



Whitley Community Pre - School Policy Document

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Whitley
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WHITLEY COMMUNITY PRE-SCHOOL

1. POLICY DOCUMENT INTRODUCTION

The following document has been written in accordance with the requirements laid down by the DFES Standards.

It is available to all parents and prospective parents of children attending Whitley Community Pre-School. All staff and those involved with the running of the pre-school must be knowledgeable and abide by the policies outlined in the document.

1.1 Aims of the pre-school

The pre-school aims to provide a safe, interesting and exciting environment in which our children can develop an all round enthusiasm for life. We aim to provide a safe, nurturing environment in which the children can develop their emotional, physical, linguistic, cognitive and social skills. To achieve these skills we provide different learning experiences in which the children can learn with others through free and structured play.

We follow the criteria of the Children's Act 1989, Children's Act 2004, the legislation requirements of Ofsted, the Early YEARS Alliance (EYA) and our Local Authority (Cheshire West and Chester)

We plan a curriculum, which promotes and encompasses the areas of learning highlighted by Ofsted through the Early years Foundation Stage Framework.

Prime Areas:

Communication and Language

Physical Development

Personal, Social and Emotional Development

Specific Areas:

Literacy

Mathematics

Understanding the World

Expressive Art and Design

Our staff continually assess the need to update their knowledge and skills .

Our main aim is to ensure the children are safe, secure, happy and achieve a good level of progress in their development.

1.2 Organisation

As the pre-school is to be part of the community, and have charitable status, there is a committee of elected people to deal with the overall management and plan the fundraising events. The qualified staff will be responsible for the overall content of the

curriculum as well as the detailed day to day organisation of the group. However, as parents, are our children's best educators, we welcome their involvement at all times.

1.3 The Committee

Our committee consists of three main officers:- Chairperson, Secretary and Treasurer. The committee also consists of parent members and non-parent members, as well as a Vice Chair to help support the Chair in their duties if it is required.

- (a) The Chairperson can be seen as the manager of all the staff and is thus responsible for notifying Social Services and the EYA. of any problems or changes. They will take charge of committee meetings and open meetings and keep up to date with legislation and legal requirements of the group. They will ensure the Insurance, EYA membership and charity status are always valid. They will hold the job descriptions and contracts of employment of the staff, as well as the signed constitution. They will authorise signatories, alongside of the Treasurer.
- (b) The Treasurer will be responsible for maintaining the account book for annual auditory checks and presenting the accounts to the group meetings. Other duties will include:-
 - (i) arranging the collection and records of payments of fees
 - (ii) maintaining the records for the Inland Revenue/DSS in terms of P.A.Y.E. and National insurance
 - (iii) ensuring the payment of staff and any expenses incurred
 - (iv) administer the petty cash
 - (v) payment of insurance and membership fees to the EYA
 - (vi) keep monthly and annual accounts, cross referencing accounts with the bank statements
- (c) The Secretary will be responsible for the clerical work involved in the smooth running of the pre-school.
 - (i) after discussions with the Chairperson the Secretary will draw up and circulate an agenda for meetings and will take minutes at each meeting which will then be distributed to all members of the committee and staff
 - (ii) be responsible for the writing and the receiving of letters for the group of which copies will be kept
 - (iii) ensuring that committee meetings and general meetings are advertised to those concerned
 - (iv) is responsible for publicising fundraising events, notifying parents and ensuring distribution of newsletters, invitations etc.



1.4 Admissions

The Manager will be responsible for holding and maintaining the waiting list, liaising with parents and arranging introductory visits prior to the child-entering pre-school. During the introductory sessions:

- You and your child will be welcomed into the pre-school environment.
- You will be advised of the pre-school policies and procedures
- Your child is required to attend a minimum of 2 sessions per week on separate days

1.4.1 Admissions Policy

1.4.1 Whitley Community Pre-School is open to all children enabling a wide variety of backgrounds, religions and abilities to enrich our lives, as long as there is a place available.

1.4.2 We have places for up to 26 children per session. Children will be admitted in the intake after they are two years old, if a place is available and providing the child is ready. Children beginning pre-school can start at the beginning of each full term subject to a place being available. Where ever possible places will be held open for those wishing to postpone admission if the child is not ready.

1.4.3 All enquiries need to be directed to the Manager in Charge who will respond at the earliest convenience around sessional needs. They will then add the child's name to the waiting list and inform the parents/guardians when a place becomes available. The half term before the child is due to start the child and parents will be invited to attend pre-school to ask questions, to meet the staff who will help settle them in and discuss any worries. If a child is distressed the parents will be contacted during the session.

1.4.4 Children are admitted when a place becomes available. Parents may leave the child on the first session or may accompany their child until they are confident at the discretion of the Manager and parent/carer.

1.4.5 In the event the pre-school should be full, priority will be given to:-

- (a) Children who will be attending Whitley School
- (b) Children who live in the parish of Whitley or Dutton
- (c) Have an elder sibling in pre-school

Other children will be kept on the admissions list and advised of the likely time there may be a place available.



1.5 Settling In

1.5.1 We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners within the pre-school. We aim to make the pre-school a welcome place where children settle quickly and easily because consideration has been given to individual needs and circumstances of children and their families. We do this in the following ways:

- a) Before a child starts to attend pre-school, we use a variety of ways to provide his/her parents/carers with information. These include written information such as term dates, term planning, information about pre-school activities and meetings with parents/carers.
- b) During the half term before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the pre-school.
- c) When a child starts their sessions, we work with his/her parents/carers to decide on the best way to help the child settle into pre-school.
- d) We allocate a key person to each child and his/her family as soon as the child starts the pre-school.
- e) We use pre-start visits and the first session at which child attends to explain and complete with his/her parents/carers the child's registration records.



1.6 Confidentiality

1.6.1 It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality pre-school care and education. We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

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

- a) Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- b) Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs or breaches Safeguarding policy. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- c) All confidential information about the children, their families and staff is kept in a locked secure cabinet, whilst remaining as accessible as possible.
- d) Issues to do with the employment of staff, whether paid or unpaid remain confidential to the management committee.
- e) We always check whether parents regard the information they share with us to be regarded as confidential or not.
- f) Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in
- g) Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- h) We inform parents when we need to record confidential information beyond the general personal information we keep (see our record keeping procedures) – for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- i) We keep all records securely (see our record keeping procedures).



1.7 Fundraising

The committee are responsible to plan, organise and co-ordinate fundraising events.

Committee and staff will work together to agree on appropriate fundraising activities within pre-school sessions.



1.8 Staffing and Training

The committee and staff will be responsible for the recruitment of staff and advising them of available and appropriate courses. All staff are required to attend regular training courses and updates to ensure up to date knowledge and best working practice. All staff are responsible to comply with up to date legislation and training courses and must hold current, in date training of Paediatric First Aid, Safeguarding and Food Hygiene.

Training records are held on the premises for all staff members.

1.8.1 STAFF

1.8.2 The Manager in charge

It is the responsibility of the Manager in Charge to ensure the smooth day to day running of the pre-school, and to ensure each member of staff is prepared for the activities to be undertaken for each session. Their duties and responsibilities are as follows:

- (a) the safety and well-being of the children in which they learn to become part of a social group
- (b) the organisation of meetings with the other staff members to discuss the planning and execution of the Pre-School curriculum and activities, as well as the personal, social and moral development of the children
- (c) to supervise the daily programme of activities
- (d) ensure fire drills are carried out at regular intervals
- (e) keeping the daily register and basic details of children
- (f) holding the confidential profiles of the children
- (g) supervising all the other staff and volunteers on a daily basis including inductions.

1.8.3 Deputy Manager

The Deputy Manager helps to maintain the safety and well being of the children and will take charge in the Manager's absence. Alongside the Manager they will attend meetings to plan and prepare activities and ensure the successful implementation of the curriculum. They will produce profiles of achievement for the children, which will be discussed with the parents annually.

1.8.4 Early Years Workers

The early years workers help to organise and implement the curriculum activities supporting the Manager/Deputy. They are responsible for the record keeping and planning for their key children and required to attend planning and staff meetings.

1.8.5 Parents/Volunteers

Parents/carer's are encouraged and welcomed in to pre-school sessions. They will be given guidance and encouraged to participate in all activities. We welcome any help offered.

Parents/carer's must follow our confidentiality policy, Duty of Care and social networking policy whilst on rota.

Please note that parents **will not** be left in sole supervision of the children at any time and are not permitted to accompany children for personal hygiene routines.

Parents/Carer's must handover all personal belongings including handbags, mobile phones or devices to the person in charge to be held securely for them whilst in the session.



1.9 Record Keeping

1.9.1 Personal Details

In line with Ofsted requirements and safeguarding of the children the Manager holds and maintains records of the children, (these records are given upon the child's enrolment). These include personal details such as name and address, daily attendance, medical records.

We keep two kinds of records on children attending our pre-school:

Development records

These include observations of children in the pre-school, photographs and samples of their work and summary developmental reports.

Personal records

These include registration and admission forms, signed consent forms and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as development concerns or child protection matters.

These confidential records are stored in a lockable cabinet and are kept secure by the Manager. Information is collected and shared with Parents/carer's in line with GDPR (General Data Protection Regulation)

It is the responsibility of the parents/carers to inform the pre-school of any changes to the above information.

1.9.2 Progress Reports

A profile of each child will be made throughout their attendance by the Parent and Manager or Deputy. We will invite Parents once a year to discuss the child's annual progress report. Our Manager or keyperson is available on a daily basis for discussion if a parent/carer has any concerns or for an update of their child's progress at the end of a pre-school session if appropriate. All profiles are strictly confidential and no unauthorised person has access to them. An agreed profile may accompany the child to school or in the event of a child moving to another setting, this profile will be passed over to that setting. Developmental data is shared with our local authority who provides funding for the child.



2.0 Arrivals and Departures

- 2.0.1 The main aim for our arrivals and departures policy is to provide parents/carers with information that ensure the safety and well being of your child.
- 2.0.2 The pre-school session begins at 9.15am until 12.15pm and 12.15pm until 3.15pm Monday to Friday.
A member of staff welcomes the children and parents/carer's at our secure door. Parent/Carer's must not operate the door without supervision of a staff member.
- 2.0.3 At the end of the session a member of staff maintains the door to welcome the parents/carers in to collect the children and ensure that everyone has left safely until all the children have departed.
- 2.0.4 The children are the responsibility of the pre-school once they have been handed over to the staff at the beginning and until returned to the parent/carer at the end of the session.
- 2.0.5 Obviously, persistent deviations from the scheduled times are disruptive to both the children and the staff, with your co-operation we can avoid this.
Parent/Carer's collecting siblings from school at the same time are requested to collect slightly earlier from pre-school first at 3.00pm so that they are on time for both pick up times at pre-school and school.
- 2.0.6 At the close of session only people whose names are on the registration form will be allowed to take the child away. If the child is attending a friend's house, the Manager **must be informed** and make note of the alteration in the days register. This intention must be put in writing and signed by the parent/guardian. Parents are also requested to inform staff if there is anyone they do not wish to take the child e.g.: an estranged parent who does not have custody etc.
For those parents/carer's using the Whitley Village School breakfast or after school club facilities you must complete the pre school permission letter in advance giving permission for your child to be collected by this facility, failure to do so will result in pre-school keeping responsibility for your child and following our late pick up policy.
- 2.0.7 If the child has not been collected from pre-school by 12.25pm on a morning session and 15.25pm on an afternoon session, use of the emergency contact numbers given for the child will be attempted. **Failure to make contact will lead to staff informing the appropriate authorities. Social Services will then take responsibility for the child.**

2.1 Late Collection & Charge

- 2.1.1 The pre-school morning session begins at 9.15am until 12.15pm and afternoon session 12.15pm until 3.15pm Monday to Friday.
- 2.1.2 At the end of the session a member of staff maintains the door to welcome the parents/carers in to collect the children and that member of staff remains there until all the children have departed.
- 2.1.3 The children are the responsibility of the pre-school once they have been handed over to the staff at the beginning and until returned to the parent/carer at the end of the session.
- 2.1.4 Obviously, persistent deviations from the scheduled times are disruptive to both the children and the staff, with your co-operation we can avoid this.
- 2.15. Safeguarding: Should a child not be collected at the end of the session we will wait for 10 minutes for the parent/guardian to arrive. If there is still no sign of them we will firstly contact the parent, if no answer we will contact the emergency number, if there is still no response Social Services will be called. Two members of staff will remain with the child at all times.
- 2.1.6 Late pick up charge. Parent/Carer's are to collect their child on time at the end of the morning session at 12.15pm or the afternoon session at 3.15pm. For every block of 5 minutes that a child is late being collected a £5 charge will be incurred. For example a pick up at 3:20 will incur a charge of £5, a pick up at 3:30 a charge of £15 and so on until the child is collected. In addition to the late pick up charges our safeguarding policy clause 2.0.7 will be followed and social services contacted in the event of no contact to any member of the child's emergency contact list.
- 2.1.7 Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.



2.2 Child Protection

2.2.1 Our designated person who co-ordinates child protection issues is Mrs Vicki Brown, Tel:07854422418. In the event of the designated persons absence the role will be carried out by the Deputy Manager.

2.2.3 We ensure all staff and parents are made aware of our safeguarding policies and procedures. Please refer to our

- Safeguarding Policy
- Referral process for Allegations against Adults
- Whistleblowing Policy
- E-Safety Policy
- Safer Recruitment Policy

2.2.4 We provide adequate and appropriate staffing levels to meet the needs of the children.

2.2.5 The safety and well being of the child is of paramount importance. Should any member of staff have any concerns for the welfare of any child they will immediately take it up with the Manager. If it is apparent that the matter deserves further investigation then implement the Safeguarding Policy and the police (0845 4580000) will be informed so that help and advice from experienced colleagues can be gained, bearing in mind that the welfare of the child is paramount.

2.2.6 Should a parent/carer arrive to collect the child appearing to be in an unfit state, i.e. under the influence of drink or drugs the child will remain in the care of the pre-school until the next of kin, or another authenticated person arrives to collect the child.

We will arrange to hold a discussion with the parent/carer concerned as soon as possible. Taf support will be considered/offered.

2.2.7 All information is kept highly confidential and is not discussed with anyone unless part of a legitimate investigation and information is shared with relevant professionals in accordance with Safeguarding policies.

2.2.8 In the unfortunate event that there becomes any issue over custody of the child, it is necessary to ensure the safety of the child by alerting the Manager and it is the responsibility of the parent to keep the pre-school records up to date with any legal changes in custody providing evidence of relevant documentation, court orders, legal confirmation of custody arrangements.

We acknowledge that the well being of the child is vital and to that end we would only release the child to the parent/carer who has legal custody.

2.2.9 As part of our child protection policy we operate a no smoking, no alcohol and no unprescribed drugs establishment. Smoking is not allowed anywhere on the premises.

2.2.10 In the event of an allegation being made against a member of staff or volunteer, the setting shall follow the process in the Child Protection Policy (Referral Process for Allegations Against Adults).

2.2.11 The Pre-school has in place a Confidential Reporting Procedure (“Whistle Blowing”) that can be accessed at the end of this document in the setting or through contacting the pre-school manager or committee chair outside of setting times.

Examples of concerns that may be raised under the procedure are:

- Law breaking.
- Miscarriages of justice.
- Health and safety risks (to anyone).
- Damage to the environment.
- Unauthorised use of money.
- Dishonesty, fraud and corruption.
- Sexual, physical or financial abuse of clients.
- Other unethical conduct.

2.2.12 Use of staff mobile phones: staff and volunteers are permitted to use their mobile phone for use in the event of an emergency only. Phones are placed in an agreed safe area at the beginning of each shift by staff; staff are not permitted to take mobile phones into toilet areas or other areas where children may be present without permission from the Pre-School Manager. Visitors must be informed of the policy on use of mobile phones and adhere to this at all times. There is a works mobile with answerphone for parent/carer’s to contact pre-school during sessional hours.

2.2.13 As the pre-school uses a community building the telephone numbers of the Manager and Deputy Manager are supplied to parents to enable any contact in an emergency with the pre-school during pre-school hours should the pre-school number be unavailable.

2.2.14 Please discuss with the Manager if there are any queries or concerns. For the use of cameras the pre-school own their own camera to take photos of the children for observations and this camera remains on the premises and is locked away securely.



2.3 Social Networking Sites

It is important that staff and committee members ensure proper practice when using the internet including social networking sites. This is to protect the children, parents and other staff and committee members in the pre-school. It is also to guard the pre-school and your personal reputation.

Whitley Community Pre-School states that staff and committee members are permitted to use any social networking site as long as they follow these guidelines regarding the impact social networking has on the pre-school. Failure to comply with the above is an invasion of privacy and may infringe Confidentiality Policy. The guidelines include but are not limited to:

- Staff and committee must not publicly mention any of the children from the pre-school on their online profiles;
- Staff and committee must avoid bringing the pre-school into disrepute or damaging it's reputation by writing direct or indirect suggestive comments about the pre-school on their personal social networking sites e.g. "I've had a bad day at work";
- Staff and committee must not publicly write anything about other staff or committee members on their social networking sites;
- Staff and committee must not use their mobile phones to take photos or go on social networking sites whilst in the pre-school;
- Staff and committee must not publish photos of the children on their online profiles;
- Staff and committee must not publish photos of other staff in the pre-school on their online profiles;
- If staff and committee choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times;

Staff and committee members are advised to set their online profiles as private so that only friends are able to see their information. This can help prevent any accidental breaches of this policy.

Please be aware that serious breach of the Social Networking policy could result in disciplinary action.

2.3.1 Social Networking and Parents/Carers

Parents should be aware that publishing photographs online of children, other parents/carers or staff in the preschool without the explicit consent of the parties

involved is breaching the GDPR/Data protection and this can lead to serious consequences.

Some individuals within the pre-school setting may not allow their photograph to be published online for safeguarding reasons; breaches of this can lead to the pre-school reporting the incident to the Local Authority and in severe cases, the Police.

The pre-school recognises that it is natural for parents to wish to photograph their child during major events, such as Christmas plays, Sports days etc.

The taking of photographs and videos is allowed, however, photographs or videos involving pre-school children, staff, committee members or other parents/carers must not be uploaded to social networking sites unless they are taken within the 'private area' (see below).

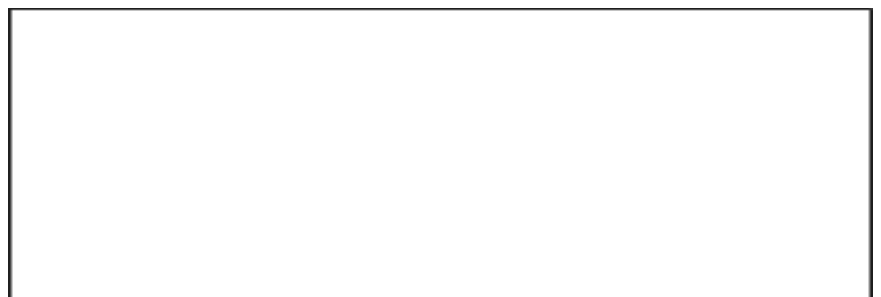
At major events, such as sports days and Christmas plays, the pre-school staff will arrange a private area where parents/carers can take photographs of their own children that can be uploaded to social media; parents/carers may wish to combine photos with friends of their children, and as long as consent is gained from all parties then this will not breach any data protection laws.

Only photographs from the private area can be uploaded to social media even if consent is given at other times, as parents/carers are not always aware if there are children/adults present in the background of photographs that have not given their consent.

Any breaches of this policy will result in contact with the parent/carer by the manager of the pre-school and a request to remove the photographs immediately.

Further multiple breaches may result in temporary ban on photographs at the pre-school after consultation with the pre-school committee.

By signing this policy document Parents and Carers are agreeing to this policy and agreeing to help the Pre-school protect the children at all times. The pre-school takes its safeguarding responsibilities very seriously and will report any serious breaches to the Local Safeguarding Authority (SCP)



2.4 Behaviour and Discipline

2.4.1 The children are encouraged to learn by good examples set by other children and the staff who follow the principles of great British Values. However, we feel children need to have set boundaries of behaviour for their own safety and that of others. We aim to set these boundaries in such a way that allows a child to develop and explore their own ideas and concept with a respect for the rights of their peers so that the child develops a sense of significance in their behaviour.

2.4.2 We endorse the guidelines on behaviour highlighted in The Children's Act, so that actions taken in the case of inappropriate behaviour (i.e. biting, spitting, pinching, hitting, spoiling other children's games, models, enjoyment, being disruptive in quiet sessions, bad language) must take into account the age and stage of development of the child, be dealt with immediately, be relevant to the action or actions and mostly fair. An explanation of what he/she has done wrong and why it is unacceptable will be given to the child. The child will then be diverted to another area and activity.

2.4.3 All incidents will be reported to the parent/carer on the same day and is asked to sign the incident book to indicate that they have been informed. In the event of a serious incident the parent/carer will be contacted immediately.

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

If a child bullies another child or children:

- **we intervene to stop the child harming the other child or children;**
- **we explain to the child doing the bullying why her/his behaviour is inappropriate;**
- **we give reassurance to the child or children who have been bullied;**
- **we help the child who has done the bullying to say sorry for her/his actions;**

2.4.6 If unacceptable behaviour persists the parents will be invited to discuss the problem with the staff and discuss a plan of action.

2.4.7 Corporal punishment (slapping, smacking, or shaking) and practises, which humiliate the child, will never be acceptable practices and will not be used. (Although it may be necessary to take physical intervention in an emergency to prevent personal injury or serious damage to property).

2.4.8 Positive behaviour is praised on a constant basis in the pre-school.



2.5 Missing Child

In the unlikely event of a child going missing during a session the pre-school would implement the following procedure: -

- (a) A member of staff would confirm that all the exit/entrances are locked, all windows are closed/locked.
- (b) the Manager would take all the children on to the carpet area and take a register
- (c) The other members of staff, helpers would search the remaining rooms, cupboards and space below, behind furniture.
- (d) One person would search the outside area, making sure that the outside door was locked behind them
- (e) If the child is not found, the parent is contacted and the missing child is reported to the police.
- (f) The Manager talks to the staff to find out when and where the child was last seen and records this.
- (g) The Manager contacts the Chairperson and reports the incident. The Chairperson, with the committee carries out an investigation and may come to the setting immediately.

The Manager would be responsible for ensuring the above procedure is carried out efficiently and will write a report following the incident, Ofsted would be informed.



2.6 Involvement of Parents

- 2.6.1 We recognise that a child's best educators are their parents. We would like to welcome all parents to the pre-school and hope that they would like to come and offer their time, knowledge and skills to the children and the staff.
- 2.6.2 Parents/Carer's are invited to attend pre-school as often as they would like to for the purpose of Parent Helper. The Parent Helper role is supervised at all times. Grandparents and other carers in the child's life may wish to do this.
- 2.6.2 It is necessary to involve all parents in record keeping about their own child, Parent/carer's will be invited to contribute to initial baseline and 2 year progress reports, we would like to encourage them to attend pre-school to discuss their child's progress, so that together we can provide the most valuable opportunity and learning outcomes for each child. Parents/Carer's are welcome to discuss any difficulties or concerns with the Manager or key person with our open door approach always with confidentiality in mind.
- 2.6.3 We would also encourage parents to visit the pre-school in the second half of the term after which they started to discuss how the child has settled.
- 2.6.4 Everyone is invited to become involved with the pre-school, to attend committee meetings and social events as well as assisting during the morning sessions.



2.7 Health & Hygiene

2.7.1 Parents are asked to keep their child at home if they have an infection or are unwell.

We ask that we be notified of any communicable infections, which have been confirmed by the doctor, particularly German Measles.

2.7.2 Parents are asked not to bring a child who has suffered from diarrhoea or vomiting until at least 48 hours have elapsed since the last attack.

2.7.2 If a child becomes ill during a pre-school session the child's parent/carer will be contacted. In the event of them being unavailable, other official contacts such as grandparents, auntie, uncles, included on the enrolment form will be contacted. If there is no one available and there is cause for concern the child's doctor will be contacted.

2.7.3 It is the policy of the pre-school that medicines will only be given to a child that has had them prescribed by their doctor, if possible the parents will administer medicine. If pre-school is to administer medication then this must be clearly labelled with the child's name, dosage and any instructions. A medication request form must be completed and parents will be asked to sign the records when they collect the children. A secure medical cabinet is provided for any medication that needs to be locked away securely.

All members of staff are qualified in First Aid.

2.7.5 The first aid box is kept in a prominent place at all times and known to all staff. It contains all the necessary equipment, and is checked regularly by a qualified First Aider.

2.7.6 All accidents are recorded in the accident book as soon, as is legitimately possible. If the accident is serious or the child has banged their head then the parents will be notified immediately. A head injury form will be completed by the member of staff dealing with the incident and sent home to the parent.

2.7.7 If necessary the parent and child must be accompanied to hospital. The adult who collects the child must be informed and asked to countersign the accident book before taking the child away.

2.7.8 Any medical disorders or allergies concerning the administration of First Aid will also be contained inside the first aid box and documented on the child's personal records.

2.7.9 Due to Health & Safety reasons we ask that parents/carers take responsibility to ensure that their child is adequately protected with sun screen before attending pre-school. Sun screen will not be provided by pre-school and staff will not share bottles and use another child's sun protection on other children.

2.7.10 In the event of hot weather parents/carers must apply sun cream prior to their child starting the pre-school session. 8 hour sun creams are available that will cover the child for the full day session, if required. In exceptional circumstances parents/carers may bring in sun cream for their child clearly labelled with their child's name and the staff will endeavour to apply adequate protection to the child. Staff and parents/carers must agree this beforehand.

2.7.11 The pre-school provide a service via an external company for the safe and correct disposal of nappies/pull ups.

2.7.12 Nappy Changing and/or Soiling Accidents

The Pre-School is required to record when a child is changed and/or soiled within the session. The Pre-school will record this in a duplicate log which will be kept by pre-school as an Ofsted requirement for Safeguarding records. A copy will also be placed in the child's busy box for parent/carer shared information and for the parent/carer to take home.

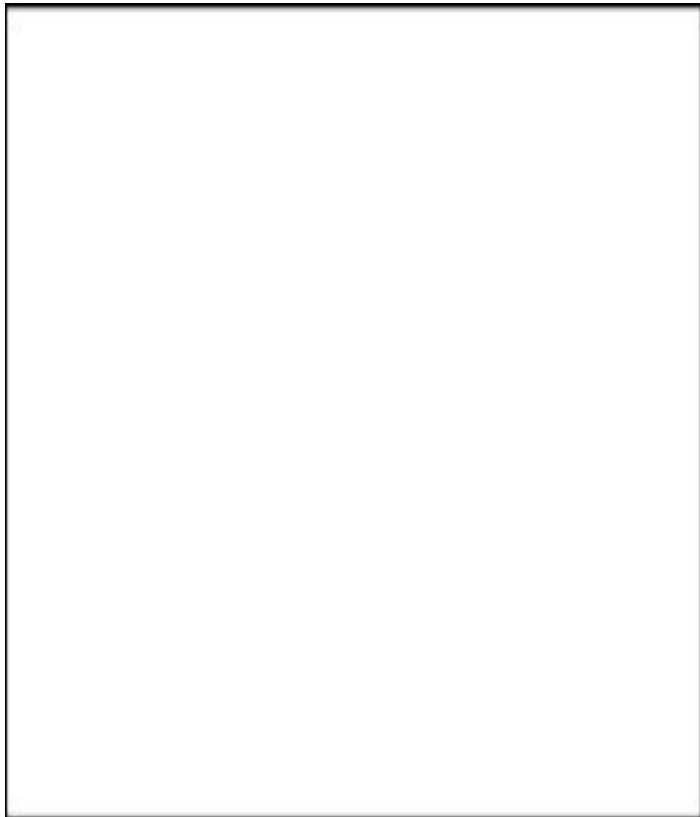
2,7,13 If a child needs to go to A&E (and requires hospital treatment for more than 24 hours) either directly from our provision or later, as the result of something that happened at pre-school we are under obligation to report to Ofsted and our local child safeguarding board (SCP)

2.7.14 Staff are required to set a good example regarding health and hygiene ensuring they are freshly washed, clean hair and nails, clean clothes, all staff are required to promote exercise and healthy eating and encourage and support children to do the same whilst in pre-school. 15 All staff are required to have current in date food hygiene training. At snack time the staff member is required to wash hands properly at the hand wash sink, tie hair back, wear a protective apron and follow the legislation on how to store and prepare snack using the correct safety methods and appropriate resources and utensils. The staff member preparing snack is responsible to check all food is in date and stored correctly and safely. All staff are responsible to check for updates on the allergy/requirement list provided in the kitchen.

The Manager is responsible to document and inform staff of any allergy or dietary requirements at time of child's enrolment.

Parent's are responsible to update the Manager/key person of any change

Parent/Carer's are responsible to support staff and children by promoting our health and hygiene policies both at pre-school and at home



WHITLEY COMMUNITY PRE-SCHOOL

REQUEST FOR THE PRE-SCHOOL TO GIVE PRESCRIBED MEDICATION

I request that.....(Full name of child)
 Be given prescribed medicine(s) whilst at pre-school

Name of Medicine	Duration Of Course	Dose Prescribed	Date Prescribed	Times (s) To be Given

The G.P or hospital doctor has prescribed the above medication. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that a named responsible adult or myself must deliver the medicine to the pre-school.

.....

And accept that this is a service, that the pre-school is not obliged to undertake and also agree to inform the pre-school of any change in dosage immediately.

Signed..... Parent/Guardian

Address.....

.....

Date.....

Medication WILL NOT be accepted by the pre-school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Manager.

2.8 Safety and Fire Drill

2.8.1 The safety of our children is of paramount importance to all of us and to these ends we make sure that the children are supervised by qualified and responsible adults at all times and will always be in sight of an adult.

2.8.2 Our outside play area is well supervised in a secure area.

2.8.3 On outings the adult - child ratio will be at least one adult to two children.

2.8.4 A risk assessment is carried out on the building, equipment and outside play area on a daily basis and recorded accordingly. It is the responsibility of all the staff and committee to ensure the safety of all the pre-school equipment by ensuring it is kept to a high standard. Any building damage or issues outside of pre-school remit are documented on our risk assessment sheets and reported to the Village Hall Committee.

2.8.5 The secure pre-school door is opened by a staff member each morning at 9.15am.

The pre-school door must only be opened by a staff member, parents/carer's must not hold the door open to allow other parent's or carer's to enter. In addition parent/carer's should make a staff member aware when they are leaving the building for the door to be supervised by a staff member at all times of entrance/exit to and from pre-school.

2.8.6 A fire safety drill is performed once every half term.

Each fire drill practice is documented giving details of how many staff/children and their ages are present, the staff member in charge blows a whistle, the children line up at the side entrance Fire Exit door. One member of staff checks the toilets and surrounding area, clicks off the security door and rings the Fire Brigade. The other member(s) of staff collect the register and visitors book and escort the children safely to our muster point at the far side of the car park away from the building, the Register is taken. The Fire Drill is timed and documented and any issues identified are immediately addressed.

The Fire Drill is part of the induction process for all new staff members.

The Village Hall committee are responsible for the safety regulation checks of the building and all equipment however, if a concern was identified during our daily risk assessment the pre-school Manager/Deputy would report to the Village Hall committee immediately.

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

2.8.8 We keep an incident book for recording incidents including those that are reportable to the Health & Safety Executive. Incident include:

- break in
- intruder gaining unauthorised access
- fire, flood
- attack on staff member
- racist incident
- death of a child
- terrorist attack

2.8.9 If a serious accident, injury or death occurs we are under obligation to notify Ofsted and the local child protection agency within 14 days of the incident .



2.9 Whitley Community Preschool Local Offer

- 2.9.1 We believe that Whitley Community Pre-School promotes an inclusive setting and have regard for the Code of Practice on the Identification and Assessment of Special Educational Needs.
- 2.9.2 We have put together a Local Offer that is on our pre-school website and published on the Cheshire West and Chester website to outline what we can do to support children.
- 2.9.3 Children with special needs, like all other children are accepted into our pre-school after consultation with parents and any other organisation previously involved with the child.
- 2.9.4 Each member of staff is responsible for a small group of key children, they ensure each child has flexibility in 'settling in' and receives lots of attention so that the staff member knows the child well and can plan for and evaluate the child's progress.

Our Special Educational Needs Co-ordinator or 'SENCO' is a shared role between Mrs Vicki Brown & Mrs Gail Healey

- 2.9.5 A few appropriate aspects of her responsibilities are
- helps to identify any areas of difficulty that a child may have
 - helps to formulate child's IEP/IBP, ensuring that appropriate strategies are used
 - keeps all staff informed about developments and good SEND practice etc.
- 2.9.6 Our curriculum is individually child centred with regular discussions between parent and the member of staff responsible for the child. Staff members regularly attend training in SEND e.g. Cheshire West & Chester In Service Training.
- 2.9.7 To observe, assess and record a file is established for a child which would include an IEP and IBP, guidance would be sought from our area Senco. Consideration of the views of the child would be paramount and parents/carers would be involved at all times.

2.9.8 Working in Partnership with External Agencies

We are aware that funding is available for children who need specialised equipment or the support of an inclusion worker, and would seek help from external professionals should we be unable to meet the child's individual needs in pre-school.

We would welcome the liaison with qualified professionals outside the group, including Early Years Specialist Support , speech & language therapists, physiotherapists, health visitors, educational psychologists, social workers, paediatricians and portage work to meet a child's individual need.

We work in partnership with local and national agencies to promote the well-being of the child.

Staff from other agencies do not have unsupervised access to the child they are visiting in the setting and do not have access to any other child during their visit.

Information shared by other agencies with our setting is regarded as third party information. This is kept in confidence and is not shared without consent from that agency.

Our staff do not casually share information or seek informal advice about any named child/family. Confidentiality is maintained at all times.

2.9.9 Our Local Offer is reviewed on an annual basis and involves all staff.

2.9.10 Arrangements for Transition – All progress reports plans etc. are transferred onto the next relevant setting e.g. another pre-school or the primary school the child will be attending along with the child's profile. Liaison shall take place between SENCO, parents and next settings. If necessary external agencies are involved in the transition process and Action For Inclusion meetings would be in place.



2.10 Equal Opportunities

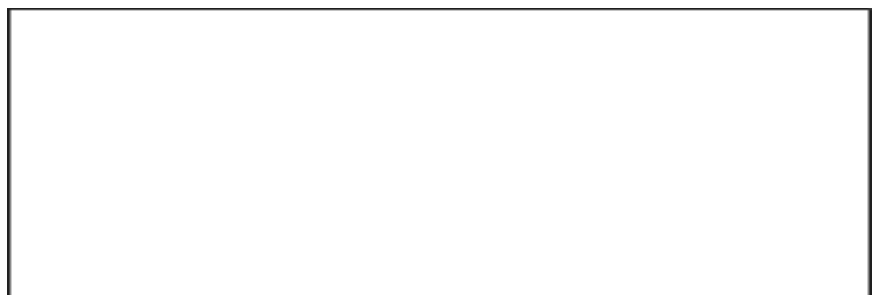
- 2.10.1 Our pre-school is open to every family in the community and our admissions policy highlights the procedure of admission if the pre-school is full, otherwise we welcome all children and all families. We believe that no child, individual or family should be excluded from enjoying the pre-school activities on the grounds of sex, religion or belief, culture, ethnic origin, disability, family status, colour, age or gender.
- 2.10.2 Every employee is entitled to a working environment which promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- 2.10.3 The commitment to equal opportunities in the pre-school is good management practice and makes sound business sense.
- 2.10.4 Breaches of the pre-school's equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by the pre-school committee.



2.11 Student placements

- 2.11.1 This pre-school recognises that qualifications and training make an important contribution to the quality of care and education provided by pre-school settings. As part of our commitment to quality, we consider placements to students undertaking early years qualifications and training dependant on current business circumstances with the children's needs at the forefront.
- 2.11.2 We aim to provide for students on placements with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practise in early years care and education. We do this in the following ways:
- a) We require students to meet the 'suitable person' requirements of Ofsted.
 - b) We require schools placing students under the age of 17 years with the pre-school to vouch for their good character.
 - c) We supervise students at all times and require them to keep our confidentiality and social networking policy.
 - d) Students who are placed in our pre-school on a short term basis or are under the age of 17 are not counted in our staffing ratios. Students who are placed for longer periods, for example, a year would be counted in our staffing ratios provided we consider them to be competent. We would offer only one student placement at any one time due to the numbers of children attending the pre-school.
 - e) We take out employer's liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
 - f) We co-operate with students' tutors and communicate a positive message to students about the values of qualifications and training.
 - g) We provide students, prior to their placement, with a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures.



2.12 Complaints

2.12.1 We aim to offer each child and family a caring, enthusiastic environment in which your child can learn and develop as they play. We believe parents are entitled to expect courtesy and prompt, careful attention. We aim to work in partnership with parents and welcome suggestions on how to improve our group at any time.

2.12.2 Similarly if a parent is uneasy about any aspect of the group's provision, including the Local Offer, we would welcome their views and encourage them to talk to the child's key worker or manager about their worries and anxieties in a confidential manner, who will follow the Complaints Policy for the setting. This policy is available for all parents, carers and interested parties at every session and upon request if outside session dates/times by contacting the preschool manager or chairperson. Complaints will be investigated and completed within 28 days of the written complaint being received unless there are extenuating circumstances.

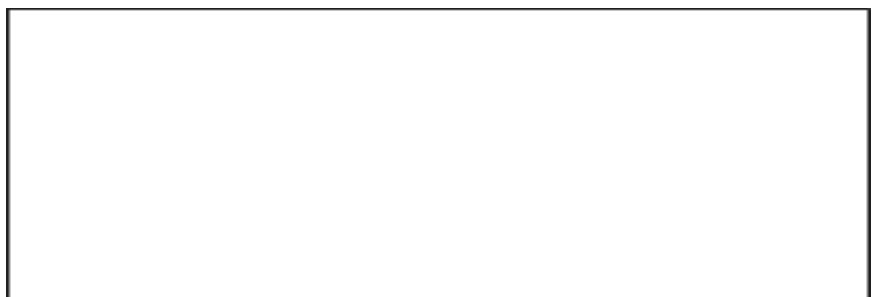
2.12.3 Any parent can contact the Ofsted inspection unit at any time. It is your right to contact them if felt necessary:

Early Years Ofsted, North West Regional Centre, 3rd Floor, Royal Exchange Building, St. Ann's Square, Manchester. M2 7LA Tel. 0300 123 4666

2.12.4 The Pre-school has in place a Confidential Reporting Procedure ("Whistle Blowing") that can be accessed at the end of this document in the setting or through contacting the pre-school manager or committee chair outside of setting times.

Examples of concerns that may be raised under the procedure are:

- Law breaking.
- Miscarriages of justice.
- Health and safety risks (to anyone).
- Damage to the environment.
- Unauthorised use of money.
- Dishonesty, fraud and corruption.
- Sexual, physical or financial abuse of clients.
- Other unethical conduct.



2.13 HIV and AIDS

All health and hygiene policies are carried out to the full.

Confidentiality regarding a child's status will be the same as for any other child with any other illness or disability.

Further advice or information may be obtained from the Chairperson who can show you literature from the EYA. If you are worried about HIV or AIDS you can contact a trained advisor on 0800 567 123 any time.



2.14 School Trips

- 2.14.1 The Committee and Staff will organise school trips, when an outing is organised it is considered that the pre-school is closed for that session.
- 2.14.2 The children are the responsibility of the pre-school and it is the duty of the Manager in charge to ensure the supervisory of other staff and volunteers.
- 2.14.3 Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the pre-school.
- 2.14.4 This general consent details the venues used for daily activities.
- 2.14.5 There is a risk assessment for each venue carried out, which is reviewed regularly. A risk assessment is carried out before an outing takes place.
- 2.14.6 Parents are always asked to sign specific consent forms before major outings.
- 2.14.7 Our adult to child ratio is high, one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- 2.14.8 Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- 2.14.9 Outings are recorded in an outings record book kept in the setting stating:
- the date and time of outing
 - the venue and mode of transport – seat belts are provided for all children
 - names of staff assigned to named children
 - time of return.
- 2.14.10 Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- 2.14.11 Staff take a list of children with them with contact numbers of parents/carers.



2.15 Food & Hygiene

- A healthy snack is provided daily, offering water and local fresh milk together with a choice of fruit and vegetables. A variety of carbohydrates are also offered to provide a balanced diet,
- Fresh drinking water is also available on a daily basis for the children to help themselves.
- Packed lunches if applicable are kept in a refrigerator, temperature is monitored, packed lunches are monitored and advice on healthy options are shared with parents/carer's.

Food preparation areas are cleaned before use as well as after use.

- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have access to the kitchen.
-

All staff are required to have current in date food hygiene training. At snack time the staff member is required to wash hands properly at the hand wash sink, tie hair back, wear a protective apron and follow the legislation on how to store and prepare snack using the correct safety methods and appropriate resources and utensils. The staff member preparing snack is responsible to check all food is in date and stored correctly and safely.

All staff are responsible to check for updates on the allergy/requirement list provided in the kitchen.

The Manager is responsible to document and inform staff of any allergy or dietary requirements at time of child's enrolment.

Parent's are responsible to update the Manager/key person of any change

When children take part in cooking activities they:

- are supervised at all times
- understand the importance of hand washing and simple hygiene rules
- wear protective aprons
- are kept away from hot surfaces and hot water and
- do not have unsupervised access to electrical equipment such as blenders etc.

In the event of any food poisoning of two or more children we are under obligation to notify Ofsted within 14 days.



3. VISITORS

- 3.1 We welcome all visitors in a professional capacity or otherwise.
- 3.2 Visitors are required to complete the visitor's book on admission and sign out on leaving.
- 3.3 Visitors do not have unsupervised access to the children within the pre-school.
- 3.4 Visitors are asked to hand personal belongings such as hand bags and mobile phones to a member of staff to store securely.



4. Transport

- 4.1 Transport is not provided to and from the pre-school.
- 4.2 Where transport is provided e.g. school trips, seat belts are provided for all children and we ask that parents adhere to the safety law.
- 4.3 The car park is not the responsibility of the pre-school, we would ask that all parents and carers watch their children on arrival and departure at all times.
- 4.4 Parents are asked to park on the car park avoiding blocking access to the disabled parking area, in addition this ensures the safety of the children at the pre school entrance.



5. Payment of Fees

All fees shall be paid within 7 days of receipt of invoice/email informing amount due. If by any unfortunate incident where the child is unable to attend Nursery, for a period of up to 4 weeks, full fees are due. For periods in excess of 4 weeks a fee of 50% is applicable to enable pre-school to keep your child's place.

5.1 Late Fees payment

It is the pre-school policy to request fees to be paid within 7 days of receiving an invoice. If fees are not paid within this time, parents/carers will be given a verbal reminder that the fees are now overdue.

If payment is not received within a further two working days from the date of the verbal reminder, a written reminder will be issued.

If payment is not received within a further 2 working days then the parent/carer will be issued with a late payment charge. This charge will be £5 for each and every working day that the fee remains outstanding.

In extreme cases, if payment is not received within a half term for that half term's childcare, the child will not be granted entry at the beginning of the subsequent half term.

5.2 Notification of Termination

A period of 4 weeks written notice must be given. If notice is given mid term for fee paid sessions, the current half term's fee's must be paid in full up until the end of the half term. Funding claims are processed each full term and can not be changed mid term regardless of termination notice. (only exceptional circumstance through LA may be considered)

5.3 Sessions

As stated in our admissions policy, a minimum of 2 sessions on separate days of the week must be attended by each child registered.

Requests for changes in sessions such as increases or decreases of sessions must be requested in advance of the approaching/current term.

Funded places will have to wait until the beginning of a full term for changes to be implemented. Fee paying places requiring changes may be considered by half term

providing notice of request is given in the previous half term. Flexibility will be considered however, child ratio/ staffing and business needs will be first priority. No refund of fees for the current half term will be issued. Payment of fees for any increased sessions mid term must be paid upfront.

5.4 Breakfast and After School Club

Whitley Village School Breakfast and After School club provision has been extended to offer places to pre-school children. This is an arrangement between Whitley Village School and the Parent/Carer.

Parent's/Carer's must inform the pre-school Manager/Deputy in advance if they intend using this provision for their child, they will be required to complete a pre-school permission form giving permission for school representatives to collect their child and must specify the sessions and days.

Parent's/Carer's must inform the pre-school Manager/Deputy of any change in circumstances or additional after school club sessions they request from Whitley Village school.

Pre-School will not accept requests from Breakfast of After school staff or messages passed on from other sources. The Parent/Carer is responsible to inform the Manager/Deputy regarding any change of circumstances over the collection of their child. Failure to adhere to this will result in the implementation of our Departures policy (page12) and our Late Collection policy.

Children in the care of Whitley Village School breakfast and after school club are not the responsibility of pre-school.

