data protection principles.

**Record keeping**

The GDPR requires us to keep full and accurate records of all our data processing activities.

We will keep and maintain accurate records reflecting our processing including records of data subjects’ consents and procedures for obtaining consents.

Our records will include the name and contact details of the Pre-school and the individual to whom any queries should be addressed, clear descriptions of the personal data types, data subject types, processing activities, processing purposes, third-party recipients of the personal data, personal data storage locations, personal data transfers, the personal data’s retention period and a description of the security measures in place. A data map has been created to include this detail.

**Training and audit**

We will ensure that, where appropriate, staff and committee members receive adequate training to enable them to comply with data privacy laws.

We will regularly review all the systems and processes under our control to ensure they comply with this Privacy Standard and check that adequate controls and resources are in place to ensure proper use and protection of personal data.

**Sharing personal data**

Generally, we are not allowed to share personal data with third parties unless certain safeguards and contractual arrangements have been put in place.

We will only share the personal data we hold with employees and committee members if the recipient has a job/setting-related need to know the information.

We will only share the personal data we hold with third parties in line with our E-Safety Policy and only if:

* the recipient has a need to know the information for the purposes of providing contracted services;
* sharing the personal data complies with the Privacy Notice provided to the data subject and, if required, the data subject’s consent has been obtained; and
* the third party has agreed to comply with the required data security standards, policies and procedures and put adequate security measures in place.

**Applicable law**

This Privacy Standard does not override any applicable national data privacy laws and regulations in England and Wales.

The following legislation contains provisions dealing with data protection:

* **Computer Misuse Act 1990**
* **Regulation of Investigatory Powers Act 2000**
* **Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000**
* **Privacy and Electronic communications (EC Directive) Regulations 2003**
* **General Data Protection Regulation**
* **The Data Protection Acts**

**Related policies**

The following policies and procedures are relevant to data protection and confidentiality and must be considered when complying with this policy:

* E-Safety policy
* Funding & Payment policy
* Registration policy
* Safeguarding policy

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 04/07/18 | New policy | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# REGISTRATION POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 10.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

All children and visitors entering and leaving Pre-school will be recorded.

**Children**

* The arrival time of each child will be noted in the register.
* The departure time of each child will be noted in the register
* The register will be marked in pen
* Any other actions such as fire drills will be noted in the diary.

**Visitors**

* All visitors will be recorded in the visitors’ book. Details must include:
  + Time of arrival
  + Name of visitor
  + Who they are visiting
  + Purpose of visit
  + Time of departure
* Proof of identity (photographic) will be asked from all visitors who are unknown to staff. In the event that someone unexpected arrives and/or does not have photographic ID, the most senior member of staff will contact the person who made the original appointment for verification.
* All visitors will be made aware of our E-Safety Policy and asked to leave their telephones in the kitchen.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | New template | | | Shelley Robinson |
| 9.02.11 | Reviewed | | | Jackie Crowe |
| 10/03/2012 | Reviewed | | | Jackie Crowe |
| 06/03/2013 | Reviewed – Title change | | | Rowan Pettitt |
| 18/09/2013 | Updated logo | | | Julie Peace |
| 01/04/2014 | Policy reviewed changed playgroup to pre-school | | | Julie Pearce |
| 23/01/2015 | References to funded children being marked with an “F” removed, as this is not pre-school practice.  Reference to fire drills being recorded in the register changed to the diary to reflect pre-school practice.  Details added clarifying that visitors are made of the Mobile Telephone policy. | | | Ellie Hibberd |
| 02/01/2016 | ‘Mobile’ Policy changed to ‘E-Safety’ Policy | | | Rowan Pettitt |
| 03/08/16 | Amended: Proof of identity (photographic) will be asked from all visitors who are unknown to staff. In the event that someone unexpected arrives and/or does not have photographic ID, the most senior member of staff will contact the person who made the original appointment for verification. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# SAFEGUARDING POLICY

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| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 10.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**Purpose and Aims**

The purpose of Plymtree Pre-school’s safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people who attend our setting. The policy aims to ensure that:

* All our children are safe and protected from harm;
* Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;
* Staff, children, committee, visitors, volunteers and parents are aware of the expected behaviours’ and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

**Ethos**

‘Every child deserves the best possible start in life and the support that enable them to fulfil their potential… A secure, safe and happy childhood is important in its own right.’ Statutory Framework for the Early Years Foundation Stage (EYFS)

Safeguarding at Plymtree Pre-school is considered everyone’s responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. Plymtree Pre-school recognises the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies in accordance with Working Together to Safeguard Children and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

**Responsibilities and expectations**

Plymtree Pre-school has a committee whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them. The committee should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the committee to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including the Playleader/Settings Manager) or volunteers and ensure the safe and appropriate use of cameras, mobile phones, technology and on line equipment within the setting. They will also need to ensure the Counter Terrorism and Border Security Act 2019 by taking into account the Local Safeguarding Children’s Board policies and procedures and in line with the Prevent Duty 2015. The committee has appointed a Safeguarding Designated Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our setting.

The **Designated Safeguarding Lead** is Clare Livingstone. If they are not available then contact the **Deputy Safeguarding Designated Lead** is Elaine Gubb. (These person/s can also be contacted with any safeguarding concerns).

The **Committee Officer for Safeguarding** is Emily Fraser.

It is the responsibility of the DSL to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The DSL must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority and the Local Safeguarding Children’s Board.

The DSL is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child’s welfare.

The DSL is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the E-Safety Policy.

All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the DSL.

All Adults, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), Children and Young Peoples Service (CYPS) – Social Care, or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting’s Designated Person in the first instance. Any records made should be kept securely on the Child’s Protection file.

**Recognising concerns, signs and indicators of abuse**

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However, it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

**Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen’s Syndrome by Proxy.

**Emotional Abuse**

Emotional Abuse is where a child’s need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

* Excessively clingy or attention seeking.
* Very low self-esteem or excessive self-criticism.
* Withdrawn behaviour or fearfulness.
* Lack of appropriate boundaries with strangers; too eager to please.
* Eating disorders or self-harm

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

Child Sexual Exploitation is a form of abuse of which involves children (male and female, of different ethnic origins and of different ages) receiving something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) in exchange for sexual activity. It can occur through the use of technology without the child’s immediate recognition.

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

**What to do if you are concerned**

If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

* Stay calm and listen carefully.
* Reassure them that they have done the right thing in telling you.
* Do not investigate or ask leading questions.
* Let them know that you will need to tell someone else.
* Do not promise to keep what they have told you a secret.
* Inform your Safeguarding Designated Officer as soon as possible.
* Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

 If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Designated Safeguarding Lead. Where those concerns relate to the DSL however, this should be reported to the Chair of the Committee using the settings ‘Whistle blowing’ policy.

**Managing Allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing or images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

* Abuse has actually taken place.
* Something has happened to the child that reminds them of a past event – the child is unable to recognize that the situation and people are different; Children can misinterpret your language or your actions.
* Some children recognise that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out.
* An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Chair of the Committee. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the Chair of the Committee. The DSL /Chair of the Committee will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. The Chair of the Committee will need to:

* Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
* Contact the parents or carers of the child/young person if advised to do so by the LADO.
* Consider the rights of the staff member for a fair and equal process of investigation.
* Advise Ofsted of allegation within 14 days of the allegation
* Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
* Act on any decision made in any strategy meeting.
* Advise the Disclosure and Barring Service [[1]](#footnote-1)where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

A copy of “What to do if you’re worried a child is being abused[[2]](#footnote-2)” booklet is kept in setting. This sets out the guidelines on dealing with incidents, disclosures and the procedures that must be followed.

**Training**

All members of staff and volunteers will have access to whole setting safeguarding training at least every three years in line with Devon’s Children & Families Partnership (DCFP). We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people’s welfare to all newly appointed staff and volunteers.

Our Designated Safeguarding Lead will undertake further safeguarding training, Group 3 Core Inter-agency Safeguarding course or Group 3 Refresher Courses, in addition to the whole setting training. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the DSL to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our Committee will have access to safeguarding training and our Safeguarding Officer will also undertake additional awareness training at least every three years. They will also be advised to undertake additional training to support their employers’ role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

Our safeguarding arrangements are reported on an annual basis to our Committee and our Safeguarding Policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include our Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

**Mobile Phones and Cameras**

Plymtree Pre-school has policies and procedures in place with regard to the use of mobile phones and cameras in the setting and on visits etc.

**Related Setting Policies**

‘Safeguarding covers more than the contribution made to child protection in relation to individual children.  It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population’

Safeguarding Children and Safer Recruitment in Education DfES 2007

This policy will cross reference to related setting policies and other protocol:

* Behaviour Management Policy (Including guidance on positive-handling)
* E-Safety Policy
* Health, Safety and Environmental Policy
* Equal Opportunities Policy
* Outings Policy
* General Code of Conduct
* Whistle Blowing Policy
* Disciplinary, Grievance and Capability Policy
* Safe Recruitment Guidance

**Legislation relating to this policy**

* **Children Act 1989, 2004**
* **Education Act 1996, 2002 (Section 175), 2011**
* **School Standards and Framework Act 1998**
* **Keeping Children Safe in Education 2015, 2019**
* **Every Child Matters 2003**
* **Statutory Framework for the Early Years Foundation Stage 2017**
* **Working Together to Safeguard Children 2018 (updated February 2019)**
* **The Counter Terrorism and Security Act 2015**
* **The Prevent Duty 215**
* **Manuals kept in setting:**
* **What to do if you’re worried a child is being abused 2015**
* **Working Together to Safeguard Children 2015**

**For further information regarding any child protection procedure, please consult** [**www.swcpp.org.uk**](http://www.swcpp.org.uk)

**Useful Contacts**

**Devon Childrens & Families Partnership (DCFP)** [**www.dcfp.org.uk**](http://www.dcfp.org.uk) **South West Child Protection Procedures** [www.swcpp.org.uk](http://www.swcpp.org.uk)

**Devon Early Years and Childcare Service** [www.devon.gov.uk/eycs](http://www.devon.gov.uk/eycs)

**Child Exploitation and Online Protection Agency** [www.ceop.org.uk](http://www.ceop.org.uk)

**NSPCC Safe (Safe Activities for Everyone) Network** [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

**Multi-agency Safeguarding Hub (MASH)** 0345 155 1071

email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

**Early Years Childcare Advisor for Culm Valley area Neil Copland 01392 383000**

**Local Authority Designated Officers (LADO) for managing allegations against adults working with children:**

01392 384964 or email childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk

**Devon’s Domestic Abuse Helpline** 0345 155 1074

**Multi-Agency Safeguarding Hub – MASH**

Manages contacts and referrals received from any source.

Develops a document recording the concern information and all other available information in the Hubs within agreed timescales and an Early Years and Families manager makes an informed decision using all of the available information.

Develops concern information into an Early Years and Families referral if services are required under section 17 or section 47 of The Children Act 1989

Liaises with the Early Response Service for children and young people who need services but do not meet The Children Act 1989 threshold

Provides consultation to agency referrers about thresholds, appropriate action to be undertaken and services.

The Hub contributes to improved outcomes for safeguarding children because it has the ability to swiftly collate and share information held by the various agencies and to provide a multi-agency risk assessment of each case for ‘actual or likely harm’.

A copy of the MASH (Multi Agency Safeguarding Hub) Factsheet for Parents is available for you to look at OR please go to <http://www.devon.gov.uk/mashparentsfactsheet>. pdf for a copy of the MASH Factsheet for Parents”

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Devon Safeguarding Children Board and Local Authority.

**Current Safeguarding Issues**

(The following Safeguarding issues are all considered to be Child Protection issues and should be referred immediately to the most relevant agency. The issues featured below are linked to guidance and local procedures which can be found on the South West Child Protection Procedures at [www.swcpp.org.uk](http://www.swcpp.org.uk) (Direct links to the policies listed below are included where available).

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Plymtree Pre-School does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

**Child Exploitation and E-Safety**

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people Plymtree Pre-School will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety Policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.

Our E-Safety Policy will clearly state that mobile phone, camera or electronic communications with a child at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

**Forced Marriage**

Plymtree Pre-School does not support the idea of forcing someone to marry without their consent.

**Under-age Marriage**

In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

**Genital mutilation/female circumcision**

This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of Plymtree Pre-School we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

**Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

**Sexually Active under Eighteen years old**

It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services.

**Safeguarding Disabled Children**

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and ‘created vulnerability’ as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (Safeguarding Disabled Children July 2009) Plymtree Pre-School will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

**Safer Recruitment and Selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Plymtree Pre-School we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

**Honour Based Violence**

Honour based violence’ is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community’. It is important to be alert to signs of distress and indications such as self-harm, absence from setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in setting activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk form Honour based violence Plymtree Pre-School will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

**Trafficked Children**

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where Plymtree Pre-School is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

**Domestic Abuse**

The Government defines domestic abuse as “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”.

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People’s Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At Plymtree Pre-School we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

**Private Fostering**

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

* A parent
* A person who is not a parent but has parental responsibility
* A close relative
* A Local Authority

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Plymtree Pre-School to inform the Local Authority via MASH where we are made aware of a child or young person who may be subject to private fostering arrangements.

**The Prevent Duty**

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies.

The Prevent duty: what it means for schools and childcare providers

In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools and childcare providers wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Schools and childcare providers can also build pupils resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, schools should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. For early years childcare providers, the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

The Prevent duty is entirely consistent with schools and childcare providers existing responsibilities and should not be burdensome. Ofsted’s revised common inspection framework for education, skills and early years, which comes into effect from 1 September 2015, makes specific reference to the need to have safeguarding arrangements to promote pupils welfare and prevent radicalisation and extremism. The associated handbooks for inspectors set out the expectations for different settings. The common inspection framework and handbooks are available on GOV.UK.

The statutory guidance on the Prevent duty summarises the requirements on schools and childcare providers in terms of four general themes: risk assessment, working in partnership, staff training and IT policies. Plymtree Pre-school adheres to the guidance provided in The Prevent Duty 2015.

**Covid-19 Policy**

**6. Safeguarding and welfare**

Children may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support, a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges. Attending the setting allows social interaction with other children and staff, which benefits wellbeing.

Settings must continue to take all necessary steps to keep children safe and well during this period and have regard to the government’s statutory guidance on [Working together to safeguard children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2). The safeguarding and welfare sections of the [EYFS foundation framework](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) still apply, including requirements relating to child protection arrangements. Settings should work closely with local authorities.

Settings should also provide more focused support where issues are identified that individual children may need help with, drawing on external support where necessary and possible. Settings should also consider support needs of particular groups they are already aware of needing additional help (for example, children in need), and any groups they identify as newly vulnerable. To support this, settings may wish to access the free resource [MindEd learning platform for professionals](https://www.minded.org.uk/), which contains materials on peer support, stress, fear and trauma, and bereavement.

MindEd have also developed a coronavirus (COVID-19) [staff resilience hub](https://covid.minded.org.uk/) with advice and tips for frontline staff.

Where there is a concern that a child is in need or suffering or likely to suffer from harm, the early years setting (generally led by the Designated Safeguard Lead or deputy) should follow their child protection policy and Part 1 of the statutory safeguarding guidance keeping children safe in education and consider any referral to statutory services (and the police) as appropriate.

**6.1 Reviewing and updating child protection policies**

Settings should consider whether any review of their child protection arrangements is needed as a result of the coronavirus (COVID-19) outbreak. This could take the form of a coronavirus (COVID-19) annex and could include:

* how to identify and act on new safeguarding concerns about individual children as they return to childcare
* designated safeguarding lead (and deputy) arrangements
* any updated advice received from the local safeguarding partners
* any updated advice received from local authorities, for example EHC plan risk assessment, attendance and keep-in-touch mechanisms
* working arrangements with children’s social workers and the local authority virtual school head (VSH)
* what staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children
* how the updated policy links to the broader risk assessment to be conducted, described in [Annex A of the guidance for schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A)

All staff and volunteers should be made aware of the new policy and be kept up to date as it is revised.

**6.2 Changes to the role of the safeguarding lead**

Settings must continue to have a practitioner designated to take lead responsibility for safeguarding. It is acceptable for the safeguarding lead not to be based on-site if this is not practical, for example they may be working from home or be based at another setting, as long as they are still available to provide support, advice and guidance to staff. It is important that all childcare staff and volunteers have access to a designated safeguarding lead practitioner and know on any given day who that person is and how to speak to them.

**6.3 Keeping children safe online**

Settings should continue to consider what strategies they are using to keep children safe online during this period, including:

* checking apps, websites and search results before using them with children
* supervising children when accessing the internet

Further details can be found in [Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners).

This advice is also relevant for parents and carers.

**6.4 Supporting children’s mental health and wellbeing**

Staying at home for a prolonged period and the change of routine may have caused difficulties for some children, such as changes in behaviour or mood.

As more children return to settings, settings should:

* consider the mental health, pastoral or wider wellbeing support children may need, including with bereavement, and
* how to support them to transition into the setting after a long period of absence

Settings may want to refer to the following advice as a starting point: [Guidance for parents and carers on supporting children and young people’s mental health and wellbeing during the coronavirus outbreak](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak).

Staff may require appropriate instruction and training on identifying and supporting vulnerable children and parents and carers that return to the setting. For example, by signposting them to appropriate local services such as mental health, domestic abuse or substance abuse services. Providers should contact their local authority to understand what support is available and agencies and providers should work together to actively look for signs of harms as appropriate.

It will be necessary to consider how vulnerable children, who are currently attending the setting, continue to have their needs met and to be supported as the setting takes on more children.

**6.5 Supporting children with SEND and changes to SEND legislation**

Particular care will be needed in supporting children with SEND to return to their settings. Re-adjustment to the routines in a setting may prove more challenging for some children with SEND than others, and consideration and planning will need to be given as to how to support children to settle back into their setting.

Settings should be alert to the fact that there may be children:

* with additional or worsened social, emotional and mental health needs as a result of coronavirus (COVID-19)
* who have fallen further behind their peers as a result of time out of childcare settings, or missed diagnosis as a result of a period of absence

Settings will need to ensure they have the staffing needed to support children with SEND at safe ratios and that they have a member of staff designated as a SENCO, interim SENCO or a named individual with oversight of special educational needs provision for children with SEND.

From 1 May to 31 July, Section 42 of the Children and Families Act 2014 was modified by a notice issued under the Coronavirus Act 2020. Local authorities and health commissioners were required to use their ‘reasonable endeavours’ to secure or arrange the specified special educational and health care provision in EHC plans. To ensure that children and young people receive the support they need to return to school, we will not be issuing further notices to modify this duty unless the evidence changes. Our focus is now on supporting local authorities, health commissioning bodies and education settings to restore full provision for all children and young people with EHC plans.

The temporary changes to the law on the timescales for EHC needs assessments and plans, which give local authorities and others who contribute to the relevant processes more flexibility in responding to the demands placed on them by coronavirus (COVID-19), will expire as planned on 25 September 2020.

We remain committed to listening to and working with local authorities, parent carer representatives and specialist SEND organisations, to ensure that the lifting of the temporary changes is managed in a way that supports the needs of children and young people with SEND.

**Document history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 15/01/2010 | Name of policy changed to Safeguarding.  Suzannah Carpenter added as designated committee member.  Sarah Nixon added as designated Playgroup member of staff.  Whistle blowing hotline contact details included | | | Shelley Robinson |
| 13/11/2010 | Designated committee member changed from Suzannah Carpenter to Kate Prince. Telephone numbers added for designated contacts. | | | Shelley Robinson |
| 22/11/2010 | Completely new policy (v3.0) to reflect changes by the introduction of MASH | | | Shelley Robinson |
| 09/02/2011 | Updating telephone numbers  Noting change of Member of Committee for Safeguarding  Noting change of training now every two years  Noting security for holding records | | | Jackie Crowe |
| 27/09/2011 | Updating contact information for MASH etc. Updating training information, child exploitation and E-Safety section | | | Jackie Crowe |
| 18/04/2012 | Altering SDO to show Nicola Hart | | | Jackie Crowe |
| 26/09/2012 | Updating Policy in line with that shown on Early Years childcare setting model safety policy June 2012 and amending SDO to show Clare Livingstone and identify the Deputy SDO as Nicky Morgan | | | Jackie Crowe |
| 23/02/2013 | Annual Policy Review | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ and updated pre-school phone number | | | Rowan Petitt |
| 25/07/2013 | Updated policy to reflect the new model template | | | Rowan Pettitt |
| 18/09/2013 | Updated training details to include the DCC “safe recruitment” e-learning, updated logo, updated committee contact details to Amy Higgs and added her telephone number | | | Julie Pearce |
| 01/04/2014 | Updated missed “playgroup” to “pre-school” | | | Julie Pearce |
| 16/01/2015 | Updated telephone number for Amy Higgs  Removed sign-off section  Updated Useful Contacts | | | Ellie Hibberd |
| 03/12/2015 | Policy review – Updated policy to reflect new model template on DCC website  Changed Safeguarding Officer to Rowan Pettitt | | | Rowan Pettitt |
| 03/08/2016 | Policy review – checked against DCC template. No changes. Information about The Prevent Duty inserted. | | | Rowan Pettitt |
| 01/01/18 | Policy review – updated Committee Designated Safeguard to Melanie Frier. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – updated Officer for Safeguarding from Melanie Frier to Naomi Harris. | | | Donna Manser |
| 01/10/19 | Policy reviewed – updated Officer for Safeguarding from Naomi Harris to Becky Whitfield. Also amended dates of Education Act, Keeping Children Safe in Education, Statutory Framework for the Early Years Foundation Stage, Working Together to Safeguard Children in the list of legislation relating to this policy. | | | Donna Manser |
| 06/10/19 | Changing SDO (Safeguarding Designated Officer) throughout to DSL (Designated Safeguarding Lead).  Multiple amendments to legislation to show the updated versions.  Removed the following contacts:  CYPS, MASH Consultation Line, Early Help co-ordination centre, Out of Hours CYPS, Emergency Duty Service, Police CRU, Nikki Phillips, Melissa Filby, Susan Bolt, DSCB, Head of Safeguarding & DSCB Office | | | Clare Livingstone |
| 10/11/20 | Covid-19 annex added | | | Anna Shelbourne |
| 22/09/22 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

Although the Statutory Framework for the Early Years Foundation Stage (March 2017) has removed the requirement for us to have a special educational needs policy, we have retained this statement to provide information about how we support children with special educational needs and disabilities.

We aim to have regard for the DfES 0-25 Special Educational Needs and Disability Code of Practice, and also to the guidelines supplied to providers of pre-school education. As such the following will apply:

* We have arrangements in place to support all children with special educational needs and disabilities, including a clear approach to identifying and responding to special educational needs and disabilities.
* We have a dedicated Special Educational Needs & Disability Coordinator (SENDCO), whose identity is notified to all parents.
* We welcome and include all children of all abilities at our Pre-school and all children are encouraged to participate in activities regardless of any special educational needs or disabilities. Our aim is that all children learn and develop well and are kept healthy and safe.
* It is our intention to provide individual opportunities and resources in a play environment to meet each child’s individual needs for development and to enable them to obtain their full potential throughout their stay at Pre-school.
* Each child, regardless of their ability, will have the opportunity to take part in all activities during the session.
* We will attempt to provide any specialist toys and equipment needed for a child’s specific needs. If it is felt that these needs cannot be met without additional personnel/equipment, advice and funding will be sought to ensure that provision is appropriate for the child’s needs.
* Systematic observations and record keeping will provide information that will help us identify any emerging difficulties and back up any concerns that parents may have regarding their child’s development. We work in partnership with the child’s parents/carers, health visitors and other relevant professionals, to ensure consistent care is provided.
* Continual monitoring and reviewing on progress will be made for every child. Individual play plans with achievable targets will be set within the child’s capabilities, to be reviewed half termly or when appropriate for each child’s particular circumstances.
* A child’s progress and achievements are shared and discussed with key workers, other members of staff and parents/carers on a regular basis.

**Procedures**

**The SENDCO (Special Educational Needs & Disabilities Coordinator) at Plymtree Pre-school is Elaine Gubb** and this is made known to parents/carers.

We ensure that the provision for children with special needs is the responsibility of all members of the Pre-school.

We ensure that our inclusive admissions practice ensures equality of access and opportunity. As far as possible, our physical environment is suitable for children with disabilities.

To create and maintain a positive partnership, we work closely with parents/carers of children with special needs. We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children’s education. We provide parents with information on sources of independent advice and support.

We provide a broad and balanced curriculum for all children with special educational needs.

We ensure the privacy of children with special needs when intimate care is being provided.

We assess all of our children’s needs when they first visit the Pre-school regardless of any obvious special educational need. All children are then continuously assessed using the obvious developmental checks, notes are taken and then transferred to the child’s record. In assessing progress, we have regard to the guidance given in the Early Years Outcomes and children’s typical behavior across the seven areas of learning, namely:

* Communication and language;
* Physical development;
* Personal, social and emotional development;
* Literacy;
* Mathematics;
* Understanding of the world; and
* Expressive arts and design.

Records of a child’s abilities are kept and are accessible to parents/carers of each child.

If there are any obvious problems or if we have any concerns about a child’s development, this is shared with the other members of our staff in a strictly confidential meeting. Any information shared between parents/carers and a member of staff is also shared with the child’s key worker. Together with the child’s parents/carers, we will consider all information about the child’s learning and development from within and beyond the setting, including any specialist advice already sought. A delay in learning and development may or may not indicate special educational needs but research has shown how important early identification and intervention can be.

Parents have a key part to play, particularly with early observations. Parents who approach us with concerns have usually contacted their Health Visitor/Doctor first. If we are the first port of call, we will usually suggest that the information is shared with a Health Visitor and potentially the family’s Doctor as well, depending on the problem, as they are well placed to offer support to help a family understand their child’s needs and to help them access available support. If a parent or carer feels unable to approach their Health Visitor for any reason, the SENDCO will seek permission to do so on their behalf. To create and maintain a positive partnership, we work closely with parents/carers of children with special needs. We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children’s education. We provide parents with information on sources of independent advice and support.

Where it is decided that special educational provision should be made for a child with special educational needs, parents will be informed and a four-stage process will be followed: assess, plan, do and review. This process will be repeated by us and revised to identify the best way of ensuring good progress. The child’s parents will be involved and engaged throughout the process.

If a child continues in not making the progress expected of them, we will consider requesting an Education, Health and Care needs assessment.

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 20/01/2010 | Almost complete rewrite of procedures section.  Change name of SENCO to Sarah Nixon | | | Shelley Robinson |
| 09/02/2011 | Reviewed | | | Jackie Crowe |
| 10/03/2012 | Amending Officer’s name | | | Jackie Crowe |
| 06/03/2013 | Reviewed | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Removed referent to TRIO as no longer exists and updated logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 16/01/2015 | Policy updated to reflect new 0-25 Code of Practice on Special Educational Needs and Disabilities | | | Ellie Hibberd |
| 03/12/2015 | Policy reviewed – policy name changed to include ‘Disabilities’ in line with SEND | | | Rowan Pettitt |
| 03/08/2016 | Amended SENCO to SENDCO | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates. | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 06/10/19 | Early Years Foundation Stage dated amended to March 2017.  SENCO amended to SENDCO.  SENDCO changed from Clare Livingstone to Elaine Gubb. | | |  |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# NON - SMOKING POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

In accordance with the smoke free policy in England which became law on the 1st July 2007, Plymtree Pre-school is smoke free. No Smoking signs will be displayed within the hall to support this policy.

Anyone wishing to smoke (including e-cigarettes) must do so within their break and outside (but not on the tennis courts or in the outdoor play area). Adults should not smoke in view of children. Recommended staff/child ratios must be retained.

Parents/Carers dropping off or collecting children are reminded that in line with the law changed on 1st October 2015, it is illegal to smoke with a child under 18 in the car.

Anyone who smokes should ensure that all smoking paraphernalia (including lighters, cigarettes, e-cigarettes and tobacco) is stored out of sight and reach of children at all times. It should be ensured that cigarettes are fully extinguished before returning to the pre-school setting. Anyone returning from smoking should ensure they wash their hands upon re-entry to the building.

Staff breaching any part of this policy may be subject to disciplinary action in line with our Disciplinary Policy.

Please refer to our Health, Safety & Environmental Policy for further information.

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | New template | | | Shelley Robinson |
| 09/02/2011 | Reviewed | | | Jackie Crowe |
| 10/03/2012 | Noting within break | | | Jackie Crowe |
| 23/02/2013 | Noting play area, not smoking in view of children, smoking paraphernalia to be stored safely, extinguishing cigarettes, hand hygiene. | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 16/01/2015 | Added references to e-cigarettes | | | Ellie Hibberd |
| 03/12/2015 | Policy reviewed – name changed to Non Smoking  Added clause about breaching policy and reference to HSE policy. | | | Rowan Pettitt |
| 03/08/16 | Policy reviewed – added sentence on law re smoking in cars. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelborne |
| 22/09/22 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# STAFFING AND EMPLOYMENT POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | September 2008 | Version number | 9.2 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**General**

We work towards an equal opportunities employment policy, seeking to offer job opportunities irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation in line with the Equality Act 2010.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. Vacancies are advertised internally and externally where required.

**Staff Induction Procedures**

New members of staff will be DBS checked, will complete a declaration of health and notified to Ofsted.

* On-the-job training will be supported by staff meetings, supervision meetings and external training.
* The Policies and Procedures File is to be read by new staff members and signed in ink when seen and understood.
* The Setting Manager will support new staff by reviewing procedures on a day-to-day basis and showing how we organise Pre-school i.e. registration, behaviour towards children, timetable of activities, observations and assessments including regular writings in child’s content books, health and safety procedures (check list to complete daily).
* The Setting Manager will undertake regular observations of new staff members to ensure their needs and those of Pre-school are met. A supervision meeting will occur once a term or more often if required, to ensure problems, if they arise, are dealt with quickly and efficiently. Training needs should be identified and responded to (training bulletin kept in trolley).
* Staff meetings will occur twice a term to discuss day to day organisation of Pre-school and any other issues arising.
* New staff members will be made aware of how we deploy staff at Plymtree Pre-school (see staff deployment sheet below).
* Staff will not discuss Pre-school or individual children on any social networking internet site, for example Facebook, or in any social capacity.

**Induction Tick List**

The following tick list should be completed for new employees and kept in the personnel file:-

|  |  |  |
| --- | --- | --- |
| **Area** | **Who responsible** | **Notes** |
| Meet the team, including who does what. | Setting Manager |  |
| Familiarise with the hall, kitchen, toilets and outside area | Setting Manager |  |
| Read and review policies and procedures. | Setting Manager/Chairperson |  |
| Standards of care and behaviour | Setting Manager |  |
| Hours | Chairperson |  |
| Rate of Pay | Chairperson |  |
| Timesheets | Finance Officer |  |
| Pay arrangements | Finance Officer |  |
| Sickness/Holiday | Chairperson |  |
| Health and Safety and Fire Procedures explained | Setting Manager |  |
| First Aid explained | Setting Manager |  |
| Training Opportunities | Setting Manager |  |
| Work Shadowing | Setting Manager |  |

**Qualifications and DBS Checks**

The Setting Manager will hold a Level 5 or equivalent qualification in child care. 50% of all staff per session should hold a Level 2 qualification or equivalent in child care. A Level 3 qualified member of staff will be present at all times.

All staff will have valid Enhanced DBS checks. Staff will be asked to join the Update Service, which will be checked on an annual basis (or more frequently if required). The cost of DBS checks and the Update Service will be met by the Pre-school.

Staff have a continuing duty in line with the EYFS requirements to disclose any convictions, cautions, Court Orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). This duty extends to any persons living within the same household as the member of staff. Failure to do so will lead to immediate suspension pending investigation. This may in turn lead to dismissal.

**Employment Contract and Policies and Procedures**

Staff have contracts and job descriptions.

Disciplinary matters and Grievances are dealt with in line with the Acas Code of Practice and the Pre-school Disciplinary and Grievance Policy.

Unpaid sickness and unpaid annual leave cover to be arranged by the staff member with the prior consent of the Setting Manager and / or Chairperson.

The Pre-school’s Policies and Procedures must be adhered to by all staff whether employed or voluntary. Failure to do so may lead to disciplinary action.

**Salaries**

Salaries are reviewed annually, however, there is no obligation on the Pre-school to award a salary increase in any given year.

**Ratios and Staff Deployment**

We have at least one adult to each eight children aged 3 - 5 years and at least one adult to each four children aged 2 years.

Wherever the children are at Pre-school it is essential that the correct ratio of staff is always deployed to observe and supervise them at all times – be it in the main hall or outside in the play area.

The only exception to this is when staff take a child to the toilets – especially coming in from the outside play area and when in the committee room at the end of the session, when one member of staff is present to read a story.

An adult is always present near the gate of the outside play area to ensure a child never opens the gate by him/herself and leaves the area. The children can only leave the outside area if accompanied by an adult – either to go to the toilet or go inside when told to.

Only members of staff, not parents, can assist with taking children to the toilet

A staff member, usually the Pre-school Leader, is present at the main door at beginning and end of sessions to welcome children and say goodbye. Main door is never left open unsupervised. All doors within the hall are secured and locked. Checks made and recorded before children are allowed into building (daily check list in the register).

Observations by staff occur during Pre-school sessions. Some of these may be recorded on post-it notes. These are then used to review child development and progress according to EYFS development matters guidelines.

Staff deployment can be reviewed and discussed at staff meetings/supervision meetings to ensure best practice is adhered to.

**Staff Meetings**

We support the work of our staff by means of regular meetings.

Regular staff meetings also provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties. These are to be recorded and filed appropriately.

**Training**

Regular training is available to all staff, including long term volunteers and all staff are expected to undertake at least one course a term to support good practitioner skills.

Our Pre-school’s budget includes an allocation towards training costs.

Staff will be paid for attending training courses.

**Appraisals**

We will undertake a yearly appraisal for all members of staff. A copy of this will be given to the staff member and a further copy held in the personnel file. Blank appraisal forms and explanation are in the back of the personnel folder. Please refer to the separate Staff Appraisal Policy.

**Staff Details and Personnel File**

A copy of staff contact details will be held in the Pre-school register folder and DBS disclosure numbers are held in the filing cabinet. However, contracts, notification of pay rises and other staff matters will be kept by the Chairperson in the personnel file and will be treated as confidential information. Training certificates are held at the Pre-school.

**Non-Pupil Day at Plymtree School**

A non-pupil day at Plymtree School will not affect Plymtree Pre-school, which will remain open as normal. Children of staff are not permitted to attend pre-school when that staff member is working.

**Student Placements**

We recognise that the quality and variety of work which goes on in a Pre-school makes it an ideal placement for a student working towards their child care courses.

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

* The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Pre-school.
* A current DBS check document is supplied to comply with our policy.
* Students must be confirmed in writing by their tutor as being engaged in a bona fide childcare course, which provides necessary background understanding of children’s development and activities, and work under the direction of the Setting Manager and/or Preschool Leader.
* The student must be aware of our policies and procedures and adhere to them.
* Students required to conduct child studies will obtain written permission from the parent/carers of the child to be studied.
* Students will not have unrestricted or unsupervised access to the children.
* Any information gained by the students about the children, families or other adults in the Pre-school must remain confidential.

**Comments/Queries**

Any staff/committee changes or questions should be directed to the Chairperson (Daryl Spicer 07812 835829) or Ofsted on:

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**Tel: 0300 123 1231**

Include the Ofsted number (106012) on all contacts.

**Document History**

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| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 21/01/2010 | New template | | | Shelley Robinson |
| 24/01/2010 | Training certificates held at Playgroup | | | Shelley Robinson |
| 13/11/2010 | Remove reference to Trio in first section in connection with training. | | | Shelley Robinson |
| 09/02/2011 | Addition of staff/volunteers to undertake at least one course a term  Altering Chairman to Chairperson in line with other policies  Addition of signing in ink having had sight of Policies/Procedures  Removing reference to parent helper rota  Updated OFSTED telephone number  Clarifying staff meetings twice a term  Addition of reference to Playgroup on networking sites | | | Jackie Crowe |
| 16/03/2012 | Addition of requirement to comply with policies/procedures  Clarification of equality and diversity, correct ratio requirement, need to complete declaration of health, non-pupil days and information retained. | | | Jackie Crowe |
| 26.09.2012 | Addition of requirement to disclose and amending Playleader to Setting Manager where appropriate | | | Jackie Crowe |
| 06/03/2013 | Updated 9 protected characteristics to reflect Equality Act 2010.  Updated CRB to DBS check.  Updated DBS renewal to show they will be renewed a minimum of every 3 years.  Stated that disciplinary matters and grievances will be dealt with in line with playgroup policy and following the Acas Code of Practice.  Specified vacancies advertised internally and externally where required. | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated logo | | | Julie Pearce |
| 01/03/2014 | Changed missed “playgroup” to “pre-school” | | | Julie Pearce |
| 23/01/2015 | Changed missed “playgroup” to “Pre-school”  Updated various wordings for clarification purposes.  Added headings and reorganised the long initial list for clarity and ease of use. | | | Ellie Hibberd |
| 03/12/2015 | Policy reviewed – change name of Chair to Ellie Hibberd with contact number  Added Ofsted unique setting number  Added reference to Staff Appraisal Policy | | | Rowan Pettitt |
| 03/08/16 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – Chairperson details updated from Ellie Hibberd to Charlotte Martin and contact details amended accordingly. | | | Donna Manser |
| 01/10/19 | Policy reviewed – Chairperson details updated from Charlotte Martin to Daryl Spicer and contact details amended accordingly. | | | Donna Manser |
| 06/10/19 | Policy amended from ‘Children of staff will be unable to attend the setting unless already registered at the Pre-school and then only if the attendance of the child can be accommodated within ratio numbers. Payment for the session is as normal’ to ‘children of staff are not permitted to attend pre-school when that staff member is working.’ | | | Clare Livingstone |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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**SUN PROTECTION POLICY**

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | July 2015 | Version number | 3.0 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

Plymtree Pre-school understands and acknowledges the importance of sun protection and wants staff and children to enjoy the sun safely. We will work with staff and parents to achieve this through the measures set out in this policy.

**Aim**

Skin cancer is one of the most common cancers in the UK and the number of cases is ever-increasing. There are, however, easy and straightforward measures that can be taken to avoid the risk of skin cancer. These measures are particularly important for children and young people whose skin is more delicate and easily damaged. At the same time, we all need some sun to make enough vitamin D. This policy aims to ensure that we strike a good balance between these competing elements and to encourage good health in the children we have responsibility for both now and in the future.

**Education**

Sun protection will be discussed actively with all children, in particular at the start of the summer term. We will engage children in activities such as picture painting, stories and songs which are designed to promote sun safety behaviour.

All members of staff will be provided with appropriate information on sun safety and will be encouraged to approach the Committee if they feel additional training would be beneficial.

Parents will be informed of the importance of sun protection through information sent home in newsletters and in updates to this policy. Reminders will be sent to parents of the steps we are taking to ensure sun safety at the start of the summer term.

**Protection**

The following steps will be taken on an ongoing basis to ensure appropriate protection from the sun:

* When the sun is strong, we will encourage children to sit/play in the shade where it is available. Activities will be organised to make use of the shade available.
* We will seek to limit the amount of direct sunlight children are exposed to between the hours of 11am and 3pm.
* Children will be asked to wear hats when outside in the sunshine and parents will be reminded to send an appropriate hat with their child during the summer term.
* Children may wear protective sunglasses if they wish to do so but will not be required to.
* We will seek permission from parents for staff to apply sun cream and/or supervise children in applying sun cream on days when the sun is strong. If parents wish to provide their own sun cream, they are free to do so but should label the bottle clearly and ensure it is at least factor SPF30. Otherwise, Pre-school will provide sun cream of at least factor SPF30. Sun cream will be applied adequately and regularly throughout the day.

**Document History**

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| --- | --- | --- | --- |
| **Date of change** | **Change details** | | **Name** |
| 06/07/2015 | New policy | | Ellie Hibberd |
| 03/12/2015 | Policy reviewed – no changes | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – no changes | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – no changes. | | Rowan Pettitt |
| 02/10/18 | Policy reviewed – no updates | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | Donna Manser |
| 23/10/20 | Policy reviewed – no updates | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | Anna Shelbourne |
| 01/09/23 | Policy reviewed – no update | Charlotte Gibbins |
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# TOILETING AND INTIMATE CARE POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy created | 18 April 2013 | Version number | 5.2 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**Introduction**

It is the aim of this policy to inform staff that all children at Plymtree Pre-school have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the pre-school setting.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. If should be considered in line with our Safeguarding Policy, Health and Safety Policies and Health Policy (regarding administration of medicines).

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2017 and the Equality Act 2010. **Plymtree Pre-school** will ensure that:

* No child’s physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
* No child with a named condition that affects personal development will be discriminated against.
* No child who is delayed in achieving continence will be refused admission.
* No child will be sent home or have to wait for their parents/carer due to incontinence.
* Adjustments will be made for any child who has delayed incontinence.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

**Intimate Care Tasks –** covers any task that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – Staff/ Child’s keyperson at **Plymtree Pre-school**works in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

* What care is required;
* Number of staff needed to carry out the task (if more than one person is required, the reason will be documented);
* Additional equipment required;
* Child’s preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions;
* Child’s level of ability i.e. what tasks they are able to do by themselves;
* And respect for any cultural or religious sensitivities related to aspects of intimate care; and
* Be regularly monitored and reviewed in accordance with the child’s development.

Parents/Carers are asked to supply the following:

* Spare nappies;
* Wipes, creams, nappy sacks etc; and
* Spare Clothes including spare underwear (The Pre-school has a limited supply of spare clothes but encourages parents/carers to provide spares as children are often more comfortable in their own clothes.)

**Best Practice –** When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

Particular staff members are identified to change a child with known needs and will plan and record their work with that child.

**Safeguarding –** Staff are trained on the signs and symptoms of child abuse which are in line with Devon Safeguarding Children’s Board guidelines. Staff are aware of the DFES booklet ‘What to do if you think a child is being abused’ and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL /Setting Manager/Preschool Leader will look into the situation and record any findings. These will be discussed with the child’s parents/carers in order to resolve the problem. If necessary, the DSL /Setting Manager/Preschool Leader will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

**Dealing with body fluids –** Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by using the disposable gloves and cleaning products available.When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterward. Soiled children’s clothing with be bagged to go home*–* staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

**The Pre-school Chairperson, via the Pre-school Committee, is responsible for ensuring that:**

* The toilet area offers privacy for all children, without compromising safety. The lock on the toilet door may be unlocked from the outside by an adult. A hand-rail, toilet and washbasin steps are available.
* Disposable gloves, cleaning products, hand wash and hand towels and toilet paper are available to the Pre-school.
* The toilet area is decorated in a child friendly way, and is well lit and heated so as to encourage pre-school children to use the toilet.

**The Pre-school Leader/Manager is responsible for:**

* Ensuring that only staff members take children to the toilet.
* Nominating a member of staff, to make frequent inspections of the toilet area ensuring that it is clean and tidy, and that toilet paper and hand towels are available. Spillages of water or excrement must be dealt with immediately using the gloves and cleaning products available.
* Advising parents during the enrolment procedure that simple clothing which the child is able to manage him(her)self when going to the toilet will promote independence.

**All staff are responsible for ensuring that:**

* Children have privacy and dignity when using the toilet.
* Children settling in at Pre-school are shown where the toilet is, and are frequently reminded to use the toilet.
* Children are regularly taken to the toilet, for example, before snack time and reminded to flush the toilet and to wash and dry their hands.
* ‘Toileting accidents’ are promptly and discreetly dealt with, using the gloves, cleaning products and spare clothes available. Parents will be informed and reassured when they collect their child.
* Children who wear nappies will be given the same degree of privacy and dignity as other children.
* Children are shown the school toilet on their first school visit for Monday afternoon sessions.

**Points specific to Plymtree Pre-School setting**

* Children are encouraged to use the disabled toilet facilities that open into the main hall area.
* On occasion children may need to use the other male or female facilities, a member of staff will accompany them as these toilets have three doors to them through a corridor. Correct ratios should always be maintained.
* Children are all asked not to lock any toilet doors.
* Children are reminded to go to the toilet one at a time and are encouraged to wait if another child is using the toilet, even if they only wish to wash their hands.
* Children are assisted by staff as and when required whilst still maintaining their own independence.
* Some children prefer the door to be kept open. Staff are aware of this and ensure that if there are visitors to the setting or the door is answered, a member of staff is alerted to stand in the doorway of the toilet entrance, or pull the door to if the child would prefer, so that visitors are unable to see the child and their dignity is maintained. This measure is in place to safeguard the child.

**References**

Early Years Foundation Stage (EYFS) 2017

Children Act 2004

Equality Act 2010

**Devon Early Years and Childcare: Intimate Care and Toileting Questions and Answers**

As the population of children changes (and early years providers admit children at a younger age) it is apparent that there is an increase in the numbers of children arriving at early years providers not yet toilet trained. This may be for a variety of reasons -age, awareness, medical needs, special educational needs and disabilities.

This document aims to provide some answers or possible solutions to questions that are commonly raised by staff. The intention is that this will help you to find a way forward to include all children with toileting needs. It contains - An ethical introduction as to why all children should have the same entitlement.

Please cross reference to your own early year’s provider Health and Safety and Inclusion/SEN Policies

* A legal framework in relation to child protection and antidiscrimination
* Some practical guidance to assist schools and early years providers in making the correct adjustments and arrangements to ensure good practice.

Ethical

**Q) “Why do we need to admit children who are not yet toilet trained?”**

A) For each early year’s provider it is important to have a protocol for working with children with additional toileting needs to ensure that these needs can be fully met and that no child should be excluded.

As a County Council we believe in the inclusion of all children in early years providers and that equality of opportunity for the child and for the parents/carers to access childcare is paramount.

It is the expectation that all early years providers will provide a consistent and positive approach to helping all children to achieve their full potential in every aspect of their development. We would wish at all times to promote the good practice of making arrangements “additional to or different from” for children who may need additional support to achieve independent toileting.

Legal

**Q) “Are we discriminating against children if we do not admit them into early years provider?”**

A) Disability Discrimination Act (DDA 2005) states that no child should receive “Less favourable treatment” than someone else for a reason related to the child’s disability that cannot be justified.

The child’s disability relates to a “Physical or mental impairment with a substantial or long-term adverse effect on the ability to carry out normal day to day activities.”

Where this is the case, the DDA states that “reasonable adjustments” should be made to the environment or practice and barriers to inclusion anticipated. Whilst it may not always be apparent that a child’s delay in independent toileting is due to a medical need or delayed development, it is important to make reasonable adjustments for all children, given that later identification or disability may occur.

Therefore, it is important not to make blanket admissions policies stating that you will only take children who are toilet trained. If you do so, you may be discriminating against admission of a child who is not trained due to a medical or special educational need.

**Q) “Is it true that for child protection you have to have two adults changing a child?”**

A) No. It is important to balance the dignity of the child with aspects of child protection. All staff working for an early year provider must have a DBS. It is recommended that particular staff members are identified to change a child with known needs and that they plan and record their work with that child. It is essential to balance the privacy of the child (i.e. not changing in a completely open area) with the safety of the staff and child (i.e. perhaps changing in an area with the door ajar and other staff knowing where you are and your work recorded).

**Q) “In an early years provider, how can we have one adult taking a child out to change them as our ratios are then lower than is allowed?”**

A) Ofsted told us that the ratios they stipulate relate to the whole early years provider and, therefore, providing the number of adults on site is as per ratio, it is not a problem to release one adult to change a child as necessary.

Practical

Q) Do we need to learn how to lift children safely?

Q) Do we use a changing mat or table?

Q) What do we do if we are in a church hall with only a small area for changing on the floor inside the toilets?

A) Good practice would be to complete a risk assessment of your changing facilities and of aspects of lifting and handling children. You must ensure that Health and Safety is maintained but this should be balanced with making “reasonable adjustments‟ to include all children.

Staff should receive training on manual handling. Ideally, adjustable changing tables should be used by an adult who has received training in their use. However, we recognise that for some (and early years providers in particular) a changing mat will be the most practical and straightforward solution. In these instances, please refer to manual handling guidelines. It may also be necessary if space is limited, to provide a screened off area adjacent to the toilet.

**Q) What systems of recording should we use when taking a child to the toilet during training or when being changed?**

A) Ideally you should record whether the child was wet/dry/soiled. This can help with the overall patterns of progress a child is making and can act also as a general care record. This should be shared with parents/carers daily at the end of each session, to ensure that communication is open and any changes in planning can be made.

You should also make a note of any bruises or nappy rash; see your provider’s Safeguarding Policy and/or Devon Safeguarding Children Board.

**Q) What hygiene procedures should be in place?**

A) All staff should be following good hygiene practice already and you will have systems in place to deal with spillages etc. Remember:

* Staff to wear gloves (for use of latex gloves, a risk assessment will need to be undertaken regarding latex) and ideally a disposable apron whilst changing/toileting.
* Staff to wash hands with hot water and soap after changing/toileting, disposal and cleaning is completed.
* Child also to wash hands or have hands wiped if appropriate.
* All areas and spillages to be cleaned up immediately after changing/toileting.
* Please cross reference to any other Health and Safety/ Hygiene policies.

**Q) Where do we dispose of the waste?** (If disposable nappies/pull ups are being used)

A) Either

* buy in the services of a company who will take nappy bins away on a regular basis;
* check with your local council if nappies, double bagged can be disposed of in the dustbin (as at home);
* or if not, it is reasonable to ask parents to take nappies, again double bagged, home at the end of each session. This will need to be the case for any non-disposable nappies/soiled clothing.

**Q) Do changes need to be made to staff job descriptions?**

A) This needs to be discussed with your staff team, depending on the tasks which were outlined in their job description when they were recruited. You should consider if you are advertising for new members of staff, that meeting the personal needs of some children is an essential requirement of the job. If staff are fully aware of the wide range of tasks they may be required to carry out when working with children this does make it far easier for schools to ensure children’s needs can be fully met.

**Q) How can parents/carers help?**

A) A “reasonable adjustment” may occur after a conversation with the child’s parent /carer to ascertain what arrangements might help that child best. Remember that parents/carers are the best source of information relating to their child. By working together, you will be ensuring a consistent approach for the child and progress is therefore likely to be quicker.

Share information on:

* what the child’s current needs are both at home and in the early years provider;
* what words the child and adults use;
* what equipment the parents use at home;
* any particular likes or dislikes the child has (e.g. holding a favourite book helps keep the child calmer when being changed, singing whilst on the potty etc);
* what rewards you will be using with the child to reinforce achievements;
* an appropriate toileting routine for the child if they are unable to ask for their needs to be met e.g. on arrival and after snack; and
* the most appropriate clothing for a child to wear during this period and any arrangements for spare clothing and labelling of clothing.

Plan:

* which staff will assist the child and which staff in the early years provider need to know the information in case they need to cover;
* where the child will be changed; and
* where the waste will be disposed.

Record your plans together and ensure that these plans are regularly reviewed and that two-way communication is good.

It is not good practice to ask a parent/carer to stay with their child, come to the provider to change their child or to take them home to do so. Similarly, it is not good practice to reduce a child’s hours or sessions due to toileting needs unless all involved agree that the child is not yet ready for that length of session i.e. it is in the child’s best interests.

**Q) When should a child start toilet training?**

A) All children develop at different rates and this includes toilet training, early years providers need to be aware of the child’s development, so they are able to start toilet training, at a time that is appropriate to the child. As a general rule, boys develop bladder control later than girls. The timing of when to start toilet training needs to be agreed with the parents and carers, as part of planning for the child’s continuing development. It would be good practice for early year’s providers to be aware of cultural differences that may have an impact on a child’s toilet training.

**Q) Who else can we ask for help?**

A) The parents/carers are your first source of information. If you or the parents/carers would like to discuss any issues further, then why not try contacting the child’s Health Visitor or Children’s Centre? If the child has involvement of known medical services e.g. a community nurse or Paediatrician, why not ask them? It may be the case that a child is already undergoing a treatment programme for toileting which would need to be continued whilst attending the early years provider.

**Please remember that you need parental permission to talk to any agency about a specifically named child.**

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 23/02/2013 | New policy to supersede the previous policy ‘Toileting a Child 4.0’ and contain information on Intimate Care. | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Updated logo and added toilet and intimate care guidance | | | Julie Pearce |
| 4/01/14 | Added ‘Points specific to our setting’. | | | Rowan Pettitt |
| 23/01/2015 | Updated legislation references. | | | Ellie Hibberd |
| 03/12/2015 | Policy reviewed – updated reference to Children Act to reflect newest version in 2004.  Checked policy against template on DCC website and it remains the same, no change required. | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – checked against DCC website. No changes. | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed – checked against DCC model policy – no changes. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – no updates | | | Donna Manser |
| 01/10/19 | Policy reviewed – no updates | | | Donna Manser |
| 06/10/19 | Amended EYFS from 2014 to 2017.  Amended SDO to DSL.  Removed ‘usually the assistant Playworker’ to make frequent inspections…… (pg. 130)  CRB changed to DBS | | | Clare Livingstone |
| 23/10/20 | Policy reviewed – no updates | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna Shelbourne |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# whistleblowing Policy

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| --- | --- | --- | --- |
| Policy created | September 2012 | Version number | 6.1 |
| Review date | 01 September 2023 | Next review date | September 2024 |
| Reviewed by | Charlotte Gibbins | In year changes | n/a |

**Introduction**

Within organisations that provide services for, or work with, children, issues about safeguarding and promoting the welfare of children are paramount. As one such organisation, we promote a culture that enables such issues to be addressed in a timely and appropriate manner.

We are committed to running the Pre-school with honesty and integrity and expect all staff to maintain high standards. Any wrongdoing should be reported as soon as possible.

**What is whistleblowing?**

Whistleblowing is the reporting of malpractice or suspected malpractice in or relating to the Pre-school (for example, crimes, civil offences, miscarriages of justice, dangers to health and safety or the environment), and/or the cover up of any of these.

**What does the law say?**

The Public Interest Disclosure Act (PIDA) 1998 (“the Act”), is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing. The concern may relate to something that is happening or has happened in the past.

Under the Act, workers are protected from reprisals for raising qualifying concerns, but they must have a reasonable belief that they are acting in the public interest and not for personal gain to be given this protection.

The Act covers all workers, including temporary agency staff. It does not cover the genuinely self-employed or volunteers. The Act also provides protection should individuals have difficulty gaining a reference from an employer because they have raised a concern. It makes it clear that any clause in a contract that purports to gag an individual from raising a concern that would be protected under the Act is void.

For more information on the law visit: [www.pcaw.org.uk/guide-to-pida](http://www.pcaw.co.uk/law/uklegislation.htm)

**Raising a concern about safeguarding failures or other wrongdoing at Plymtree Pre-school**

You should first raise your concern internally with the Preschool Leader or Setting Manager.

If you feel unable to do this (perhaps because your concern relates to them) you should raise your concern with the Chairperson. Contact details for the Setting Manager and the Chairperson are given at the end of this policy.

It is advisable for you to put your concerns in writing. On receipt of a concern, we will arrange a meeting with you as soon as possible to discuss it. You may bring a colleague or union representative to this meeting. Please remember that such discussions are strictly confidential.

If you are worried at any stage about how to raise your concern, you should seek independent advice at the earliest opportunity. This may be to check who may be best placed to deal with your concern or simply to talk the matter through in confidence first and discuss how to raise your concern, i.e. union, professional body, early years and childcare advisor.

If you have raised your concern internally but feel it has not been properly addressed, if the problem recurs or if you feel unable to raise your concern at any level within the Pre-school, you may feel that you need to raise your concern externally.

If you do feel you need to raise your concerns externally, there are prescribed bodies to whom disclosures can be made. In the context of early years’ care, it will usually be most appropriate to raise concerns with Ofsted or, if you are a student, your educational establishment. Public Concern at Work operates a helpline (**020 7404 6609**) and can provide advice.

**Who to contact**

If your concern is about an immediate or current risk to an individual child or children, you should contact:

**MASH** (Multi Agency Safeguarding Hub) on 0345 155 1071 or email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)**.**

**Ofsted** – contact can be made as follows:

* A dedicated whistleblowing hotline – 0300 123 3155 (Monday to Friday from 8.00 am to 6.00pm)
* By email to the whistleblowing team – [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
* By post: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

The Ofsted hotline can be used by anybody who has a whistleblowing concern about services or practice in any local authority, or in a care or educational setting regulated and inspected by Ofsted, including:

* Employees and former employees
* Agency staff currently and formerly working within care or educational settings
* Voluntary workers in care or educational settings

**Within the setting**

Setting Manager – Clare Livingstone tel. 01404 850849

Chairperson – Becky Whitfield tel. 07801750901

**Confidentiality**

If you want to raise your concerns anonymously, it may be harder for your complaint to be investigated. However, every effort will be made to keep your identity secret and only reveal it where necessary to those involved in investigating your concerns.

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of change** | **Change details** | | | **Name** |
| 26/9/2012 | New template | | | Jackie Crowe |
| 06/03/2013 | Reviewed – no changes | | | Rowan Pettitt |
| 21/04/2013 | Changed ‘Playgroup’ to ‘Pre-school’ | | | Rowan Pettitt |
| 18/09/2013 | Changed chairperson and telephone number, updated some of the “track changes” mistakes and updated logo | | | Julie Pearce |
| 01/04/2014 | Policy reviewed | | | Julie Pearce |
| 23/01/2015 | Various parts of the policy updated for clarity. Also removed those parts of the policy which were more Ofsted specific.  Contact details for raising a complaint within the setting updated. | | | Ellie Hibberd |
| 03/12/2015 | Policy reviewed – Chair changed to Ellie Hibberd, revised contact number | | | Rowan Pettitt |
| 03/08/2016 | Policy reviewed – no changes | | | Rowan Pettitt |
| 01/01/18 | Policy reviewed, phone numbers and website links checked. No changes. | | | Rowan Pettitt |
| 16/05/18 | Play Leader changed to Preschool Leader | | | Ellie Hibberd |
| 02/10/18 | Policy reviewed – Chairperson details updated from Ellie Hibberd to Charlotte Martin and contact details amended accordingly. | | | Donna Manser |
| 01/10/19 | Policy reviewed – Chairperson details updated from Charlotte Martin to Daryl Spicer and contact details amended accordingly. | | | Donna Manser |
| 06/10/19 | MASH email address amended | | | Clare Livingstone |
| 23/10/20 | Policy reviewed – Chairperson details updated from Daryl Spicer to Becky Whitfield and contact details amended accordingly. | | | Anna Shelbourne |
| 22/09/21 | Policy reviewed – no updates | | | Anna Shelbourne |
| 29/09/22 | Policy reviewed – no update | | | Anna |
| 01/09/23 | | Policy reviewed – no update | Charlotte Gibbins | |
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# Appendix 1 - Acceptable Use Agreement

This agreement complies with the requirements of the General Data Protection Regulation (GDPR), Data Protection Act 2018, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant legislation regarding the taking and use of photographic images of children.

Please also refer to Plymtree Pre-school’s Privacy Notices, Privacy Standard, E-Safety Policy and Safeguarding Policy.

All images will be used in a manner respectful of the requirements of the GDPR.

This means that images will be:

* fairly and lawfully processed;
* processed for limited, specifically stated purposes only;
* used in a way that is adequate;
* relevant and not excessive;
* accurate and up to date;
* kept on file for no longer than is necessary;
* processed in line with an individual’s legal rights;
* kept securely;
* adequately protected if transferred to other countries.

It must be recognised thatchildren and young peoplecould be exposed to potentialrisk should images bemisused, including:

* The making, taking anddistribution of inappropriateand indecent images.
* Grooming (the process by which child sex offenders and paedophiles will befriend victims through direct or indirect contact, often preceded by efforts to gain personal information about the child or young person).

It must be remembered that such incidents fortunately remain very rare; but it should also be understood that detailing such concerns will often raise further anxieties and will make many individuals feel uncomfortable. It must be acknowledged however, that the first step towards minimising any danger will be to have a fuller understanding of what constitutes a risk and what behaviours may compound it.

Protective and precautionary measures should therefore be considered when taking, making or using images of children.

It is to be ensured that all early years practitioners and their managers are aware of the potential for images to be subject to misuse; and therefore will be expected to agree and sign up to our E-Safety policy and the Safeguarding policy.

Plymtree Pre-school requires staff, parents/carers and visitors NOT to use any personal phone within the building or outside when there are children visible unless express prior permission has been given. This includes the use of a personal camera and or pictures taken on a mobile phone.

The taking or making of images in sensitive areas of the early years setting, for example, toilet cubicles and changing areas are not to be permitted in any circumstances when there are children or other persons present.

It should be ensured that a child or young person’s name or any other identifying information does not appear in any caption or accompanying text alongside their photograph, for example on displays, documentation panels and name cards.

Particular care is to be taken where such images are likely to be viewed by others, including the general public.

It is to be ensured that if, on occasion, a child or young person is to be named (for an agreed reason) in any published text, for example, in the prospectus, a photograph of the child will not appear.

I (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide and implement Plymtree Pre-school’s E-Safety Policy.

I understand the importance of safeguarding children and young people and agree to act in line with the GDPR, Data Protection Act 2018, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant legislation regarding the taking and use of photographic images of children.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix 2 - SHORT TERM MEDICATION FORM (part 1)

Medicines administered in the setting must be prescribed by a health care professional. They should be in their original packaging with the date, dose and batch number clearly visible.

You should complete a new form and obtain new permission for each treatment.

|  |  |
| --- | --- |
| Name of Child |  |
| Reason for Medication |  |
| Type of medicine to be administered |  |
| Date medication started |  |
| Date medication to finish |  |
| Signature of Parent/Carer | Dated |
| Signature of Setting Manager/ Preschool Leader | Dated |
| Special Instructions |  |

# Appendix 2 – SHORT TERM MEDICATION FORM (part 2)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & time  Medicine last administered by Parent/Carer | Signature of Parent/Carer | Date, time and dose for medicine to be administered by Provider and time administered | Signatures of both staff members – one administering medicine and one witnessing | Signature of Parent/Carer |
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# Appendix 3 - LONG TERM MEDICATION FORM (part 1)

Medicines administered in the setting must be prescribed by a health care professional. They should be in their original packaging with the date, dose and batch number clearly visible.

You should complete a new form and obtain new permission for each treatment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Child | |  | | |
| Reason for Medication | |  | | |
| Name of medicine to be administered | |  | | |
| Medicine issue date | |  | | |
| Medicine expiry date | |  | | |
| Dose to be administered | |  | | |
| Time of Dose to be given | |  | | |
| Name of staff administrating dose | |  | | |
| Training given by | |  | | |
| Signature of trainer | |  | | |
| Training updated | |  | | |
| Review date | |  | | |
| Any special instructions | |  | | |
| Parent/Carer signature |  | | Date |  |
| Childcare Provider  Signature |  | | Date |  |

# Appendix 3 - LONG TERM MEDICATION FORM (part 2)

|  |  |  |  |
| --- | --- | --- | --- |
| Date, time and dose for medicine to be administered by Provider and time administered | Signature of both staff members – one  administering medicine and one witnessing | Signature of Parent/Carer | Comments or notes |
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# Appendix 4 – INDIVIDUAL CARE PLAN

**Child’s name:**

**Date of Birth:**

**Name of Parent/Legal Guardian(s):**

**Name of Provider:**

**Emergency contact details**:

**1st Contact Name: Tel no:**

**2nd Contact Name: Tel no:**

**3rd Contact Name: Tel no:**

**Does the child have a Devon Assessment Framework (DAF) – My Plan in place? Yes/No (delete as appropriate)**

**Is the child receiving medical care from outside agencies such as:**

|  |  |
| --- | --- |
|  | **Contact Name and Telephone Number** |
| **Doctor** |  |
| **Health Visitor** |  |
| **Physiotherapist** |  |
| **Speech & Language Therapist** |  |
| **Asthma Nurse** |  |
| **Other: Please Specify:** |  |

**Please give details of Child’s Medical/Care needs:**

**The Signs and Symptoms to be aware of**:

1.

2.

3.

4.

5.

6.

**Please specify agreed strategies/prevention between Parent and Provider:**

**Please specify agreed procedure to be followed between Parent and Provider:** e.g. Details of the treatment to be given, when medication is to be given? (Medication must be in original package with child’s name and dosage stated clearly.) What is the usual reaction to medication? Can a second dose be given? If so when? Action required if condition continues.

1.

2.

3.

4.

**Has the Provider been trained by a qualified medical professional to administer treatment/procedures? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_**

**If ‘No’ what is the Action Plan:**

**It may be a requirement of your insurance company for you to have received professional medical training before administering any treatment. Please phone your insurance company to ensure you are fully covered.**

**Date of training:**

**Full details of trainer:**

**Signature of trainer:**

**Planned review date of training for named child:**

**The information on this Care Plan has been agreed with:**

**Parent/Legal Guardian (name):**

**and**

**Provider (name):**

(Please print)

**Signed by Parent/Legal Guardian:**

**Relationship to child: Date:**

**Signed by Provider: Date:**

**Planned Review Date of Individual Care Plan:**

**Please remember that you must complete relevant required paperwork as per the Statutory Framework for the Early Years Foundation Stage in the section ‘Medicines’ before administering medication.**

# Appendix 5 – LIST OF NOTIFIABLE DISEASES

The following diseases must be notified to the local environmental health office (contact Exeter City Council 01392 265193) under the Public Health (control of Disease) Act 1984 or the Public Health (Infectious Diseases) Regulations, 1988 and to the Health Protection Unit on 0844 2253557 as set out within the Health, Safety and Environmental Policy.

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

* acute encephalitis
* acute meningitis
* acute poliomyelitis
* acute infectious hepatitis
* anthrax
* botulism
* brucellosis
* cholera
* diphtheria
* enteric fever (typhoid or paratyphoid fever)
* food poisoning
* haemolytic uraemic syndrome (HUS)
* infectious bloody diarrhoea
* invasive group A streptococcal disease and scarlet fever
* legionnaires’ disease
* leprosy
* malaria
* measles
* meningococcal septicaemia
* mumps
* plague
* rabies
* rubella
* SARS
* smallpox
* tetanus
* tuberculosis
* typhus
* viral haemorrhagic fever (VHF)
* whooping cough
* yellow fever

Taken from Appendix 2 of gov.uk guidance on Health Protection in Schools and other Childcare Agencies.

1. https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance [↑](#footnote-ref-1)
2. https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused [↑](#footnote-ref-2)