

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Absence due to illness

Policy Statement

If your child is unwell or has a temperature, please do not send them to nursery.

If your child develops a temperature whilst they are with us, the nursery will call you and depending on the severity of the temperature, we will either administer the appropriate medicine or ask that the child be collected. We will isolate the child away from the other children with a member of staff who will offer reassurance and comfort.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and Well-being	2.1 Respecting each other	3.4 The wider context	
	2.2 Parents as Partners		

Procedures

The chart below shows the time your child should stay away from Little Acorns for common illnesses. For diarrhoea and/or sickness your child should be eating normally and have been completely clear for 24 hours before returning to school. Not only do illnesses spread around the school very quickly but also your child is open to infections if they are still unwell.

Disease	Time from Contact with Infection to Start of Illness	Minimum Number of Days to Keep Child at Home
Chickenpox	14-21 days	6 days to onset of rash
Conjunctivitis		Until eyes are free from any discharge
Diarrhoea (including food poisoning and according to cause)	2-48 hours	24 hours off until clinically fit
Rubella (German Measles)	14-21 days	4 days from onset of rash
Impetigo		Until the skin has healed

Measles	10-15 days commonly 12 to onset of illness and 16 to appearance of rash	7 days from onset of rash
Head Lice		Until treatment has been received and lice cleared
Whooping cough	7-10 days	21 days from onset of complaint
Worms	15-30 days	until clear
Vomiting		when child has not vomited for 24 hours
Scarlet Fever	2-5 days	at least 10 days
Scabies		until treatment is completed
Mumps	14-21 days	10 days
Hand Foot and Mouth	4-5 days	until clear of rash and blisters

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE**

ACCIDENT POLICY

Little Acorn Nursery School recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain conditions, which are safe, healthy and are compliant with all statutory requirements and codes of practice. Clare Leake is responsible for overseeing the health and Safety at the nursery.

However, the nursery recognises that even in the safest of working environments accidents do occur from time to time. The Health and Safety at Work Act 1974 requires employers to ensure the health and safety and welfare of all their employees as far as is reasonably practicable. As part of this commitment employers must by law notify certain categories of accidents, specified cases of ill health and specified dangerous occurrences to the Health and Safety Executive (HSE) or the local authority to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences 1995 (RIDDOR).

This is necessary so that the HSE can determine trends and patterns in workplace accidents and put into place legislation and guidelines that will safeguard workers all over the UK. It also helps the nursery to determine local patterns and causes of accidents so that it can ensure that preventative measures are in place to avoid a recurrence. Therefore in this nursery ALL accidents and incidents MUST be reported to the management.

It is the policy of the nursery to inform parents of any serious head injuries immediately.

AIM OF THE POLICY

This policy is intended to set out the values, principles and policies underpinning the nursery's approach to accidents and accident reporting, to enable the nursery to meet the requirements of the REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR) and to prevent the recurrence of incidents in the future as far as it is possible.

The policy aims are:

1. To keep accidents to a minimum
2. To deal with accidents that do happen effectively
3. To ensure that the nursery fully complies with RIDDOR
4. To ensure that all accidents and incidents involving injury to staff, children and visitors are reported and recorded no matter however minor
5. To ensure that all reported accidents or incidents are fully investigated
6. To assess the results and recommendations from investigations so that the recurrence of such incidents can be reported

PREVENTING ACCIDENTS

Accident reports are covered by RIDDOR. RIDDOR requires employers to:

1. Keep adequate records of accidents and injuries
2. Report fatal accidents immediately to the HSE and OFSTED
3. Report major injuries immediately to the HSE or Local Authority and OFSTED
4. Report dangerous occurrences immediately to the HSE or Local Authority and OFSTED
5. Report specified diseases to the HSE or Local Authority and OFSTED

A report is required where accidents involve any of the following:

1. A fatality to an employee, visitor or child
2. A major injury to an employee, visitor or child including the following:
3. Skull, spine or pelvic fracture, any other fracture other than fingers, thumbs or toes, any amputation, loss of sight, chemical burn to the eye or penetrating injury
4. Any injury resulting from an electric shock or electrical burn leading to unconsciousness, requiring resuscitation or requiring hospital admission for more than 24 hours
5. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent
6. Absorption of any substance by inhalation, ingestion or through the skin leading to acute illness requiring medical treatment or resulting in loss of consciousness

RECORDING

A written record should be kept of any accident, however minor that occurs in the nursery.

Accident Books are provided in the office to keep a record of all accidents that occur in the nursery to the children, whether they are notifiable or not.

Parents are informed via the telephone of head injuries sustained by their child or of any injury that the nursery deems to be serious.

A separate Accident Book is provided in the office to keep a record of all accidents that occur in the nursery to the staff and visitors including parents, whether they are notifiable or not.

Should an accident occur and either a child, a member of staff or a visitor is sent to the hospital then OFSTED should be notified by telephone and then by a written report within 24 hours.

There is a legal requirement that written records of all accidents must be kept for a minimum of three years.

It is the policy of the nursery that all children's accident records should include:

1. The name of the child
2. The name and signature of the member of staff reporting the accident
3. The details of the accident, including date, time and place
4. A description of the accident and action taken
5. A signature of the parent or guardian acknowledging that they were informed of the accident

It is the policy of the nursery that all staff and visitors accident records should include:

1. Details of the person involved including name and address, occupation
2. Details of the person filling out the report if they are not the person involved
3. A description of the accident including date, time details of the accident, details of the injury suffered and a signature of the person involved

ACCIDENT INVESTIGATING

All **reported** accidents or incidents occurring in the nursery should be investigated. Responsibility for ensuring an investigation is made is the managers or the supervisor in the managers absence.

The prime objectives of the investigation are to:

1. Determine exactly what happened leading up to the accident
2. Establish any unsafe acts and/or unsafe conditions that were the direct cause of the accident
3. Determine the human, organisational and or job factors that gave rise to the unsafe acts, and/or conditions
4. Initiate short-term action to eliminate the direct causes and establish a longer term programme to prevent the accident or incident from happening again
5. Identify the cost of the accident for management information systems
6. Inform the nursery health and safety assessment system
7. The investigation should initially establish the potential severity of the injury or damage that could have resulted from the accident, so that the effect and resources devoted to the remainder of the investigation can be made in direct proportion to this potential.
8. The results of the accident investigation should be recorded on a risk assessment form and in the accident book and should be made known to all staff to ensure that there is no risk of a recurrence or a similar occurrence.

Children's accident books are reviewed monthly and any problem areas are determined and action plans are put into place to resolve them.

ADMINISTRATIVE GUIDELINES

The manager is responsible for ensuring the accident books are in adequate stock. These are available to order from Eureka, telephone: 0800358 0085

TRAINING

Everyone in the team is given adequate training and information on accidents at work and how to avoid them. All new staff should read the policy on Health and Safety and accident reporting as part of the induction process. All staff will be appropriately trained to perform their duties safely and competently.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Admissions & Settling In Policy

Policy Statement

It is Little Acorns intention to make our setting accessible to all sections of the local Community. We aim to make sure that all sections of our community has access to the setting through open, fair and clearly communicated procedures.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider context	

Procedures

Admissions

Little Acorns is open to all members of the community.

- We advertise our services widely
- We reflect the diversity of our society in our publicity and promotional materials
- We provide information in clear, concise language, whether in spoken or written form.
- We provide information in as many languages as is necessary.
- We base our admissions policy on a fair system.
- We ensure that all of our parents are made aware of our equality and diversity policy .
- We do not discriminate against a child or their family on the basis of colour, ethnicity, religion or social background.
- We do not discriminate against a child with a disability and we develop an action plan to ensure that children with disabilities can participate successfully in the activities that we offer.
- We take action against any discriminatory behaviour displayed by staff and parents. Any display of openly discriminatory and possibly offensive materials, name-calling, or threatening behaviour shown at the nursery will be dealt with in the strongest manner.

Settling in

After the nursery has received the enrolment form settling in sessions will be made for the child. On the first settling in session the parent's will meet the child's keyworker. During this

session the parents are invited to ask any questions that they may have and then more settling in sessions will be arranged as needed.

On the child's first day at Little Acorns the parents are welcome to stay as they feel necessary. Parents are welcome to telephone through the day to check on their child's process.

The children are signed in and out of the building by staff who record the time of arrival and time of departure, as well as who has dropped off, or picked up, the child.

Nursery Education Grant is available to all 3 and 4 year olds subject to availability. Parents will be informed in writing near the relevant term.

All children are welcome to attend Little Acorns Nursery School irrespective of gender, race, language, culture, disability or learning difficulty or of HIV / AIDS status.

This policy is reviewed regularly.

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Allergy / Intolerance Policy

Policy Statement

Parents are asked to disclose any allergies or intolerances on their child's application form when they start at the nursery, if applicable. These parents are then given an allergy / special requirement form to fill out which is a more detailed account on the allergy, how to deal with it and who to contact in case of an emergency. These details are entered onto a photograph allergy board that is kept in the kitchen and a summarised version is displayed in every room at the nursery.

The allergy / special requirement form is then kept in the allergy file in the office.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.2 Parents are partners 2.4 Key person	3.2 Supporting every child	

Procedures for children with allergies / intolerances

- If a parent has stated their child has an allergy / intolerance all staff are informed when the child starts at the nursery.
- Parents are asked to inform and update the nursery of any allergies / intolerances whilst they are at the nursery.
- Any updates are posted from parents in the kitchen or staff room for the staff to read and sign.
- Staff are periodically asked to read and sign the allergy folder in order for them to stay updated with any allergies or intolerances.
- New Staff have in house training on allergies and are informed of the nursery's policies and procedures.
- Staff are trained regularly and allergies are discussed at staff meetings.
- In the event of an emergency, the first contact would be contacted, as detailed on the allergy / special requirement sheet, and the child may be transported to hospital.

This policy is reviewed regularly.

ALLEGATION OF ABUSE PROCEDURE

Any allegation of abuse whether from a parent or a member will be taken seriously will be documented immediately and reported to the social services.

Abuse can occur in different ways, physical abuse, emotional abuse, neglect or sexual abuse. Please be aware of signs and symptoms for all of these.

If you suspect that a child has been abused in any way, report it to the supervisor and/or manager.

The child will be observed and written notes taken by the nursery nurse and supervisor, with dates and times. Any suspicious marks on the child, that cannot be explained, behaviour that is inconsistent with the child, or verbal comments from the child, will be recorded.

The manager will sensitively discuss the matter with the parents/carer and if the manager considers that the child is at risk she will seek advice from the Social Services and inform OFSTED.

Please see the written guideline attached to this policy.

CHILD ABUSE AND SAFEGUARDING CHILDREN

Summary

All schools should have a written policy that demonstrates awareness of local interagency child protection procedures and the role of the school within these procedures. A senior member of staff must be designated as responsible for ensuring this policy is adhered to as well as being the first point of contact for all matters relating to child protection. Procedures should be in place to ensure that all staff know what to do in the event of a concern that an individual child may be at risk of "significant harm".

Legal

Sex Offenders Act 1997
Children Act 1989
Children Act 2004
National Standards for Day Care

Practical Guidance

Identifying Abuse

Child abuse can be classified into four categories:

- Physical abuse, i.e. cuts and wounds, internal injuries, poisoning etc
- Sexual abuse, i.e. sexual exploitation and preparation for abuse
- Emotional abuse, i.e. extreme denial of love, security and self-esteem
- Neglect, i.e. risks to health and development by parental failure to address basic needs

Teachers are not expected to be experts in recognising abuse. Ultimately, the opinion of a qualified doctor or other professional will be required and teachers should not see themselves as responsible for deciding if a child has been abused or is at risk of abuse. However, teachers should feel confident enough to recognise when there is sufficient concern to require action by others.

Consultation

Some disclosures by children or events witnessed by teachers will immediately give cause for concern but others will be more ambiguous. It is always good practice to seek advice, either from another designated teacher with more experience or from the social services department. The responsibility for deciding whether a given concern requires further enquiries lies with the social services department, which has access to a wide range of agencies and professionals. Teachers are rarely in possession of all the facts about a family; much information is held in confidence and shared only on a "need to know" basis. Such consultation should be about a named child and teachers cannot normally expect to refer anonymously.

Listening to Children

It is vital that staff understand the difference between "making friendly enquiries" and carrying out an investigation into what may have occurred.

All conversations with children about possible abuse should be based on the teacher listening rather than talking. Questions should be kept to a minimum and be open-ended as possible, avoiding putting ideas into the child's mind.

Once sufficient information has been obtained to make it clear whether referral is required, no further conversation should take place beyond normal pastoral care.

Written Records

Written records are essential in child protection. The school should have clear procedures for staff to follow, ideally some kind of incident form, which is returned to the designated teacher so that a decision can be made about further action. All decisions should be confirmed in writing and minutes of meetings kept where the information can be made known to those who need it. All child protection records should pass with the child to the designated teacher in any subsequent school wherever possible.

Making a Referral

Referrals are usually made by telephone to the local social services department and then confirmed in writing by the appointed teacher. Clarification should be sought from the social worker on duty about whether:

- a) A formal referral under locally-agreed child protection procedures is required
- Or
- b) Whether the referral is of a more general nature, made under "children in need" procedures.

During the year 2000 a new multi-agency "Framework for the Assessment of Children in Need and their Families" is being introduced by the Department of Health. This will provide a new focus for family support and should mean that child protection procedures will be used less frequently in favour of less stigmatising, preventive services.

Confidentiality

All child protection work should be carefully monitored for confidentiality. Issues such as child abuse are not appropriate for staff-room gossip and all records must be kept securely. Child protection information is exempt for the requirements to disclose the contents of a child's file to parents. Children should never be promised absolute confidence in advance; if a child makes a disclosure, the information must be shared if the concern is sufficient to warrant further enquiries. Teachers cannot protect children by themselves.

Case Conferences and the Child Protection Register

Where there are serious concerns about a child's safety, the social services may call a case conference. It is essential that the teacher who knows the child best should attend any such meeting. The meeting will decide the level of risk and whether or not the child needs to be placed on the Child Protection Register. When a child is registered, a protection plan is drawn up, to be monitored by a multi-agency core group under the chair of the social worker/keyworker. Schools should always be represented on a core group for children of school age.

Allegations Against Teachers

Some adults who are not safe to work with children may gain access to them through schools. All schools need to be aware of the risks and ensure that individual staff are monitored, trained and held accountable for their behaviour. Designated teachers must:

- Ensure that any concerns about staff, which may indicate the need for a child protection investigation, are reported to the social services department under local procedures.
- Inform key Local Authority (LEA) officers of any concerns raised.
- Never investigate any such allegations themselves.

Questions and Answers

- Q** Why do most children remain at home even after a child protection referral has been made?
A It is nearly always better for the child to remain with their own family, provided they are safe. Very few child protection referrals result in the removal of the child. If necessary the alleged abuser will be asked to leave the family home pending further enquiries.
- Q** Should school staff be told what would happen next after a referral has been made?
A This is certainly best practice. Teachers often feel that they have not been given enough feedback. If the designated teacher is not happy with the arrangements they should consult with the relevant team manager in the social services
- Q** Who should know when a registered pupil is placed on the Child Protection Register?
A The school should be registered at the initial conference. However, if it is not represented, written notifications should be sent by the keyworker along with notice of any subsequent changes. It is part of the responsibility of the designated teacher to decide which school staff should be informed in order to ensure that the child is protected.

Key Facts

- All schools contain children who may be at risk of abuse, so all school staff should be aware of the issues and be prepared to act if required.
- School staff should never act alone but within agreed inter-agency procedures covering all professionals in their area.
- Teachers are not responsible for carrying out investigations into allegations of abuse, but are in the front line of referral and longer-term protection.
- All schools should have a written policy and procedures on child protection and these should be made known to the parents.
- Procedures should be in place to guard against all reasonable risks of "professional abuse" within the school.
- Staff, both teaching and non-teaching, should be trained, monitored and kept up to date in their practice.

This policy is reviewed regularly.

LITTLE ACORNS NURSERY SCHOOL WATERLOOVILLE POLICIES & PROCEDURES

Achieving Positive Behaviour

Policy Statement

At Little Acorns we believe that children thrive better when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive practice 1.3 Keeping safe	2.2 Parents as Partners 2.3 Supporting learning	3.2 Supporting every child 3.3 The Learning Environment	4.4 Personal, social and emotional development

Procedures

At Little Acorns a member of staff is designated to have overall responsibility for our behaviour programme and for supporting the personal, social and emotional development of the children, these include any issues concerning behaviour.

The member of staff who has this responsibility is **Viki Donnelly**. She also ensures that:

- The nursery is up to date with legislation, research, and thinking on promoting positive behaviour and on handling children's behaviour where it may require additional support.
- The nursery accesses relevant sources of expertise on promoting positive behaviour within the programme for supporting personal, social and emotional development; and
- All staff have relevant in service training on promoting positive behaviour and a record of attendance is kept.

At Little Acorns we:

- Recognise the codes for interacting with other people vary between cultures and require staff to be aware of - and respect- those used by members of the nursery.
- Require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and each other with friendliness, care and courtesy.

- All new staff, volunteers and students are made familiar with this policy and its guidelines for behaviour and are expected to comply with them.
- Work in partnership with parents and they are regularly informed of their child's behaviour by their key person who works with parents to address recurring inconsiderate behaviour. This is achieved through using observation records to help to understand the cause and to decide jointly about how to respond appropriately.

Strategies with children over three years who engage in inconsiderate behaviour

- All staff, volunteers and students are required to use positive strategies for handling any inconsiderate behaviour, by helping children to find solutions in ways, which are appropriate for the age of the children and stages of development. Such solutions might include, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings so that they can learn a more appropriate response.
- We try to ensure that there are enough toys and resources and sufficient activities available so that children are meaningfully occupied without the need for unnecessary conflict over sharing and waiting for turns.
- We acknowledge considerate behaviour such as kindness and willingness to share.
- We support each child in developing self-esteem, confidence and feelings of competence. Each child is also supported in developing their sense of belonging in the nursery, so that they feel valued and welcomed.
- When a child behaves in an inconsiderate way, we help them to understand the outcomes of their behaviour and support them in learning how to cope more appropriately. We try to avoid creating situations in which children receive adult attention only in return for inconsiderate behaviour.
- All staff are aware that they must never send children out of the room by themselves, nor do they use the 'naughty chair', use physical punishment such as smacking or shaking or use these as a threat. Staff do not shout or raise their voices in a threatening way to respond to children's inappropriate behaviour.
- Physical restraint is used only to prevent physical injury to children or adults and serious damage to property.
- In cases of serious misbehaviour, such as racial or other abuse, we make it clear immediately the unacceptability of such behaviour and attitudes, by means of explanations rather than personal blame.

Strategies with children under three years who engage in inconsiderate behaviour

- When children under three behave in inconsiderate ways we recognise that strategies for supporting them will need to be developmentally appropriate and differ from those for older children. At Little Acorns we recognise that babies and very young children are unable to regulate their own emotions, such as fear, anger or distress and that they require sensitive adults to help them to do this.
- Common inconsiderate or hurtful behaviours of young children include biting, tantrums or fighting. Little Acorns staff are calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding. If a child displays tantrums, biting and fighting frequently, then we try to find out the underlying cause, such as a change at home or new baby.

- Sometimes a child who has not settled well and the inconsiderate behaviour is a result of 'separation anxiety'. To support this we ensure the child builds a strong relationship to provide security to the child with their key worker.

Rough and tumble play and fantasy aggression

Young children often engage in play that has aggressive themes such as superhero and weapon play. Some children are pre-occupied with these themes but their behaviours is not necessarily a precursor to hurtful behaviour or bullying, although it may be inconsiderate at times and may need to be addressed using the strategies listed above.

- We recognise that teasing and rough and tumble play are normal for young children and acceptable within limits. We regard these kinds of play as pro-social and not as problematic or aggressive. Strategies are developed to contain play that are agreed with the children and understood by them, with acceptable behavioural boundaries to ensure that children cannot be hurt.
- We recognise that fantasy play also contains many violently dramatic strategies, e.g. blowing up, shooting etc and that within this play there are themes that refer to 'goodies and baddies' and as such offer opportunities for us to explore concepts of right and wrong.

Hurtful Behaviour

At Little Acorns we take hurtful behaviour very seriously. Most children under the age of five years will at some stage hurt or say something hurtful to another child. For children under five years, hurtful behaviour is normally momentary, spontaneous and often without the recognition that feelings of another child has been hurt.

- We recognise that young children behave in hurtful ways towards others because they have not yet developed the means to manage the intense feelings that sometimes overwhelm them. We offer support by calming the child who is angry as well as the one who has been hurt by the behaviour.
- We calm pre verbal children down by holding and cuddling. Verbal children will also respond to cuddling to calm them down but we offer them an explanation and discuss the incident with them to their level of understanding.
- We recognise that young children need help in understanding the range of feelings they experience. We help young children to recognise their feelings by naming them and helping children to express them by making a connection verbally between the event and the feeling. We help older children to verbalise their feelings better by talking through it with them and identifying the feelings that motivated the behaviour.
- We help young children to empathise with others by encouraging them to understand that other people have feelings too and that their actions have an impact on others feelings.
- We help young children to develop pro social behaviour, such as resolving conflict over sharing a toy. We are aware that the same problem may happen over and over before skills such as sharing and turn taking are developed. We are aware that children need repeated experiences with problem solving to develop biological maturation and cognitive development. Children are supported by staff through patience and clear boundaries to develop these skills.

- Social skills are supported through modelling behaviour, activities, drama and stories. Children's self esteem and confidence are built by staff recognising their emotional needs by forming close and committed relationships with them.
- Children are helped to understand the effect that their hurtful behaviour has had on another child. Children are not forced to say sorry, but they are encouraged when it is clear that they are genuinely sorry and wish to show this to the person that they have hurt.
- When hurtful behaviour becomes problematic, we work with parents to identify the cause and try to find a solution together.
Staff are aware that the main reason for very young to engage in excessive hurtful behaviour are that:
 - Children do not feel securely attached to someone who can interpret and meet their needs (this may be in the home or in the nursery).
 - The child's parents, or staff at the nursery, do not have the skills to respond appropriately, and consequently negative patterns develop where hurtful behaviour is the only response the child has to express feelings of anger.
 - The child may have insufficient language or mastery of English to express him or herself and may feel frustrated.
 - The child is exposed to levels of aggressive behaviour at home and may be at risk emotionally, or may be experiencing child abuse.
 - The child has a developmental condition that affects how they behave.
- Where these strategies do not work, we use the Code of Practice to support the child and family, making the appropriate referrals to a Behaviour Support Team when necessary.

Bullying

Bullying involves the persistent physical or verbal abuse of another child or children. It is characterised by intent to hurt, often planned and accompanied by an awareness of the impact of the bullying behaviour. Bullying is taken very seriously at Little Acorns and we take the following measures if we find that bullying is taking place:

- We show the children who have been bullied that we are able to listen to their concerns and act upon them.
- We intervene to stop the child who is bullying from harming the other child or children.
- We explain to the child doing the bullying why his/her behaviour is not acceptable.
- Staff reassure the child or children who have been bullied.
- We help the child who has done the bullying to recognise the impact of their actions.
- Children who bully receive positive feedback for considerate behaviour and are given opportunities to practice and reflect on the more acceptable behaviour.
- Children who bully are not labelled as bullies.
- We recognise that children who bully may be experiencing bullying themselves or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others.
- We recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done.

- A discussion is held with the parents of the child who is bullying and a plan is worked out with them for handling the child's behaviour.
- We share the events with the parents of the child who has been bullied and explain the strategies that are being used to stop the behaviour.

This policy is reviewed regularly.

Managing Children's Behaviour Policy

At Little Acorns we aim to work towards an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Our behaviour management coordinator is **Viki Donnelly** who records incidents of challenging behaviour and attends the relevant training.

To achieve this:

- Staff provide positive role models for the children with regard to friendliness, care and courtesy and to offer strategies such as a behaviour ladder, behaviour plans and sticker charts, to the over two year olds and the use of distraction for the under two year olds for handling conflict.
- All staff ensure that goals and boundaries are applied consistently. Children set the rules of the nursery and this is discussed termly to decide which rules need to be adhered to i.e. to only run in the garden, we are kind to others.
- Staff help the children to challenge bullying behaviour appropriately.
- Staff praise and endorse desirable behaviour.

When children behave in unacceptable ways:

- Staff give one-to-one support to determine what is wrong and how to cope with the situation more appropriately. Where appropriate this might be accomplished by a period of "timeout" within the group.
- Children are never sent out of the room by themselves.
- Physical punishment, such as smacking or shaking, is neither used nor threatened.
- Techniques intended to single out and humiliate individual children i.e. the "naughty chair" are not used.

- Physical restraint, such as holding, will only be used to prevent physical injury to the children or serious damage to the property. Any significant event of this sort will be recorded, and the parent informed the same day.
- In serious cases of misbehaviour, such as racial or other abuse and bullying, the unacceptability of the behaviour and attitudes will be made clear immediately without personal blame.
- In any case of misbehaviour, it is made clear to the child or children in question that it is the behaviour that is unwelcome not the child.
- Staff do not shout or raise their voices in a threatening way.
- Staff make themselves aware of, and respect, a range of cultural expectations regarding interactions between peoples.
- Unwanted behaviour is recorded by the behaviour management coordinator on the appropriate form to identify the frequency and triggers of the behaviour.
- Any behaviour problems will be handled in a developmentally appropriate way, respecting individual children level of maturity and understanding.
- Recurring behaviour problems are tackled using objective observation records to establish an understanding of the cause and staff are aware that some kinds of behaviour arise from a child's special needs.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Safeguarding Children and Child Protection

Policy Statement

At Little Acorns we will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.1 Respecting each other	3.4 The wider context	4.4 Personal, Social and Emotional Development
	2.2 Parents as Partners		

Procedures

Staff and Volunteers

- Our Lead Safeguarding Officer who coordinates child protection issues is **Clare Leake** Our designated officer who oversees this work is **Paula Martin**.
- We ensure that all staff, volunteers, students and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by OFSTED requirements in respect of references and Criminal Bureau Checks for staff, students and volunteers, to ensure that no disqualified person or unsuitable person works at Little Acorns or has access to the children.

- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.

Responding to Suspicions of Abuse

- At Little Acorns we acknowledge that abuse of children can take different forms - physical, emotional and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse or may be experiencing neglect, it may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with **Clare Leake**, who is the designated person. This information is stored in the child's personal folder.
- Any concerns that Little Acorns may have are referred to the local authority children's social care department. The nursery will give their full co-operation in any subsequent investigation to all agencies identified by the Local Safeguarding Children's Board.
- The utmost care is taken by the nursery not to influence the outcome either through the way that the children are spoken to or by asking the questions of the children.
- Detailed procedures and reporting format are used when making a referral to children's social care or other appropriate agencies.

Recording Suspicions of Abuse and Disclosures

- Where a child makes comments that gives cause for concern (disclosure) to a member of staff, or a member of staff observes significant changes in behaviour, deterioration in general well being, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
 - Listens to the child, offers reassurance and gives assurance that she or he will take action
 - Does not question the child
 - Makes a written record that forms an objective record of the observation or disclosure that includes:
 - The date and time of the observation or disclosure
 - The exact words spoken by the child as far as possible
 - The name of the person to whom the concern was reported, with date and time
 - The names of any other person present at the time
 - These records are signed and dated and kept in the child's personal file which is kept securely and confidentially

Making a Referral to the Local Authority Social Care Team

- Referrals are made by telephone to the local social care team, telephone 01329 225379 and then followed up in writing by the designated person within 48 hours.
- The social worker and manager will acknowledge receipt of referral and will decide on the next course of action within one working day

Informing Parents

- Parents are normally the first point of contact
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

Liaison with Other Agencies

- At Little Acorns we work within the Local Safeguarding Children Board guidelines (Hampshire, Safeguarding Children's Board.)
- A copy of 'What to do if you're worried a child is being abused' for parents and staff to look at and all staff are familiar with what to do if they have concerns
- We have procedures in place for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the nursery and social services to work well together.
- OFSTED are notified of any incident or accident and of changes in our arrangements, which may affect the well being of the children.
- Contact details for the National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- If a child is in our care who has social care intervention such as a child protection plan or CAF, we would record any differences noted such as late arrivals or early departures, or changes in attitudes, behaviours or appearances. This information would be shared with the relevant bodies and we would invite them to relevant meetings to ensure that we were working closely together.

Allegations against Staff

- At Little Acorns we ensure that all parents know how to complain about the behaviour or actions of staff, students or volunteers, which may include abuse
- We follow the guidance of the Local Safeguarding Board when responding to any complaint that a member of staff, student or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff, student or volunteer may have taken place or is taking place, by first recording the details of any such alleged incident

- We would inform our Local Authority Designated Officer (LADO) if an allegation had been made. This is Barbara Piddington, telephone number 023 92 471644. Action taken is in response to advice from LADO.
- We report any such alleged incident to LADO and or OFSTED explaining what measures we have taken.
- We would cooperate entirely with any investigation carried out by children's social care in conjunction with the police.
- The member of staff involved would be suspended on full pay, if advised by the LADO, or the student or volunteer would be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.
- Suspension of staff follows advice received from LADO.

Disciplinary Action

- Where a member of staff or a student or volunteer is dismissed from Little Acorns because of misconduct relating to a child, we notify the Independent Safeguarding Authority administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Training

- We seek out training opportunities for our staff, both in house and out house, to ensure that they are able to recognise the signs and signals of possible physical, emotional and sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns

Planning

- The layout of the rooms allow constant supervision. No child is left alone with students or volunteers and where possible no member of staff is left without being visible by other members of staff.

Curriculum

- Key elements of keeping children safe are introduced to our programme to promote the personal, social and emotional development of the children in our care
- A culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.
- **Support to Families**
- At Little Acorns we believe in building trusting and supportive relationships with families, staff, students and volunteers.
- It is made clear to our parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local children's social care team.
- The child and the family will continue to be welcomed at Little Acorns whilst investigations are being made in relation to any alleged abuse.
- We would follow the Child Protection Plan as set by the child's social care worker in relation to the nursery's designated role and tasks in supporting that child and their family, subsequent to any investigation
- Confidential records are kept on a child and are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Legal Framework

Primary Legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Complaint Policy

Policy Statement

We operate an open door policy to enable informal resolution of difficulties. If, however, the situation arises where a more formal approach is required then a letter supporting the complaint should be addressed to the Manager of the Nursery or Mrs Vicki Harrison, Director.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice 1.3 Keeping Safe	2.1 Respecting each other	3.4 The wider context	
	2.2 Parents as Partners		

Procedures

All complaints will be investigated and the parent making the complaint will be provided with an account of the findings and any action taken within 28 days.

A written record of the complaint, any action taken and the outcome of the investigation will be made and retained for 10 years from the date on which the record was made.

A summary will be issued upon request from any parent of a child that Little Acorns Nursery School provides day care for and from OFSTED.

If, however, the situation is not resolved successfully, the parent may contact, in writing, Services for Young Children, Children's Services Department, Elizabeth II Court East, Winchester, SO23 8UG.

The parent can also contact the registering authority. Please write or call:
OFSTED Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD .
Telephone No. 0300 123 1231.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Collection Policy

Policy Statement

For the safety of the children, Little Acorns Nursery School we will not allow anyone who appears to be intoxicated by drugs or alcohol to leave with a child. The minimum age of anyone who is able to collect a child is 16.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.2 Parents as partners	3.4 The wider context	
1.4 Health & Well being			

Procedures

Children may only be collected by those authorised on the carers list. In extreme cases or where this is not possible, a password system can be implemented.

Should a person collect a child who is not on the carers list, the school must be prior informed and the person collecting must show identification.

Should a person collect a child, who is on the carers list, but the school do not recognise that person, then the school will ask for additional identification.

Children who attend Little Acorns will not leave the school under the supervision of a minor if an adult is not in attendance.

If a child has not been collected by 6:45 pm and there has been no notification of a late collection by the parent/carer and if the nursery is unable to contact any person on the child's list of carers, then Social Services will be informed and the nursery will follow their instructions.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Curriculum Policy

Policy Statement

We have a curriculum in place for all of the children in the nursery school which is based upon each individual's needs and interests. We work with a long, medium and short term plan to ensure that each child develops within the Early Years Foundation Stage (EYFS.) The themes of the EYFS are:

- Physical development (Prime area)
- Personal, social and emotional (Prime area)
- Communication and Language (Prime area)
- Literacy (Specific area)
- Mathematics (Specific area)
- Expressive art and design (Specific area)
- Understanding the world (Specific area)

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
	2.3 Supporting learning	3.1 Observation, Assessment and Planning	4.2 Active Learning
	2.4 Key Person	3.2 Supporting Every Child	4.3 Creativity and Critical Thinking
		3.3 The Learning Environment	Areas of Learning and Development

Procedures

To ensure that each child develops in each area all activities are rotated. The children learn and develop through the experiences of activities, experiments, games and songs. The child's key people work at the child's pace and the activities are planned based upon each child's individual interests and needs. These activities are then evaluated and extended as necessary in order to maintain suitable levels of challenge. Copies of the weekly plans are displayed in the classrooms and an overview of the daily activities are displayed for all of the age groups in the reception area.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Equality and Diversity

Policy Statement

At Little Acorns we will ensure that our service is fully inclusive in meeting the needs of all children. The nursery is committed to anti discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We aim to:

- Provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued.
- Include and value the contribution of all families to our understanding of equality and diversity
- Provide positive non stereo typing information about gender roles, diverse ethnic and cultural groups and disabled people
- Improve our knowledge and understanding about issues of anti discriminatory practice, promoting equality and valuing diversity
- Make inclusion a thread that runs through all of the activities offered at the nursery

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping Safe	2.1 Respecting each other 2.2 Parents as Partners 2.3 Supporting learning 2.4 Key person	3.2 Supporting every child 3.4 The wider context	4.4 Areas of learning and development

Procedures

Admissions

Little Acorns is open to all members of the community.

- We advertise our services widely
- We reflect the diversity of our society in our publicity and promotional materials
- We provide information in clear, concise language, whether in spoken or written form.
- We provide information in as many languages as is necessary.
- We base our admissions policy on a fair system.
- We ensure that all of our parents are made aware of our equality and diversity policy .
- We do not discriminate against a child or their family on the basis of colour, ethnicity, religion or social background.

- We do not discriminate against a child with a disability and we develop an action plan to ensure that children with disabilities can participate successfully in the activities that we offer.
- We take action against any discriminatory behaviour displayed by staff and parents. Any display of openly discriminatory and possibly offensive materials, name-calling, or threatening behaviour shown at the nursery will be dealt with in the strongest manner.

Employment

- Posts are advertised and all applicants are judged against explicit and fair criteria
- Applicants are welcome from all backgrounds and posts are open to all.
- The applicant who best meets the criteria is offered the post, subject to references and checks by the Criminal Records Bureau. This ensures fairness in the selection process.
- All job description includes a commitment to promoting equality and recognising and respecting diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Training

- At Little Acorns we seek out training opportunities for staff and volunteers to enable them to develop anti-discriminatory and inclusive practices, which in turn enables all children to flourish.
- All staff are confident and fully trained in administering relevant medicines and performing invasive care procedures when they are required.
- All practices are reviewed regularly to ensure that we are fully implementing our policy for promoting equality, valuing diversity and inclusion.

Curriculum

- All activities offered in the nursery encourage the children to develop positive attitudes about themselves as well as to people who are different from themselves. They also encourage the children to empathise with others and to begin to develop the skills of critical thinking.

The nursery environment is as accessible as possible for all visitors, parents and children. To ensure that all children's needs are accommodated, we:

- Make sure that all children feel valued and good about themselves.
- Ensure that all children have equality of access to learning.
- Undertake an access audit to establish that the nursery is accessible to all children.
- Make adjustments, where necessary, to the environment and resources to accommodate a wide range of learning, physical and sensory impairments.
- Make appropriate provision within the curriculum to ensure that each child receives the widest possible opportunity to develop its skills and abilities.
- Positively reflect the widest possible range of communities in the choice of resources.
- Avoid stereotypes or derogatory images in the selection of books or other visual materials.
- Celebrate a wide range of festivals.
- Create an environment of mutual respect and tolerance.

- Differentiate the planning to meet children's special educational needs.
- Help children to understand that discriminatory behaviour and remarks are hurtful and unacceptable.
- Ensure that children learning English as an additional language have full access to the curriculum and are supported in their learning.
- Ensure that children speaking languages other than English are supported in the maintenance and development of their home languages.

Valuing Diversity in Families

- At Little Acorns we welcome the diversity of family lifestyles and work with all families.
- Children are encouraged to contribute stories of their everyday life to the setting.
- Parents/carers are encouraged to fully contribute to the nursery.
- Means will be developed to ensure the full inclusion of families who speak languages additional to English.

Food

- At Little Acorns we work in partnership with parents to ensure that medical, cultural and dietary needs of children are met.
- Children are encouraged to learn about a range of food and of cultural approaches to mealtimes and eating and to respect the differences among them.

Monitoring and Reviewing

- At Little Acorns we monitor and review our policies and procedures on a regular basis to ensure that they remain effect and to ensure that our strategies meet the overall aims to promote equality, inclusion and value diversity.

Legal Framework

- The Equality Act 2010
- Disability Discrimination Act (DDA) 1995, 2005
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1976, 1986
- Children Act 1989, 2004
- Special Educational Needs and Disability Act 2001

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Fire Safety and Emergency Evacuation

Policy Statement

At Little Acorns we ensure that our nursery presents no risk of fire by ensuring the highest possible standard of fire precautions. The manager and her staff are familiar with the current legal requirements and where necessary we seek the advice of a competent person.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe		3.3 The learning environment	
		3.4 The wider context	

Procedures

- At Little Acorns we follow the premise that the basis of fire safety is risk assessment. A competent person, normally the manager, carries out all fire risk assessments.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessments.
- Fire exits are clearly marked, never obstructed and easily opened from the inside of the nursery.
- Smoke detectors and fire fighting appliances all conform to BSEN standards are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed throughout the nursery. New members of staff, volunteers and students are given training when they first join Little Acorns.
- Fire drills are carried out every 6 weeks and records are kept in the fire folder.
- Details of all servicing of the fire safety equipment are also kept in the fire folder.
- Designated officer who oversees this work is **Clare Leake**.

Legal Framework

- Regulatory Reform (Fire Safety) Order 2005

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Feeding and Mealtime Policy

Policy Statement

At Little Acorns we believe that mealtimes are a time to further children's personal and social development. These are times when they can sit together and learn and practice new skills and develop their language. Nursery staff encourage acceptable table manners and all children are encouraged to feed themselves as soon as staff feel they are able to.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.4 Health & Well being	2.1 Respecting Each Other 2.2 Parents as Partners	3.2 Supporting every child	4.4 Areas of Learning and Development

Procedures

At Little Acorns we make mealtimes a part of the nursery routine.

- There is a pre mealtime routine where all the children wash before eating. The babies will have their hands and faces washed with a clean flannel and the toddlers and pre school children will wash their hands and faces under running water.
- Babies wear soft bibs at all mealtimes, toddlers wear plastic bibs at lunch and teatimes and preschool children wear plastic bibs as necessary.
- Breakfasts are not given unless a baby is weaning. We ask that children be given their breakfast before they come into nursery.
- We provide morning and afternoon snacks for both babies and children. These snacks consist of plain biscuits, breadsticks or crackers and seasonal fruit and vegetables. In the preschool we have a rolling snack bar where the children are encouraged to set up the tables, prepare the food, wash up and tidy away.

- Parents are asked to provide food for their child at lunchtimes and everything should be clearly labelled with the child's name. We aim to promote the governments guidelines to healthy eating by asking that parents only provide a maximum of three items in their child's lunch i.e. sandwich, yoghurt and fruit or if providing a hot meal, a hot meal and a dessert (yoghurt & fruit).
- We provide a nursery tea for children aged 12 months and over for which there are menus available. These teas are designed to be just a nursery tea and not to replace the child's evening meal.
Parents are asked to supply a tea for babies under 12 months.
- We provide water or milk for the children to drink, so parents are asked not to send in drinks, unless for a reason of allergy in their child. The nursery will serve 100% pure fruit drink when supplied in lunches as part of the child's 5 per day.
- When parents feel that their child is ready for weaning, key persons and parents work together to introduce solids. Parents are asked for a baby's routines for both bottle and early weaning and are asked to provide any food necessary. The nursery will supply a variety of bibs, spoons and highchairs with safety harnesses, to suit all babies' needs.
- Children's independence is encouraged by allowing them to feed themselves when they are developmentally ready and to sit at a table when they are physically able.
- Parents are asked to supply baby bottles already made up with formula and to supply a spare bottle in case of spillage or a hungry baby!
We will provide cows milk when a baby is 12 months old.
The bottles are heated either in the microwave or in boiling water according to the parent's wishes and the type of bottle. If a baby does not finish the entire bottle, the remaining milk will be kept at room temperature for a maximum of 30 minutes.
- All bottles are washed and returned to the baby's red bag for sterilisation at home. Nursery bottles are sterilised after they have been used.

This policy is reviewed regularly.

LITTLE ACORNS NURSERY SCHOOL - WATERLOOVILLE

Safety Regulations

The aim of this policy is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery.
- Establish and maintain safe working procedures amongst staff and children.
- Ensure the provision of sufficient information, instruction and supervision to enable people working in or using the nursery to avoid hazards and contribute positively to their own health and safety.
- Maintain a hazard free nursery and ensure that access and egress points are kept clear.
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.

We believe that the risks in the nursery environment are low but to maintain the maximum protection for children, staff and parents / carers we consider it necessary to:

- Ensure the highest standards of cleanliness are maintained.
- Ensure safe and clear accesses and exits from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- Ensure staff are aware of the fire procedures and regular fire drills are carried out.
- Ensure all members of staff are aware of the procedures in case of accidents.
- Ensure all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- Prohibit smoking on the premises.
- Prohibit any contractor working on the premises without prior discussion with the person in charge to negate any risks to the children or staff.
- Prohibit running inside the premises.
- Electrical sockets should be protected by safety plugs and have no trailing electrical leads.
- Children will be supervised at all times.
- Store all cleaning chemicals out of the reach of children.
- Ensure the gate is kept bolted at all times.
- Ensure that only people on the carers form pick up your child unless we are otherwise informed.
- All electrical and gas appliances are checked at least yearly.

As a responsible parent we would ask that you would assist us in the protection of the children by:

- Always informing us who will be collecting your child and any changes to the carers list.
- Not allow your child under any circumstances to unbolt the gate.
- Not allow your child to wander in the car park unsupervised.

- Upon collection of your child within the nursery or garden area, you are responsible for your child; please endorse the school policy of no running or allowing your child to leave the premises, including the nursery building or the garden.
- You are responsible for informing the nursery of any allergies and health requirements that your child may have at any time throughout their attendance at Little Acorns.
- Updating any changes to your contact details e.g. address and telephone numbers when necessary.
- To ensure that your child has no jewellery e.g. earrings, short finger nails and long hair tied back.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Head Lice Policy

Policy Statement

It is Little Acorns Policy that a child with headlice should be kept at home until all lice have disappeared. If we notice head lice on a child at the nursery than their parent will be contacted to collect the child and treat the head lice.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Well-being	2.1 Respecting Each Other 2.2 Parents as Partners		

Headlice sometimes referred to 'nits' are a common problem in all schools and we are always grateful when parents advise us that their child has headlice, as this is the only way of keeping the problem under control.

Headlice are small insects, roughly the size of a match head when fully-grown, usually grey or brown in colour. They are difficult to detect, even under close examination and do not necessarily cause itching. Headlice cannot fly, jump or swim, but spread by clambering from head to head. Anyone with hair can catch them, but children who often put their heads together while playing are most commonly affected. We would suggest that children with long hair should have it tied back in a ponytail, bunches or a plait.

Headlice are not fussy about hair length or condition. Clean hair is no protection.

Headlice feed by sucking blood through the scalp of their host. The female lays eggs in sacs (nits) glued to hairs where the warmth of the scalp will hatch them. The eggs are very small, dull in colour and well camouflaged. They take 7-10 days to hatch. Empty sacs are white and shiny and may be found further along the hair shaft, as the hair grows out. Lice take 7-14 days to become fully-grown and able to mate whereupon the female begins laying eggs.

Any pharmacy will advise you as to which is the recommended lotion and rinses, which kill lice and their eggs quickly and safely. In addition to using the lotion and rinses, the hair should be combed while wet with a fine 'nit' comb, making sure that the teeth of the comb slot into the hair at the roots with every stroke. The wet lice find it difficult to escape the comb when the hair is wet and slippery and this will also help remove the eggs, which stick firmly to the hair.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Information Sharing

Policy Statement

At Little Acorns we recognise that parents have a right to know that any information they share with us will be regarded as confidential as well as be informed about the circumstances and reasons when 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. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been or to prevent harm to a child or adult: or
- Not sharing it could be worse than the outcome of having shared it

The decision to share information is never made solely by the nursery manager but is made with the back up of the senior manager and operations manager. The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering or 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 and prosecution of serious crime.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice 1.3 Keeping Safe	2.1 Respecting each other	3.4 The wider context	
	2.2 Parents as Partners		

Procedures

Our procedure is based on the 6 points for Good Practice as set out in *Information Sharing: Practitioners Guide (HMG 2006)*.

- 1) At Little Acorns we explain to families how, when and why information will be shared about them and with whom. The consent of the parents or person with parental responsibility is normally obtained, unless it puts the child at risk or undermines a criminal investigation.
 - We ensure that parents receive information about our information sharing policy when starting their child at Little Acorns Nursery and they sign to say that they understand circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult. This is on our registration form.
 - We ensure that parents have information about our Safeguarding Children and Child Protection Policy.
 - We ensure that parents have information about the circumstances when information will be shared with external agencies for example with regard to any special needs that the child may have or transition to school.
- 2) At Little Acorns we consider the safety and welfare of the child when making a decision about sharing information - if there are concerns regarding 'significant harm' the child's well being and safety is paramount.
 - We record concerns and these are discussed with **Clare Leake**, the nursery's designated person for child protection matters. Any decisions made are recorded as are the reasons why information will be shared and to whom.
 - We follow the procedures for reporting concerns and record keeping.
- 3) At Little Acorns we respect the wishes of the children in our care and their parents not to consent to share confidential information. However, in the interests of the child, we are able to judge when it is reasonable to override their wish.
 - Guidelines for consent are part of this procedure and our managers are conversant with this and are able to advise their staff accordingly
- 4) At Little Acorns we seek advice when there are doubts about possible significant harm to a child or others.
 - Our managers will contact their local children's social care team for advice where they have doubts or are unsure.
- 5) Any information shared by Little Acorns is accurate and up to date and is necessary for the purpose it is being shared for and is securely shared only with those who need to know.
 - Our Safeguarding Children and Child Protection procedure and record keeping procedures set out how and where information should be recorded and what information should be shared with another agency when making a referral.
- 6) Any reasons for decisions to share information, or not, are recorded.
 - Provision for this is set out in our record keeping procedure.

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.
- We may cover this verbally when the child starts or include this in our prospectus.
- Parents sign a form at registration to say they understand this.
- Parents are asked to give written consent to share information about any additional need their child may have, or to pass on child development summaries to the next provider/school.
- We consider the following questions:
 - Is there a legitimate purpose for sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do you have the consent to share?
 - Is there a statutory duty or court order to share information?
 - If the decision is made to share the information, is the correct information being shared in the right way?
 - If consent is refused or there are good reasons not to seek consent, is there sufficient public interest to share information?
 - Has the decision been properly recorded?

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

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Camera, mobile phones and recording devices Policy

Policy Statement

This nursery operates a camera, mobile phone and recording device policy to protect children, protect staff from allegations and maintain high standards of care within the setting and Little Acorns Nursery School forbids the use of personal cameras, mobile telephones and recording devices by staff members, students, volunteers and parents.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and Well-being	2.1 Respecting each other 2.2 Parents as Partners	3.4 The wider context	

All staff, students and volunteers must place their mobile phone in the box provided upon arrival at the nursery, sign to say they have done so, and staff must only then access their phones whilst on a break. The phone must then be immediately returned to the box before commencing work.

All staff, students and volunteers are only permitted to use their mobile phone whilst on a break. The people on a break **MUST NOT** be in a room which contains any children.

Any member of staff who does not comply with 'camera, mobile telephone and recording device' policy **will be dealt with** in line with the settings grievance and disciplinary procedures.

Parents are asked that they do not use mobile telephones, personal cameras and recording devices whilst on the premises. If a parent is seen to be using a mobile telephone, personal camera and recording device they will be asked to switch it off or to leave the premises.

Children will only be photographed or recorded by the use of a camera/recording device that has been agreed by the manager. Only the Manager is permitted to download and print the photographs.

Children will only be photographed or recorded if parental consent has been given.

This policy is regularly reviewed.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE & DRAYTON
POLICIES & PROCEDURES**

Maintaining Children's Safety and Security

Policy Statement

At Little Acorns we maintain the highest possible security of the nursery to ensure that each child is safely cared for whilst they are with us.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.2 Parents as Partners		

Procedures

Children's Personal Safety

- We ensure that all staff, volunteers and students who work at Little Acorns are checked for criminal records by an enhanced disclosure from the Criminal Records Bureau. In addition continued assessments of staff suitability is undertaken in support of safeguarding children.
- All children are supervised by adults at all times
- Whenever there are children at the nursery, there are at least two adults present.
- Risk assessments are carried out and reviewed on a regular basis to ensure that the children are not made vulnerable within any part of the nursery nor by any activity.

Security

- Systems are in place for the safe arrival and departure of the children.
- The times of the children's arrival and departures are recorded, as well as who marks the pick up or drop off.
- The arrival and departure times of staff, volunteers, students and visitors are recorded.
- Our systems prevent unauthorised access to the nursery.
- Our systems prevent children from leaving the nursery unnoticed.
- The personal possessions are safely stored during the day.

This policy is regularly reviewed.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Staff / volunteer / student suitability and ongoing suitability Policy

Policy Statement

At Little Acorns Nursery School, all staff, students and volunteers undergo a rigorous interview and induction process to maintain safety and security.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.2 Parents are partners 2.4 Key person	3.2 Supporting every child	

Procedure

They are made aware of all of our policies in place and have to sign to say that they have read and understood them and will adhere to them.

We also have a 'whistle blowing' policy in place so that if any member of staff has any concerns over another member of staff then they are able to bring it to the Managers attention without fear of reprimand.

All of the staff have to have an enhanced CRB disclosure in place before they are ever left unsupervised with the children. Volunteers are also CRB checked and are never left unsupervised with the children and students are CRB checked by the college that they attend before coming on placement with us and they are also never left unsupervised.

Students and volunteers never change nappies or toilet the children.

The staff sign a disclaimer annually to confirm that they are still suitable for employment and that no circumstances have changed with regard to their criminal and medical history. Failure to disclose any relevant changes will result in disciplinary action being taken against them.

This policy is regularly reviewed.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Social Networking Policy

Policy Statement

It is the policy of Little Acorns Nursery School that relationships between staff and parents remain strictly professional at all times and this policy applies to all members of staff working at Little Acorns Nursery School.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	

Procedure

Social media, professional networking sites, rapid-fire communications, blog sites, and personal Web sites are all useful technologies. Every employee has an opportunity to express and communicate on-line in many ways, and Little Acorns Nursery School does not wish to discourage an on-line presence. Above all else, everyone needs to use good judgement on what material makes its way on-line and confidentiality is an absolute must.

This policy includes (but is not limited to) the following specific technologies:

- Personal blogs
- Twitter
- Facebook
- MySpace
- Personal Web sites
- Digg

Responsibility

Any material presented on line in reference to Little Acorns Nursery School by any employee is the responsibility of the poster. At no times should any posts be made in reference to Children, Parents, staff or other professionals that employees may come in to contact with

through work. At no time must any photographs or materials be published that identify the setting or Children and pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained, will face disciplinary action in line with the company disciplinary procedures.

It is Little Acorns policy that staff are not to allowed to be friends with parents social networking sites such as Facebook or Twitter. It is essential that the personal / professional line is not crossed.

Topic matter guidelines

Little Acorns Nursery School employees are encouraged to use the following guidelines in social networking practices:

Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.

Even though you may think you are anonymous or use an alias you may be recognised.

Maintain professionalism, honesty, and respect.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact your Nursery or General Manager

Company assets

The use of company assets (computers, Internet access, email, etc.) is intended for purposes relevant to the responsibilities assigned to each employee. Social networking sites are not deemed a requirement.

Company-sensitive matters

Any on-line communication regarding proprietary information such as lay-offs, strategic decisions, or reduction of working hours deemed inappropriate for uncoordinated public exchange is forbidden.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Safeguarding Children and Child Protection

Policy Statement

At Little Acorns we will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.1 Respecting each other	3.4 The wider context	4.4 Personal, Social and Emotional Development
	2.2 Parents as Partners		

Procedures

Staff and Volunteers

- Our Lead Safeguarding Officer who coordinates child protection issues is **Clare Leake**. Our designated officer who oversees this work is **Paula Martin**.
- We ensure that all staff, volunteers, students and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by OFSTED requirements in respect of references and Criminal Bureau Checks for staff, students and volunteers, to ensure that no disqualified person or unsuitable person works at Little Acorns or has access to the children.
- Volunteers do not work unsupervised.

- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.

Responding to Suspicions of Abuse

- At Little Acorns we acknowledge that abuse of children can take different forms - physical, emotional and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse or may be experiencing neglect, it may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with **Clare Leake**, who is the designated person. This information is stored in the child's personal folder.
- Any concerns that Little Acorns may have are referred to the local authority children's social care department. The nursery will give their full co-operation in any subsequent investigation to all agencies identified by the Local Safeguarding Children's Board.
- The utmost care is taken by the nursery not to influence the outcome either through the way that the children are spoken to or by asking the questions of the children.
- Detailed procedures and reporting format are used when making a referral to children's social care or other appropriate agencies.

Recording Suspicions of Abuse and Disclosures

- Where a child makes comments that gives cause for concern (disclosure) to a member of staff, or a member of staff observes significant changes in behaviour, deterioration in general well being, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
 - Listens to the child, offers reassurance and gives assurance that she or he will take action
 - Does not question the child
 - Makes a written record that forms an objective record of the observation or disclosure that includes:
 - The date and time of the observation or disclosure
 - The exact words spoken by the child as far as possible
 - The name of the person to whom the concern was reported, with date and time
 - The names of any other person present at the time
 - These records are signed and dated and kept in the child's personal file which is kept securely and confidentially

Making a Referral to the Local Authority Social Care Team

- Referrals are made by telephone to the local social care team, telephone 01329 225379 and then followed up in writing by the designated person within 48 hours.
- The social worker and manager will acknowledge receipt of referral and will decide on the next course of action within one working day

Informing Parents

- Parents are normally the first point of contact
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

Liaison with Other Agencies

- At Little Acorns we work within the Local Safeguarding Children Board guidelines (Hampshire, Safeguarding Children's Board.)
- A copy of 'What to do if you're worried a child is being abused' for parents and staff to look at and all staff are familiar with what to do if they have concerns
- We have procedures in place for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the nursery and social services to work well together.
- OFSTED are notified of any incident or accident and of changes in our arrangements, which may affect the well being of the children.
- Contact details for the National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- If a child is in our care who has social care intervention such as a child protection plan or CAF, we would record any differences noted such as late arrivals or early departures, or changes in attitudes, behaviours or appearances. This information would be shared with the relevant bodies and we would invite them to relevant meetings to ensure that we were working closely together.

Allegations against Staff

- At Little Acorns we ensure that all parents know how to complain about the behaviour or actions of staff, students or volunteers, which may include abuse
- We follow the guidance of the Local Safeguarding Board when responding to any complaint that a member of staff, student or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff, student or volunteer may have taken place or is taking place, by first recording the details of any such alleged incident

- We would inform our Local Authority Designated Officer (LADO) if an allegation had been made. This is Barbara Piddington, telephone number 023 92 471644. Action taken is in response to advice from LADO.
- We report any such alleged incident to LADO and or OFSTED explaining what measures we have taken.
- We would cooperate entirely with any investigation carried out by children's social care in conjunction with the police.
- The member of staff involved would be suspended on full pay, if advised by the LADO, or the student or volunteer would be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.
- Suspension of staff follows advice received from LADO.

Disciplinary Action

- Where a member of staff or a student or volunteer is dismissed from Little Acorns because of misconduct relating to a child, we notify the Independent Safeguarding Authority administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Training

- We seek out training opportunities for our staff, both in house and out house, to ensure that they are able to recognise the signs and signals of possible physical, emotional and sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns

Planning

- The layout of the rooms allow constant supervision. No child is left alone with students or volunteers and where possible no member of staff is left without being visible by other members of staff.

Curriculum

- Key elements of keeping children safe are introduced to our programme to promote the personal, social and emotional development of the children in our care
- A culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.
- **Support to Families**
- At Little Acorns we believe in building trusting and supportive relationships with families, staff, students and volunteers.
- It is made clear to our parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local children's social care team.
- The child and the family will continue to be welcomed at Little Acorns whilst investigations are being made in relation to any alleged abuse.
- We would follow the Child Protection Plan as set by the child's social care worker in relation to the nursery's designated role and tasks in supporting that child and their family, subsequent to any investigation
- Confidential records are kept on a child and are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Legal Framework

Primary Legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

LITTLE ACORNS NURSERY SCHOOL - WATERLOOVILLE

Safety Regulations

The aim of this policy is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery.
- Establish and maintain safe working procedures amongst staff and children.
- Ensure the provision of sufficient information, instruction and supervision to enable people working in or using the nursery to avoid hazards and contribute positively to their own health and safety.
- Maintain a hazard free nursery and ensure that access and egress points are kept clear.
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.

We believe that the risks in the nursery environment are low but to maintain the maximum protection for children, staff and parents / carers we consider it necessary to:

- Ensure the highest standards of cleanliness are maintained.
- Ensure safe and clear accesses and exits from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- Ensure staff are aware of the fire procedures and regular fire drills are carried out.
- Ensure all members of staff are aware of the procedures in case of accidents.
- Ensure all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- Prohibit smoking on the premises.
- Prohibit any contractor working on the premises without prior discussion with the person in charge to negate any risks to the children or staff.
- Prohibit running inside the premises.
- Electrical sockets should be protected by safety plugs and have no trailing electrical leads.
- Children will be supervised at all times.
- Store all cleaning chemicals out of the reach of children.
- Ensure the gate is kept bolted at all times.
- Ensure that only people on the carers form pick up your child unless we are otherwise informed.
- All electrical and gas appliances are checked at least yearly.

As a responsible parent we would ask that you would assist us in the protection of the children by:

- Always informing us who will be collecting your child and any changes to the carers list.
- Not allow your child under any circumstances to unbolt the gate.
- Not allow your child to wander in the car park unsupervised.
- Upon collection of your child within the nursery or garden area, you are responsible for your child, please endorse the school policy of no running or allowing your child to leave the premises, including the nursery building or the garden.

- You are responsible for informing the nursery of any allergies and health requirements that your child may have at any time throughout their attendance at Little Acorns.
- Updating any changes to your contact details e.g. address and telephone numbers when necessary.
- To ensure that your child has no jewellery e.g. earrings, short finger nails and long hair tied back.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Supporting Children with Special Educational Needs

Policy Statement

At Little Acorns we provide an environment in which all children, including those with special educational needs, are supported to reach their full potential and we will:

- Have regard for the DfES Special Educational Needs Code of Practice (2001) and Disability Discrimination Act (DDA) and the 2010 Equality Act.
- Ensure that the nursery is inclusive to all children with special educational needs
- Support families with children that have special educational needs. (SEN)
- Identify the specific needs of children with SEN and meet those needs through a range of SEN strategies.
- Work in partnership with parents with parents and other agencies in meeting individual children's needs.
- Monitor and review our policy, practice and provision on a regular basis and if necessary make adjustments.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as Partners 2.3 Supporting learning 2.4 Key person	3.2 Supporting every child 3.3 The Learning Environment 3.4 The wider context	4.1 Play and exploration 4.2 Active learning 4.3 Creativity and critical thinking

Procedures

At Little Acorns a member of staff is designated to be the Special Educational Needs Co-ordinator (SENCO) and make her know to parents. Our SENCO, and 'CAF champion', is **Viki Donnelly**.

We ensure that:

- All members of staff are responsible for the provision of children with SEN.
- Our inclusive admissions practice ensures equality of access and opportunity.

- The graduated response system for identifying, assessing and responding to children's special educational needs.
- We work closely with parents of children with SEN to create and maintain a positive partnership.
- Parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professionals involved with children with SEN and their families.
- We provide a broad, balanced and differentiated curriculum for all children with SEN.
- We use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEPS) for children with SEN.
- Children with SEN are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We have systems in place for supporting children during Early Years Action, Early Years Action Plus, Statutory Assessment and the Statementing process.
- We use a system for keeping records of the assessment, planning, provision and review for children with SEN.
- We provide a complaint policy.
- We monitor and review our policy on a regular basis.
- The process which we follow when we have any concerns about a child's development is as follows:
 - 1. We firstly make observations of the child and any concerns are raised.
 - 2. Involve the setting INCO and parents are consulted.
 - 3. Parents sign the inter agency consent forms and we make referrals as and when necessary ensuring that parents are kept informed at all stages and also that confidentiality is maintained.
- An individual education plan (IEP) is designed for that particular child and these are reviewed at an agreed period.
- Assist with transitions between rooms at the nursery school and also to schools by offering support as necessary such as visiting the new environment, liaising with teachers and assisting as necessary to ensure a smooth transition for the child between nursery and school. This would also apply if a child transferred from our setting to another.
- All records are stored appropriately.

This policy is reviewed regularly.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Staff Induction Policy

Policy Statement

Staff at Little Acorns Nursery School undergo a rigorous interview and induction process. The Manager will ensure that the structured recruitment process is followed and that all references are taken up, gaps in employment queried and original evidence of relevant qualifications and experience are recorded.

The induction programme includes a staff handbook with a copy of all nursery policies and procedures.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
		3.4 The Wider Context	

The new member of staff will be asked to sign a checklist once they have read and understood the handbook including all of the policies.

When a new member of staff starts at Little Acorns Nursery, the Manager will introduce them to all other members of staff and to the parents/carers when they drop off or pick up their children.

The Manager will check that original documentation has been seen to establish identity and relevant qualification and suitability of the new member of staff, which would depend on:

- Confirmation of an enhanced CRB check
- At least two satisfactory references
- Confirmation of identity and eligibility to work in the UK
- Copies of qualifications (and sight of the originals)
- Copies of training records
- Confirmation of medical suitability to undertake duties in accordance with their job description

Until these are complete the new member of staff will not be allowed any unsupervised contact with any of the children in the nursery.

The Manager will explain about the need for complete confidentiality whether it is relating to the children, parents, other staff members or the owner of the nursery.

The Manager will go through everything the new member of staff can and cannot do and explain which group of children they will be working with and what is expected of them. The Manager will discuss and find out if the new member of staff is unsure or concerned about anything before they start to work in the nursery.

If the new member of staff is unqualified or working towards a qualification, they will be introduced to the member of staff they will be working with or who is going to be their mentor.

The Manager will explain that there is a probationary period for three months and that the new member of staff will have supervision meetings until this period is successfully completed. The probationary period may be extended if the performance of the new member of staff is not satisfactory.

Once the probationary period is over, supervisions will be carried out every 12 weeks with a formal appraisal every year.

The new member of staff will be provided with two Little Acorns polo shirts and sweatshirts. These are to be worn whilst working at the nursery along with black trousers.

This policy is reviewed regularly.

LITTLE ACORNS NURSERY SCHOOL WATERLOOVILLE/DRAYTON

Toilet Training Policy

At Little Acorns we suggest that toilet training should not be started until a child is both physically and emotionally ready. Ideally it is best to start training when a child is perfectly well and there are no new or distracting events such as moving house or mum having a new baby fairly soon. However, it is the parent's decision when to begin toilet training and then both parents and nursery staff will work together to ensure that a child feels comfortable and confident with the potty.

Potty's are provided at the nursery, but if a child feels more at ease using their own potty parents are encouraged to bring one into the nursery.

Parents may choose to begin with 'pull-ups', which parents will provide, or to go directly into pants, for this option parents are asked to bring in several changes of clothes and lots of pairs of pants.

Children are encouraged to ask to use the potty, if they are unable to do this then they are taken frequently to the toilet, helping to avoid 'accidents'. If a child has an accident, he/she is never reprimanded and is changed as soon as possible in an understanding and positive manner.

If a child is unsure about using the potty a member of staff will encourage him/her by sitting nearby, reading a favourite story or singing. All achievements, however small, are positively reinforced with praise and stickers or stamps.

A nappy will be put onto a child at naptime, if needed, then removed as soon as the child wakes up.

Once a child is fully potty trained he/she can progress to the child-sized toilets. The nursery staff will supervise and encourage the children to flush toilets, wipe themselves and then to wash and dry their hands. As a child moves through the school these routines are maintained and 'social etiquette' is introduced. This includes not shouting in the toilets, not pushing other children, standing in line nicely.

**LITTLE ACORNS NURSERY SCHOOL
WATERLOOVILLE
POLICIES & PROCEDURES**

Uncollected Child

Policy Statement

In the event that an authorised adult does not collect a child at the end of the day, Little Acorns will put into practice agreed procedures. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform our parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared. For

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and well being	2.2 Parents as Partners	3.4 The wider context	

Procedures

- Parents of children starting at Little Acorns are asked to provide the following specific information which is recorded on the child's registration form
 - Home address and telephone number - if parents do not have a telephone, an alternative number must be given, perhaps a relative or close neighbour.
 - Place of work, address and telephone number (if applicable)
 - Mobile telephone number (if applicable)
 - Addresses and telephone numbers of adults to be contacted in the case of an emergency
 - Names and signatures of adults who are authorised to collect their child from Little Acorns
 - Who has parental responsibility for the child
 - Information about any person who does not legal access to the child

- On the occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.
- On the occasions when parents or the persons normally authorised to collect the child are not available, parents provide us with the details of who will be collecting their child. We will agree with parents as to how we verify the identity of the person collecting the child.
- Parents are informed that if they are not able to collect their child as planned, they must inform the nursery so that we can begin to take back up measures. The parents are provided with our contact number.
- Parents are informed that the nursery applies the child protection procedures as set out in our child protection policy in the event that their children are not collected from the Little Acorns by an authorised adult within one hour after the nursery has closed and the staff can no longer supervise the child on the premises.
- If a child is not collected at the end of the day, the following procedures are followed:
 - The child's file and the daybook are checked for any information about changes to the normal collection routines. The manager and supervisor are called if they are not on the premises.
 - If no information is available, parents/carers are contacted at home or work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the carers form - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the Registration Form, Carers Form or in their file.
 - If the child is not collected after one hour and there is no one who can be contacted to collect the child, the procedures for uncollected children will be applied.
 - The Local Authority Children Social Care team will be contacted, telephone number 0845 600 4555 or 02392 498959
 - The child will stay at Little Acorns in the care of two vetted workers until the child is safely collected either by the parents or by a social care worker.
 - Social care will aim to find the parent or a relative if they are unable to do so the local authority will look after the child.
 - Under no circumstances do staff go to look for the parent nor do they take the child home with them
 - A full written report of the incident is recorded in the child's file.
 - Depending on circumstances, Little Acorns reserves the right to charge parents for the additional hours worked by staff. (Please see regulations).
 - OFSTED may be informed, telephone number 0300 1231231.