

BROOKHURST PRE SCHOOL GROUP

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Policies are continually reviewed but always after each AGM

- When Parents is used throughout the policies and procedures this refers to parents and carers

THIS POLICY WAS ADOPTED BY THE COMMITTEE AT OUR MEETING ON

SIGNED: - THE CHAIR PERSON.....

BROOKHURST PRE SCHOOL GROUP

1. ADMISSIONS

The group advertises through Wirral Borough Council, and the Internet but new admissions are usually by personal recommendation. The group has an equality of opportunity policy and all children's individual needs are considered when offering a place in our setting.

We have an admissions leaflet, with an application form attached to be completed by parents and our waiting list is compiled with information supplied.

Places are allocated from the waiting list as the child reaches the appropriate age, (minimum age 2) and as sessions are available.

The group is regulated by Ofsted (Office for Standards in Education, Children's Services and Skills) and caters for children aged 2 to 5 years.

The group meets the statutory requirements of Early Years Foundation Stage (2012). Parents will be notified when an inspection is due (if notice is given).

Prior to admission parents are encouraged to visit the setting. They are given a prospectus and invited to view the policies and procedures and the latest Ofsted Inspection report.

We can take up to 30 children, complying with the spatial requirements for the child care register.

Playgroup children are allocated afternoon sessions in the group when reaching the appropriate age (minimum age 2), and as sessions become available. They will be offered a minimum of two sessions at their starting date. More sessions may be offered if available. At this stage parents are invited to visit the setting to pay a registration fee of £50 (half of which is non-refundable, half will be deducted from the first half terms fees) to secure a place. Funded children can attend five sessions (15 hours)

Pre-school children are allocated a minimum of three sessions ($3 \times 3 = 9$ hours), in order to provide continuity and familiarity. 30 Morning pre-school places per session are available, with priority being given to those attending 5 sessions ($3 \times 5 = 15$ hours).

The remaining pre-school children will be allocated sessions in the afternoon.

In addition we offer a number of all-day places from 9.00 am until 15.40 pm (Universal and Extended funding)

Parents are requested to notify the group if a place is no longer required, so that it may be offered elsewhere. Notification of a child being absent is required e.g. illness or holiday; payment for these sessions will be charged.

The group has an absence form, which needs to be completed to maintain records.

If there is an absence of more than two weeks without notification the Local Authority Attendance Office will be informed.

A half terms notice is necessary if your child leaves Brookhurst Pre-school or reduces the number of sessions attended, or payment of these sessions will be required.

The committee sets a fee payable per session, which is reviewed annually. This will be collected every half-term until the child is eligible for LEA funding. LEA funding is claimed from the term after their third birthday. Terms defined as 1st September – 31st December, 1st January – 31st March, 1st April – 31st August. Parents are requested to supply information on the admissions form if their child attends another setting. If a child's LEA funding is being claimed elsewhere then the current fee rate will be charged.

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Funding is available for 2 year olds details can be found on the Wirral Borough Council website. Please ask if you require further information.

If any significant changes are to be made relating to admissions, Ofsted will be informed.

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2. AGREEMENT/PAYMENT OF FEES

At registration parents or legal guardian sign:

- to agree to pay the fee for sessions allocated;
- to pay for sessions missed due to illness and holidays taken in term time
- to agree to abide by the group's policies and procedures;
- to authorise collection of children;
- to provide information about who has legal contact with the child, and who has parental responsibility for the child;
- to authorise children to visit Brookhurst School and use outdoor apparatus;
- to authorise photographs for display and record of activities;
- to authorise us to record observations to enable us to build a learning journal of their child's development
- for staff to act in parental loco in cases of emergency;
- to, when necessary, authorises outings/transport.
- to the Health Visitor interacting with and sharing information about my child

Payment of fees:

The committee sets a fee payable per session, which is reviewed annually. This will be collected every half term until the child is eligible for LEA funding.

At the first session, arrangements can be made to spread the payments, by cash, cheque, standing order or bank payments. We accept payment through various work schemes (no new applications) Fees are paid half-termly in advance, weekly or monthly by cash, electronic bank transfer, standing order. We also receive payments from many work voucher schemes (this is now closed to new members), tax free childcare account.

Notification of a child being absent is required e.g. illness or holiday; payment for these sessions will be charged.

In the case of difficulties please put this in writing to our committee - help with funding may be available for parents with financial needs and children with special needs.

If payment is not received after two weeks a verbal request is made followed by a written request.

In the case of non-payment a manager will notify the committee and they will take action. A letter would be sent to parent from the committee.

Each case is treated individually before the next stage of action; all efforts are made not to exclude a child although this could be an option.

LEA funding:

Parents must complete the forms provided to enable the group to claim LEA funding for their child.

If this form is not completed by a specified date they are liable for payment of the fees themselves.

LEA funding is claimed from the term after their third birthday. Terms are defined 1st September – 31st December, 1st January – 31st March, 1st April – 31st August.

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In addition, some parents are entitled to claim a further 15 hours Extended Funding (30 hours per week of funding in total) for use at childcare settings. For those children staying all day there is a small additional charge per day for the extra 40 minutes per day that is not funded. This may/may not be used from the extended funding depending on whether the full entitlement is being claimed. For more information visit www.wirral.gov.uk/early-years-and-childcare. The number of children attending more than 15 hours will be limited.

Parents are requested to supply information on the admissions form if their child attends another setting. If a child's LEA funding is being claimed elsewhere then our current fee rate will be charged.

A half terms notice is necessary if your child leaves Brookhurst Pre-school or reduces the number of sessions attended, or payment equal to the funding for the allocated sessions will be required

The 30 hours can be split between Settings.

If a parent is using part of their 30 hours entitlement to cover our sessions we will need to have the Eligibility Code and parents National Insurance details to enable us to run an eligibility check before confirming your place. To ensure these sessions are available to you, confirmation of your eligibility code every three months is required. You will receive an email from HMRC with instructions.

If your eligibility code is not confirmed you will be liable for payment equal to the funding for the allocated sessions

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3. SETTLING IN

The child's first session is for an hour. The parent must accompany the child to enable them to familiarise themselves with the room and staff. At this visit the parent will be encouraged to join in with all the children. They will be asked to check information given for our records.

Parents are encouraged to work closely with their child's key person or other staff members. The group operates a key person system, with an identified deputy, to ensure a smooth 'settling in' period.

In the case of any problems settling adaptations are made to the length of a session and 1-1 attention given if necessary.

Children are treated individually according to their needs.

It can sometimes take time for a child to settle, but parents are encouraged that if they are willing to make a short-term commitment, they and their child will benefit in the long term.

If parents do have any further worries, staff are always willing to discuss these at a mutually convenient time.

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4. ARRIVAL AND DEPARTURE

Session times and Access

Brookhurst Pre-school term times follow closely the term times of Brookhurst Primary School.

The morning sessions start at 9.00 a.m. and finish 12.00 p.m. (Between three and five sessions per week age 3-4 years, the year before they go to school) (Universal funding)

The afternoon sessions run between 12.40 p.m. and 15.40 p.m. (Between two and five sessions for mainly younger children from 2 years of age) (Universal funding applies the term after they are 3)

In addition we offer a number of all-day places from 9.00 am until 15.40 pm (Universal and Extended funding)

A list of opening dates is given out at the beginning of the school year and any alterations will be notified as soon as possible. If it is necessary to evacuate the group at short notice parents or emergency contacts will be informed immediately.

Access

Access is through our own gate at the left of the Brookhurst Primary School. Please also ensure the gate is closed after you.

On arrival the parent is required to help hang up their child's coats and collect their pump bags – these are coloured/symbol bags, individual to each child. The children will then change from their shoes once inside the main room.

At the appropriate time the door to our pre-school room will be opened and manned by an appointed staff member. Child and parent will be greeted. In exceptional circumstances, parents may request for a staff member to stand by the main front door.

It is the responsibility of the parent to ensure the child has entered the room. A formal register will be taken. If a child arrives late the time will be recorded above the tick, and if they leave early below the tick. The number of children and adults will be recorded and altered accordingly.

For security the doors have locking key pads.

A list of adults authorised to collect the child is recorded in the parent's handwriting. Any deviation from this list must be previously notified by the parent, either by letter, telephone call or recorded in the daybook.

After singing goodbye the appointed staff member will open the door.

It is the parent's responsibility to approach the room to be acknowledged by the staff member who will then call their child out.

Time will be made available to talk to parents at the beginning or end of a session or by appointment at a mutually convenient time.

At least two members of staff will remain on the premises until the last child has been collected.

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If parent does not arrive within 5 minutes and no prior notice has been given a charge will be made, this will be determined by the committee. If this is due to an emergency this charge will be waived at the managers' discretion.

If parent does not arrive within 10 minutes of the end of the session a staff member will telephone/contact authorised adults.

If no contact can be made we would seek advice from Ofsted Regulations Department, Social Services and Police.

A person bringing or collecting a child who is known to be on the Sex Offenders Register will not be allowed to enter the premises.

If alcohol is detected on a person's breath when collecting a child from the setting, the child will not be released until an assessment has been carried out into the suitability of the person to care for that child. The parent would be notified if an assessment was made. It is felt that they are not suitable the parents of the child will be asked (or contacted) to make alternative arrangements for their child to be collected. If no contact can be made the child would be kept at the setting and we would seek advice from Ofsted Regulations Department, Social Services or Police.

We will act to ensure that our preschool remains a safe place for pupils, staff and all other members of our community. If a parent has concerns we will always listen to them and seek to address them. However, abusive, threatening or violent behaviour will not be tolerated, if this continues further support will be sought.

All visitors to the setting will be requested to sign the visitor's book, date, and state nature of their visit.

Reason for absence

We require parents to complete a form to advise us if their child is going to be absent. If a child is absent and we do not receive a phone call or have a completed form we will ring to establish their reason for absence.

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5. PARTNERSHIP WITH PARENTS

News of the group's activities, focus and new acquisitions are distributed in a half term newsletter. A copy of this is given to parents and also displayed on our web site.

We ask parents to inform us of any experiences, skills or knowledge that they can share with the group, (especially focus related).

We endeavour to make information accessible to all parents in whichever appropriate medium is required. Newsletters can be e mailed on request. A home link book is available for parents if required.

Parents have the option to complete several questionnaires at the new intake evening and playgroup and pre-school parent's evenings, to share their views. A comment box is available at all times in the cloakroom. Any replies will be made individually or if anonymous via our newsletter or on the notice board. Parents can e mail us at: carol-kerry@brookstep.co.uk.

Parents are invited to participate in sessions by signing up against a date on the list displayed in the cloakroom. A visitor's book is available for them to record their comments about their time in the session. Parents are not permitted to use mobile phones or their own cameras within the premises.

Parents are responsible for their children until they enter the classroom, if the children bring bikes, scooters, or prams to preschool they may be left outside but this is at your own risk.

Parents are invited to assist at organised trips and outings.

The group support Breastfeeding, parents are offered the facilities of our staff room in which they can feed their children.

Parents are invited to attend the Annual General Meeting and Open Evening, which is held yearly. Parents are encouraged to take an active part in all aspects and by being a parent representative on the management committee. They are encouraged to support any activity to raise funds for charity.

Any parent, who is uneasy about any aspect of the group's provision, should talk this over with the child's key person, supervisor or manager.

Contact with Ofsted can be made directly; please see our complaint procedure, which is covered in our policy 18. A letter will inform parents within 20 days of the outcome regarding any complaint. Ofsted contact number is 0300 123 1231, this is displayed in our cloakroom.

Time will be made available to give parents the opportunity to talk to the staff, view work on display or in their child's own Learning Journal.

Parents or staff can arrange a time to discuss a child's progress, problems or queries that will enable us to work in partnership for their child's benefit.

The groups SENCO updates information held all children who have extra needs and is available to talk to parents at any time. Telephone numbers are on the Prospectus.

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When an Ofsted report is issued all current parents will be given a copy. The report will be displayed in the cloakroom, if requested a copy will be given, or access is available through our web site www.brookhurstpreschool.co.uk Brookhurst preschool – stepping stones.

At the time of an Ofsted Inspection parents are also invited to give their views. Parent View is an online questionnaire for you to give your views about this school at any time of the year. For more information about Parent View visit: <http://parentview.ofsted.gov.uk>
You can also access Parent View from the home page of Ofsted's website www.ofsted.gov.uk

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6. RECORD KEEPING

All administration: – (daily attendance register of adults and children, holiday forms, accident book, accident at home forms, fire drill records, authorised signatures to collect children, registration forms, medication records and staff details) are treated confidentially and are kept in the setting, which is locked when unsupervised. All documents are kept for the period of time that the current regulations specify.

All visitors to the setting will be requested to sign the visitor's book, date, and state nature of their visit.

A book is kept by the door to record any changes to collection each day or messages from parents either in person or by telephone, together with the forms for accidents at home. A book to record other phone calls and messages is kept in the office to be read regularly by all staff.

Parents complete registration documents giving details of name, address and telephone number, date of birth, family details, emergency contact, doctors, medical history and immunisations. A copy of the child's birth certificate (Certificate copy of an entry) is taken (it is necessary for us to copy the birth certificate as this is needed when applying for funding).

Any accident is recorded in an accident book detailing nature of accident, date and time of occurrence, action taken and by whom. The parents will be informed and required to sign the entry upon collection. Any accident at home will need to be recorded on the forms provided by parents.

Any significant incident i.e. biting, hitting or throwing items will be recorded in an incident book; this will be shared with parents on the day. A signature will acknowledge this.

Confidential records, both written and pictorial, will be kept of the children's progress, from observations made by the staff during the session and from discussions with parents or when concerns arise. Written permission is sought from the parents.

The observations are brought together from systematic observations and assessments of each child's achievements, interests and learning styles. These observations identify learning priorities so we can then plan relevant and motivated learning experiences.

Three *prime* areas: 1. Communication and Language 2. Physical Development
3. Personal, Social and Emotional Development

and four *specific* areas: 4. Literacy Understanding 5. Mathematics 6. Understanding the world
7. Expressive arts and design

These observations together with incidental observations and pictorial images make up the child's Learning journal.

The children's progress will be reviewed when a child is aged between two and three. A short written summary (Progress check) will be provided to parents/carers highlighting achievements and areas in which extra support might be needed. Any issues will be discussed with parents/carers

In the two parents evenings we will give parents an opportunity to receive feedback on their child's progress, through their Learning Journal. A written profile will be given to parents at the end of the Pre-school Summer term.

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There is continual dialogue between the parents and staff on the child's progress and well-being.

Ofsted

Ofsted is informed of any alterations to our registration, i.e. number of children attending Christmas/Summer party, outings or visits, which provide a richer experience for the children.

Brookhurst Primary school

We are required to provide Brookhurst primary school with details of our Committee members and staff names and DBS numbers.

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7. PRICACY / CONFIDENTIALITY / GDPR)

In line with the General Data Protection Regulations (GDPR) we are required to have transparency on the way we collate, store and use any personal information pertaining to the children in our care and their families.

All written records are confidential and kept securely. All written and verbal information is kept within the confines of the group. Parents have the right to ask that personal information is destroyed or deleted once they have left the setting, providing deleting the material does not impact on Ofsted and Legal Regulations

Data required by Brookhurst Preschool to ensure we follow all GDPR and Ofsted requirements are as follows;

- Parents names/ Parental responsibility/
- Child’s name date of birth and address
- Contact details of Parents and children
- Doctor and Dentist
- Medical information
- Learning Journal information /photographs

All information is kept in a secure cupboard in a locked office. No unauthorised people are allowed to access it or share it without parental permission unless it is a safeguarding concern.

Staff will only discuss individual children for the purpose of planning, group management and to share progress. Parents have the right to access this information about their own child without seeing that of other children.

Any accident is recorded in an accident book detailing nature of accident, date and time of occurrence, action taken and by whom. The parents will be informed and required to sign the entry upon collection.

Any accident at home will need to be recorded on the forms provided.

Any significant incident i.e. biting, hitting or throwing items will be recorded in an incident book; this will be shared with parents on the day. A signature will acknowledge this.

Parental permission is sought before any contact is made with outside professionals.

Information given by parents to the staff or committee may be discussed within the setting or committee if appropriate.

Issues to do with the employment of staff will remain confidential to the committee and staff members concerned.

Members of staff are made aware not to discuss issues regarding the group or families on social networking sites. Staff must not befriend a family who joins the group whilst the child is attending.

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If visiting the setting any personal mobile phones or cameras must be handed into the office. Only the official group's mobile phone and camera can be used within the setting.

Parents are made aware that the camera is only used to record the children's enjoyment of activities provided, experiences and displays made. They have signed to give permission for their child to be included in these photographs on admission and these photographs may include other children within the group so could not be destroyed or deleted from the Learning Journals even if requested.

Photographic evidence of such events is important for our records to show what the group provides in experiences and for Ofsted this together with Personal information will be kept for no more than 7 years.

Any data relating to Safeguarding/Accidents/Incidents must be retained until the individual child reaches the age of 21 year and 3 months as required by Law so is exempt from the privacy laws as safeguarding concerns over ride any other requirements or regulations.

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8. EQUALITY OF OPPORTUNITY

All children’s and families’ individual needs are considered (with regard to Special Educational Needs Code of Practice) when offering a place in our setting.

We welcome all families. They will be made to feel valued and given the opportunity to share their experiences, and to appreciate and value each other’s similarities and differences, taking a positive account of gender, religion, ethnic origin, cultural origin, sexual preference, marital status, ability or special educational needs, as defined by the Equalities Act 2010

All staff, committee, parents, carers and volunteers involved with the group are required to treat all adults and children with equal respect and as individuals.

The Equality of Opportunity Policy is reflected in the Admissions and Staff policies, the provision of equipment, in activities and in daily personal interactions.

Staff or committee members address any instances of prejudices immediately and appropriately.

All efforts are made not to exclude a child on financial grounds.

Activities and resources are provided to reflect diversity, to promote positive images, non-stereotypical roles, racial, cultural and religious diversity and ability, with equipment such as books, dolls, small world, puzzles and role-play.

The snacks that the group provide are nutritious and varied, they reflect cultural diversity and current focuses. A note is displayed in the cloakroom of the weekly snack.

A note is taken of the children’s dietary requirements/allergies.

Assistance will be sought from the Multi-cultural centre for any of our information to be translated into the appropriate language.

A staff will verbally communicate to a parent who has difficulties with written English.

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9. SPECIAL NEEDS

Philosophy/Vision/Aims/ Mission

In line with our Equality of Opportunity's policy the group welcomes all children. The group has regard to the current SEND code of Practice. A member of staff (see policy 25) is nominated to be responsible for the co-ordination of specific needs.

We believe that all of our staff have a secure knowledge and understanding of individual needs of every child in our care.

We work together with parents and other relevant parties to organise the environment and plan activities to ensure all children take part at a level appropriate to their needs.

We ensure that when a child with special educational needs joins the group that every step will be taken to promote the welfare and development of the child; working in partnership with parents and other relevant parties.

Education: curriculum and related activities

Activities and play are planned with reference to the Early Years Foundation Stage. We take into account the different needs of individual children ensuring they have a range of experience and knowledge, to enable them to work towards the Early Learning Goals.

All children regardless of ability have a broad and balanced curriculum and the opportunities and experience of the full Early Years curriculum. The staff members ensure that the environment is one where the children learn through play, support, guidance, praise, and encouragement; where they have plenty of choice and chance to explore.

We plan at staff meetings where all staff members have the opportunity to contribute. Each child's needs and ability are taken into account to ensure access and appropriateness.

The group operates a key person system. Discussion takes place with other staff members and parents regarding individual child's development and needs. Regular observations are made to ensure the needs of all children are met and through this process any concerns may be identified and raised with parents. Any initial concerns will prompt us to gather information and observation, followed by a discussion with parent/carer. Strategies discussed with parents will then be implemented and reviewed periodically. A record of concern will be completed, and a graduated approach is followed.

Admission Policy, arrangements and integration of children with special educational needs

Prior to admission parents are encouraged to visit the setting to discuss ways in which their child's special needs need to be managed and to establish if the group can meet these needs.

A special needs consultation will be held with parents, carers and other professionals to assess provision required for the child. Access to premises, outdoor area and toilets will have to be taken into account.

After consultation committee members and managers will decide how the group will be able to promote the welfare and development of the individual child. Inclusion in the group may not be in the child's best interest.

If it is agreed that this is in the child's best interest the group will then seek or commit funding to meet their needs, to ensure access, appropriate resources and staffing level.

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When needed a member of staff will ensure the privacy of children with special needs when intimate care is being provided.

A risk assessment will be carried out to ensure the safety of the individual child. Discussions will take place between the committee and supervisors to ensure that different needs are catered for on any outings that may take place.

Partnership with Parents

The group works in partnership with all parents to meet the needs of individual children. We feel this is a vital part of a child's development and education. If a child has a 'special need' a meeting will be held with the parents to acknowledge and draw on their parental knowledge and expertise in relation to their child.

The group will ensure that parents are informed of their own and their child's rights and will seek help, with parent's permission, from the School Readiness Team. Parents will be consulted about outside agencies involved with their child e.g. speech therapists, physiotherapists. Parents will be advised about any specialist equipment their child is using in the group and it would be helpful if parents could advise the group of any equipment they are using at home to ensure their child's physical needs are met.

Special Needs Co-ordinator and the Code of Practice

The group has a designated member of staff (see policy 25) who is the Special Educational Needs Co-ordinator (SENCO).

Their role is to liaise with parents and other professionals in respect of children with special educational needs. They will advise and support other staff members in the group.

They will ensure that appropriate individual plans are in place and ensure that relevant background information about individual children with special educational needs is collected, recorded and updated.

The group requires that the Special Educational Needs Co-ordinator receives any appropriate training and there are opportunities to request particular training through the Area Special Educational Needs Co-ordinator.

Confidentiality and Record Keeping

The group will ensure that personal information, records on children and families will be confidential. The information will be kept securely but easily accessible. Parental agreement will be sought if any information is to be shared. The Code of Practice strongly advises that records are transferred between settings or on to a school, so that children's needs can be effectively planned from the outset.

Complaints

If any parent or member of staff has any complaints about a provision for a child with special educational needs they should report it to the group committee, managers or the SENCO. Every effort will be made to resolve the complaint. Parents or the group can request advice from Ofsted. The address and telephone number of Ofsted is displayed in the cloakroom.

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10. BEHAVIOUR

The group encourages children through the praise of positive behaviour and has well-qualified and sympathetic staff who understand the need for the children to feel comfortable and secure within the setting.

Clear boundaries are set that are developmentally appropriate and which all staff adhere to. All members of staff encourage the children to respect and be kind to each other and adults, who lead, by example.

In extreme cases the child will be asked to select another activity. Reflect on their behaviour with the help and support of a staff member.

The group has a strict 'no physical punishment, no smacking, no shaking or no shouting' rule when dealing with children. Corporal punishment will not be given or the threat of it. A member of staff (see policy 25) is nominated to be responsible.

If a situation should arise which cannot be handled by distraction or kind firmness, the staff will take the child aside to explain and ensure that they know it is the behaviour that is unacceptable not him or her.

Any other child involved in an incident will be comforted and distracted as appropriate.

The perpetrator of the unacceptable behaviour will be asked if they understand why their behaviour is inappropriate and be encouraged to continue their activity in a suitable way or distracted and encouraged to do something else.

For many children biting is a part of their natural development and may occur for a variety of reasons, including teething, excitement, frustration, anxiety, anger, fear and a way of expressing their feelings.

We endeavour to respond sensitively to the child who has been bitten and the child who has bitten. Both children will receive a staff member's care and attention.

The staff members will work as a team, liaising with the parents of the child biting, observing, recording and monitoring the child's behaviour, and implementing an adult to child one-to-one where necessary.

Bullying (verbal and/or physical) will not be tolerated and the staff will intervene to encourage positive behaviour. They will continue to observe and devise a strategy for management. A wide variety of equipment and activities will be maintained plus a high staff/child ratio to enable the children to play happily and constructively together.

Staff do not use any form of physical intervention e.g. holding, unless it is necessary to prevent personal injury to the child, other children, adult or serious damage to property. The member of staff who has dealt with the situation will keep an eye on the child and will step in quickly if the behaviour is repeated or will inform another member of staff if appropriate. This would be recorded in the incident book and the parents informed that day.

Staff should acknowledge their own feelings and ask for another staff member to be involved if they recognise that they are not getting on with a particular child.

THIS POLICY WAS ADOPTED BY THE COMMITTEE AT OUR MEETING ON

SIGNED: - THE CHAIR PERSON.....

BROOKHURST PRE SCHOOL GROUP

When any persistent behaviour problems occur the staff will inform the parents and discuss the problem agreeing strategies to be used. In extreme circumstances the group reserves the right to exclude the child. Discussion with parents will be held confidentially away from the child or others. The rights and feelings of the child will be acknowledged and humiliation will never be used. Staff will give children consistent messages about acceptable behaviour.

A record of any significant incident will be kept with parental knowledge and specific observations may be involved.

Staff, volunteers or any person working in the group will not tolerate any form of verbal or physical aggression towards them, by a child or an adult.

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BROOKHURST PRE SCHOOL GROUP

11. HEALTH AND SAFETY

All noxious substances, dangerous equipment and first aid supplies (which are regularly checked) are kept out of children’s reach within a locked room.

Medicines

The group does not normally administer medicine.

If a child has a diagnosed chronic medical condition which may in an emergency require treatment parents are required to write instructions on how to administer the medication (medication that has been prescribed by a doctor, dentist, nurse or pharmacist).

If specific needs require trained medical intervention, arrangements would have to be made with members of staff who agree to attend training, from a qualified health professional. If no staff member was willing to administer the required medication it would be deemed in the child’s best interest not to attend the group.

If members of staff are required to administer the medication all details need to be recorded and witnessed, and information passed to parents.

The medication would be kept in the first aid box in the kitchen area out of reach of children or in the fridge if necessary.

Illness

Parents are asked to inform the staff if their child contracts an infectious disease, or will be absent due to illness.

If a member of the group is affected by Meningitis or any contagious disease, parents will be notified by verbal communication and a notice in the cloakroom.

The group shall inform Ofsted of Meningitis or any communicable disease as defined by the Public Health (Control of Disease) Act 1984 or Public Health (Infectious Diseases) Regulations 1998.

The group shall inform Ofsted of food poisoning affecting 2 or more children.

Parents of a child who is infectious, contagious or who is feeling unwell are requested to keep the child at home.

The group follows the guidelines set by Wirral Health Authority on incubation and exclusion periods of the commoner diseases.

Parents are informed as soon as possible if a child is ill during a session. The child will be isolated if necessary with a staff member. A couch is available for a child who requires rest. We have a blanket and pillow to give cover and comfort.

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BROOKHURST PRE SCHOOL GROUP

Accidents

All parents are asked to sign a consent form to enable staff to act in parentus loco as necessary in an emergency.

There is a childcare first-aider on the premises at all times. A first aid box is available at all times. A designated member of staff (see policy 25), has the responsibility to keep it up to date with supplies.

Any accident is recorded in an accident book detailing nature of accident, date and time of occurrence, action taken and by who, of which parents/carer will be informed and required to sign the entry upon collection.

Any accident at home is recorded on the forms provided by parents.

Any significant incident i.e. biting, hitting or throwing items is recorded in an incident book; this is shared with parents on the day. A signature acknowledges this.

In the case of an emergency contact will be made immediately with the designated contact numbers from child's records. If necessary, staff would take the appropriate action and call an ambulance. If there is any serious accident or injury to, or the death of any child while receiving childcare, Ofsted will be notified

Fire drill, emergency and evacuation procedures.

Managers and supervisors have the responsibility to ensure that all the members of staff know where the emergency exits are located. These are clearly marked with appropriate labels. Fire doors must never be obstructed. Two clearly marked exits are available for evacuations.

Fire and security alarms are linked with Brookhurst Primary School's system, date of drills and checks are recorded in fire drill book.

There is a dedicated phone line for security, to the Wirral Community Patrol.

There are two fire extinguishers in the cloakroom and one in the classroom these are checked regularly. There is a fire blanket in the kitchen.

IN THE EVENT OF A FIRE/EMERGENCY: PROCEDURE TO FOLLOW; each staff member has a responsibility; See notice at end of document.

Attendance

Daily register is amended if staff or children arrive late or leave early to ensure a correct head count in the event of an emergency. Staff are asked to sign in and out when entering or leaving the building. Visitors are noted in the register and required to sign the Visitors book.

In the event of a bomb scare we would wait in the room until we received further instructions.

A landline and mobile phone are available for use at all times.

Hygiene

Tissues are always available to encourage children to blow and wipe their nose when necessary.

Children are encouraged to shield their mouths when coughing.

Gloves and aprons are provided for staff to wear.

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Rubber gloves are used when cleaning up. Any bodily fluids, spills of blood, vomit or excrement must be wiped up immediately and flushed away down the toilet. Floors and other affected surfaces/equipment are disinfected.

No smoking is allowed on the premises or consumption of or being under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol on the premises at any time.

Different coloured cleaning cloths are used in designated areas.

Kitchen

This area is to be accessed by staff only; equipment is to be used appropriately.

Fridge: - milk is stored at all times along with any perishable items. The temperature of the fridge is checked twice a day.

Food and snack- the snacks that the group provide are nutritious and varied; they reflect cultural diversity and current focuses. The children are offered milk to drink, which is financed by the Department of Health Welfare Food Scheme or water. Fresh water is available at all times. A notice is displayed in the cloakroom of the weekly snack.

In line with new legislation 2016 we now ensure our snack menu shows nutritional labelling. Tables are disinfected before children eat snack and again after.

Note is taken of the child's dietary requirements/allergies. These details are displayed on the staff notice board, and in the kitchen.

All members of staff are aware of basic hygiene procedures and laws; this is overseen by a nominated staff member who has a Food Hygiene certificate. Food safety and quality are important for our children; we are committed to providing high standards of food safety and hygiene.

Toileting – there is a separate washroom containing two infant sized toilets, one junior sized toilet and three child sized sinks. There is an easy accessible toilet in the reception area. Soap dispensers are provided and children are instructed in the correct way to wash their hands. Paper towels are provided for drying of hands.

It is understood that not all children will be toilet trained. The staff will work with parents to reach an appropriate, hygienic arrangement for an individual child. On arrival to the session and after snack time children who are in nappies will be checked and changed if necessary.

A written record will be made of any changes and a note handed to the parents. There are supplies of children's clothing in case of accidents. Soiled clothing is placed by staff in tied polythene bags and labelled for home. All items are kept out of reach of children.

Only regular staff that have a DBS will assist children with toileting and changing of clothes.

Hygiene rules relating to bodily fluids should be followed with particular care and all staff are made aware of how infections, including HIV infection can be transmitted.

Cleaning and maintenance

Once children have left the premises the staff tidy around, checking equipment is in good repair and clean and empty bins. A cleaning company arrive at 4.30pm to clean the premises.

They provide the cleaning equipment and supplies within their charge, together with COSHH information sheets.

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BROOKHURST PRE SCHOOL GROUP

Cleaning materials that the group use during the session will be kept in laundry, which will be kept locked.

Sun

Parents are reminded via newsletters and the prospectus to apply the appropriate sun protection cream to their child before they come to the session.

During the session legionnaire hats, which protect the head, face and neck are worn outside.

Children have to wear a hat when the sun is strong. The number of hats available can restrict the number of children out at any one time, enabling us to monitor the length of time in the sun.

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12. LOCK DOWN

Information:

Lockdown is the ability to quickly restrict access through physical measures in response to predominantly an external threat.

Whilst in the event that the threat is actually within the setting, the '*Stay Safe*' procedures will apply.

This is normally as a result of an alert from the Police, a member of the public or someone in the setting itself.

Aim:

The aim of 'lockdown' is to prevent or frustrate attackers from accessing a site (or part of a site). Whilst the aim of '*Stay Safe*' is either to evacuate the building or conceal oneself in safe areas as quickly and safely as possible.

Person in Charge

- 1) The manager of the setting and second in charge will be notified and will meet in the settings office.
- 2) The most senior person present at that time will take charge.
- 3) This person will contact and be guided by the Police.
- 4) If a decision is to move into lockdown, they will send a message to staff throughout the setting, 'to move into your safe area'.
- 5) This will be detailing someone to communicate by word of mouth.
- 6) They will communicate the reason/s why, however; care should be taken so as not to cause undue concern. (This will be dependent on each individual situation.)
- 7) They will remain in contact with everyone in the setting in order to provide updated information and instructions.
- 8) They will take account of welfare considerations including medical needs, food and drinks, toileting, etc.
- 9) If there is no longer a threat they will send a message, 'please stand down'.

Staff

- 1) If safe to do so, the settings staff will lock external gates and doors and external shutters if able to do so.
- 2) Staff will move children to predetermined location
- 3) Before moving to safe locations staff will close windows, doors and blinds.
- 4) At all times and where possible they will stay away from external windows, ensuring children do also.
- 5) Care should be taken so as not to obstruct any evacuation routes.
- 6) Staff within the setting should ensure that they remain in contact with the person in charge for updates and further instructions.
- 7) Only staff should use mobile phones.

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BROOKHURST PRE SCHOOL GROUP

Stay Safe Procedures:

In the event that there is an internal threat, the '*Stay Safe*' procedures will take primacy, i.e.,

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? **RUN**, if not **HIDE**
- Insist others leave with you
- Leave all belongings behind.

HIDE

- If you can't **RUN**, **HIDE**
- Find cover from gunfire
- If you can see the attacker, they can see you
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from the door

TELL

- Call 999 – What do the police need to know?
- Location – Where are the suspects?
- Direction – Where were the suspects last seen?
- Descriptions – Describe attackers, numbers features clothing etc.
- Further Information – Casualties, types of injury, key building info, hostages

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm

Post Event:

The manager/person in charge will decide on who to notify conveying a corporate message that, 'safety was always paramount'.

The manager will organise debrief with relevant parties.

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BROOKHURST PRE SCHOOL GROUP

13. PHYSICAL ENVIRONMENT

The group holds a public liability insurance document- displayed in the cloakroom.
The group displays the current health and safety poster in the office.

The group performs a risk assessment yearly and when deemed necessary i.e. outings, new equipment, prior to setting up for the session, (check list provided by the insurance company). Risk assessment of activities is discussed at staff planning sessions which are held every half term. Notes are recorded on the risk assessment sheet for staff information when necessary. In line with the Equality Act 2010 an access audit will be completed.

Electrical appliances and fittings comply with safety requirements and do not pose a hazard to the children. The electrical equipment and fire extinguishers are checked. Checks are recorded in the fire drill book.

The entrance door can be locked and a bell for attention is available. This leads to the reception area and the other doors leading to the office, laundry, staff room and main room area are fitted with keypad locks, the accessible toilet is not. The main doors are staffed when children and adults are entering and leaving the building. Within the main room doors lead to a lockable stockroom, kitchen, washroom and outside area (push release).

A landline and mobile phone is available for use at all times.

The temperature of the building is controlled by an electrical unit that provides for both heat and air conditioning. The local authority is responsible for the maintenance.

Cold and hot water is accessible. The water temperature is thermostatically controlled in each area.

The rooms are clean, well lit, adequately ventilated and maintained in a suitable state of decoration. The registered premises are for the sole use of the group. The room is registered to cater for a maximum of 30 children. The group's staffing adheres to the official adult -child ratio. Registration certificate is displayed in the cloakroom.

Adequate storage space for equipment is provided inside and outdoors.

A large, well maintained outdoor area adjoining the premises provides a safe and secure environment. This area consists of grass, a variety of textured paving, and safety surface to withstand the critical fall height of our largest apparatus. The area is surrounded by secure fencing and has one gate for emergency exit.

Children are not allowed outdoors without a member of staff. A check is always made for glass, litter, broken objects, animal fouling and other debris before the children go outdoors. Fencing and the gate are checked for maintenance. Any changes will be notified to Ofsted.

If hypodermic syringes are found in the outside play area, the area will not be used. The staff members will not attempt to remove it but will lock the area and contact the environmental health department for advice. Water safety checks are made to take into account where water can collect.

All plants grown are child friendly.

A member of staff (see policy 25) is nominated to be responsible.

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BROOKHURST PRE SCHOOL GROUP

14. LOST CHILD

Safety and security are priorities within the group. The doors are locked when not manned.

However, in the unlikely event of a child going missing the following procedures will be followed:-

One staff member to check Brookhurst School premises and inform school secretary to enlist more help and then begin to move outwards, searching towards the child's home.

One member of staff will contact police and parent.

All other children must be accounted for and kept secure and calm.

Staff members must not show signs of panic.

Factual information must be recorded in the incident book.

Staff members will remain on duty until the situation has been resolved or instructed by a manager or committee official.

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15. EQUIPMENT AND RESOURCES

All equipment and resources are appropriate for the age and stages of the children's development offering a wide range of stimulating activities and play opportunities for personal development.

All equipment fits into the group's equality of opportunity policy, and is sound and well made conforming with the relevant safety regulations - BS EN 71 safety standards or the Toys (safety) Regulations (2011) where applicable.

There are a variety of child-sized chairs and tables to allow children to move freely within the setting; all furniture is suitable for adult use. Outdoor play is an Ofsted requirement and is crucial in supporting children's learning experiences, development and promoting good physical health. The group aims to provide an outdoor area which is exciting, stimulating and a natural resource for the children's learning. A variety of resources will be available to the children, encouraging investigation, exploration, imagination, creativity and socialisation.

Planning for outdoor play will reflect all seven areas of the Early Years Foundation Stage. An equal balance of child led and adult led activities will be implemented during outdoor play. Observations of the children's learning outdoors will be recorded and reflected upon.

An open door policy will be upheld throughout most of the session, enabling the children to equally access both indoor and outdoor areas. Sun hats, fleece hats, wellington boots and wet weather suits will be provided to safeguard the children from the varying weather conditions. During extreme weather conditions children's time outdoors may be limited for their protection.

The health and safety of the children and the physical environment will be maintained at all times following the procedures in the policies Health and Safety 11 and Physical Environment 13. A minimum of one staff member will be on duty outside at all times, rising to two staff members if all outdoor areas are accessible to the children.

The group owns a large range of equipment/resources to allow for a planned rotation linked with early learning goals and focuses.

The condition of the equipment is checked and cleaned before use. Any faulty equipment is removed and attended to.

Sand-

- At all times the sand is child 'friendly'
- Sand is examined for foreign bodies before use
- Sand is replaced when necessary

Water-

- All activities are supervised.
- The children are provided with protective aprons; this also acts as a regulator for numbers of children allowed to play with water at one time
- Water temperature is checked before the children begin to play
- Fresh water is used each day; adults empty the tray
- Members of staff continually mop spills to avoid accidents

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BROOKHURST PRE SCHOOL GROUP

The computer and interactive whiteboard are linked to the internet and will only be used for appropriate children's education and activities.

Brookhurst Primary School

The group promotes links with the school through visits to Christmas nativity and reception class assembly. The Pre-School children visit the Reception Class in the summer term.

We greatly value the weekly use of the Brookhurst Primary school hall.

We notify Ofsted of any alterations to our registration.

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BROOKHURST PRE SCHOOL GROUP

16. OUTINGS AND TRANSPORT

The group organises outings, which are linked to focuses and takes children over to school for special events.

Insurance policy covers outings and transport.

A risk assessment is completed before each outing.

A letter is sent to Ofsted to inform them that the group will be on an outing, stating numbers of children and staff/volunteers.

Parents are provided with the details and asked for written parental permission.

A reputable coach company is used at all times; bookings are made in advance with clear instructions that the coach will have seat belts for all in working order. It is also confirmed that they know of a safe route to and from the destination with a suitable area to disembark.

Regular head counts are done.

On all outings the ratio is at least one adult: two children; adults may include members of staff, members of the committee and parents.

All helpers are requested to read and sign to agree to adhere to follow our requirements during the trip.

Prior to the visit a member of staff will assess any potential risk on the route or at the venue and procedures to follow in the event of an emergency.

The group's mobile phone will be taken to enable parents to contact us and for use in case of an emergency; other staff members are asked to bring a mobile phone as back up.

In the event of a delay in returning to Brookhurst School the school secretary will be notified to inform parents.

Contact records for staff and children, register and a note of children's individual needs are taken.

First-Aid kit, disposable gloves, plastic bag, bucket and spare clothing are taken.

No child is left unattended and no staff member or helper is left alone with a child.

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BROOKHURST PRE SCHOOL GROUP

17. SAFEGUARDING CHILDREN

Brookhurst Pre School will endeavour to protect children from maltreatment, aiding their development, keeping them safe and ensure that they have the best outcome in life.

Children are encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding words for their own feelings and acceptable ways to express them. This helps to enable the children to have the self-confidence and vocabulary to resist inappropriate approaches.

Members of staff and committee are made aware not to discuss issues regarding the group or families on social networking sites.

Brookhurst Pre School will promote and prioritise the safety and wellbeing of children and young people.

We will ensure all staff and volunteers understand their roles and responsibilities in respect of safeguarding and they are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

We will ensure appropriate action is taken in the event of incidents/concerns of abuse and support will be provided to the individuals who raise or disclose the concern.

We will prevent the employment/deployment of unsuitable individuals by following correct procedures.

We will ensure robust safeguarding arrangements and procedures are in place.

If visiting the setting any personal mobile phones or cameras must be handed in to the office. Only the official group's mobile phone and camera can be used within the setting.

The setting consists of a reception area/cloakroom. An office, stock room, staff room and an easy accessible toilet are situated off the reception area. The reception area has a door leading to a large play room. The children's washroom/toilet, kitchen area, stock room and outdoor play area are adjacent to the playroom. The kitchen has a security lock.

The children are consistently supervised due to adult/child ratio.

For security the door is keypad locked during all sessions. All visitors to the group are required to provide appropriate identification, and sign our visitor's book.

A member of staff (see policy 26) is nominated to be responsible for safeguarding children. See separate policies for Admissions, Behaviour, Health and Safety.

Changes in a child's behaviour or appearance will be investigated. Parents will normally be the first point of reference. All such suspicions and investigations will be kept confidential, shared only with those who need to know.

Wherever worrying changes are observed in a child's behaviour, physical condition, unexplained bruising, marks or signs of possible abuse, appearance or vocabulary, a specific and confidential record will be set up (only accessible to those who need to know). The record will include the name and address of the child, timed and dated observation, describing objectively the child's behaviour and appearance; the exact words spoken by the child without comment or interruption; the date, name and signature of the recorder.

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We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision.

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.

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BROOKHURST PRE SCHOOL GROUP

18. CHILD PROTECTION

Brookhurst Pre School acknowledged the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidelines and complies with best practice and Wirral authority guidelines.

The group will take action to promote the welfare of children and protect them from harm, defined as; Protecting children from maltreatment, Preventing impairment of children's health or development, Insuring children grow up in circumstance consistent with the provision of safe and effective care, Taking action to enable all children to have the best outcomes.

As part of our staff employment procedures candidates are all requested to sign that they are exempt from the Rehabilitation of Offenders' act 1974.

References are sought for all new applicants.

Disclosure and Baring Service (DBS) at Enhanced Disclosure levels, which includes a Protection of Children Act/List 99 check, is required for all regular staff members; until notification is received they will not be unsupervised or left alone with any child. This applies to volunteers and visitors within the group.

Members of staff and committee are made aware not to discuss issues regarding the group or families on social networking sites.

If visiting the setting any personal mobile phones or cameras must be handed in to the office. Only the official group's mobile phone and camera can be used within the setting.

It is important that the members of staff are constantly aware of safeguarding children issues which may arise within the setting, child's home life or elsewhere. Staff will be made aware of inappropriate behaviour displayed by children, staff members, or any other person working with children; for example inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images. The staff role in safeguarding children is reviewed at staff supervisions and training.

The group requires all staff members to keep their First Aid, Safeguarding children and Food hygiene certificates up to date.

We actively protect children and recognise that the welfare and interest of children is paramount in all circumstances. It aims to ensure, regardless of age, ability, disability, gender, reassignment, race, religion or belief, sex or sexual orientation, socio-economic background all children have a positive and enjoyable experience in a safe and child centred environment and are protected from abuse whilst participating in activities within the pre-school or whilst taking part in outside activities – school trips

We teach them to value British Values by recognising and valuing the universal uniqueness of all individuals and we are mindful to instil learning and resilience to protect children against the development of extremist and radicalised thinking and behaviour.

Brookhurst Pre-School acknowledge that some children, including disabled children and young people or those from ethnic minority community can be particularly vulnerable to abuse and we accept responsibility to take reasonable and appropriate steps to ensure their welfare.

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BROOKHURST PRE SCHOOL GROUP

Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.

The group will follow the procedures in the book 'What to do if you are worried a child is being abused – Summary'; the Local Safeguarding Children Board.
The protection of the child is our first priority.

The group will take every step in its power to build up a trusting and supportive relationship between family and staff.

2

Whistle blowing is encouraged and enables staff, students, volunteers and committee members to raise concerns about any aspect of the settings practice (which do not meet the criteria for being dealt with as a complaint or grievance), in confidence and without fear of reprisals. (PID 1998)
Also to ensure the setting continues to work within best practice and safe guard children and young people guidelines. Concerns that should be raised via whistle blowing may be in relation to the actions/behaviours of other staff, students, volunteers and committee members, or about something that is perceived as Unlawful, Failing to comply with the setting policies and procedures, Poor practice, and Improper conduct.

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

In the event of a complaint against a member of staff parents can:

- put their complaint in writing and request a meeting with the chair of the committee;
- request advice from Ofsted, Social Services, PLA – details to be found in the cloakroom;
- use an external mediator i.e. Pre-school Learning Alliance (PLA);
- contact Social Services or Police Child Protection directly.

The group will notify Ofsted of any allegation of serious harm or abuse about any child or against any staff member. Statements will be taken to record all the accurate details.

If an allegation is made against a member of staff they will be suspended while investigations are taking place.

Confidential records kept on the child will be shared with the parents unless advised by person in authority.

Under the Safe Guarding and Vulnerable Groups act 2006 we have a duty to make a referral to the Disclosure and Baring Service where a member of staff is dismissed because they have harmed a child or put a child at risk of harm.

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BROOKHURST PRE SCHOOL GROUP

**Wirral Council: Social Services, P.O. BOX 32, Birkenhead, CH41 SWE
0151 606 2008 (Mon-Fri 9-5pm)**

**Pre-school Learning Alliance (PLA) 01954 232327
www.pre-school.org.uk**

**Office for Standards in Education (Ofsted) 0300 1231231
www.ofsted.gov.uk/about/childcare.htm**

**Social Services Advice and duty team 0151 606 2008 (Mon-Fri 9am-5pm)
Emergency Duty Team (out of hours) 0151 677 6557
Email cadtsocialare@wirral.gcsx.gov.uk**

Wirral Local Safeguarding Unit 0151 666 4442

**Local Authority Designated Officer (LADO) Suzanne Cottrell 0151 666 4582 / 07780508918
Email suzannecottrell@wirral.gov.uk**

Ofsted 0300 123 1231

In an emergency call police 999 or non-emergency number 101

Police Child Protection Unit 0151 777

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BROOKHURST PRE SCHOOL GROUP

19. COMPLAINTS/GRIEVANCES

Parents - Any parent, who is uneasy about any aspect of the group’s provision, should talk this over with the child’s key person or manager.

A comment box is available at all times in the cloakroom. Any replies will be made individually or if anonymous via our newsletter or on the notice board. Complaints will be dealt with promptly. Contact can be made via the groups e mail; carol-kerry@brookstep.co.uk

The group has adopted the complaint procedure form suggested by Ofsted. Written records of any complaints, investigation, action and outcome will be kept for 2 years. A letter will inform parents within 20 days of the outcome regarding any complaint.

Depending on the nature of the complaint the staff present will record their accounts, initial action taken and subsequent action to follow.

If there is no satisfactory outcome, the parent should put their concern in writing and request a meeting with the chair of the committee and supervisor.

The parents can use an external mediator.

Parents or the group can request advice from OFSTED. A poster and the address and telephone number of OFSTED is displayed in the reception area.

Staff- any member of staff, who is uneasy about any aspect of the group’s provision, should talk this over with one of the managers. Bullying will not be tolerated.

If there is no satisfactory outcome, the staff should put their concern in writing and request a meeting with the chair of the committee.

Depending on the nature of the complaint the staff present will record their accounts, initial action taken and subsequent action to follow. In the case of suspected abuse the staff member would be suspended while inquires made.

The group has adopted the complaint procedure form suggested by Ofsted. Written records of any complaints, investigation, action and outcome will be kept for 2 years. A letter will inform staff within 20 days of the outcomes regarding any complaint.

The member/s of staff can use an external mediator.

The member of staff can request advice from OFSTED. A poster and the address and telephone number of OFSTED is displayed in the reception.

If requested by Ofsted, the group will provide details of any complaints made during the past 12 months and the action that was taken as a consequence.

THIS POLICY WAS ADOPTED BY THE COMMITTEE AT OUR MEETING ON

SIGNED: - THE CHAIR PERSON.....

BROOKHURST PRE SCHOOL GROUP

Whistle blowing is encouraged and enables staff, students, volunteers and committee members to raise concerns about any aspect of the settings practice (which do not meet the criteria for being dealt with as a complaint or grievance), in confidence and without fear of reprisals. Also to ensure the setting continues to work within best practice and safe guard children and young people guidelines. Concerns that should be raised via whistle blowing may be in relation to the actions/behaviours of other staff, students, volunteers and committee members, or about something that is perceived as Unlawful, Failing to comply with the setting policies and procedures, Poor practice, and Improper conduct.

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20. CURRICULUM, CHILDCARE, LEARNING AND PLAY

The Early Years Foundation Stage September 2012 (EYFS) learning and development requirements are made up by three elements; the early learning goals, the education programme and the assessment arrangements.

The Early Years Foundation Stage Principals; Unique Child, Positive Relationships, Enabling Environment work together to stimulate Learning and Developing.

The EYFS seeks to provide:

- **quality and consistency** in all early years settings, so that every child makes good progress and no child gets left behind;
- **a secure foundation** through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly;
- **partnership working** between practitioners and with parents and/or carers;
- **equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare. The **learning and development requirements** cover:

- the *areas of learning and development* which must shape activities and experiences (*educational programmes*) for children in all early years settings;
- the *early learning goals* that providers must help children work towards (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five); and
- *assessment arrangements* for measuring progress (and requirements for reporting to parents and/or carers).

Three *prime* areas:

1. Communication and Language
2. Physical Development
3. Personal, Social and Emotional Development

and four *specific* areas:

1. Literacy Understanding
2. Mathematics
3. Understanding the world
4. Expressive arts and design

EYFS learning and development goals should be achieved by the end of the academic year in which children reach the age of five.

Characteristics of Learning

The ways in which the child engages with other people and their environment – playing and exploring, active learning and creating and thinking creatively – underpin learning and development across all areas and support the child to remain an effective and motivated learner.

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1. COMMUNICATION AND LANGUAGE

EDUCATIONAL PROGRAMME; development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

EARLY LEARNING GOALS

By the end of the EYFS children should:

Listening and attention; Children listen attentively in a range of situations. They listen to stories, accurately anticipating key events and respond to what they hear with relevant comments, questions or actions. They give their attention to what others say and respond appropriately, while engaged in another activity

Understanding; Children follow instructions involving several ideas or actions. They answer 'how' and 'why' questions about their experiences and in response to stories or events.

Speaking; Children express themselves effectively, showing awareness of listeners' needs. They use past, present and future forms accurately when talking about events that have happened or are to happen in the future.

They develop their own narratives and explanations by connecting ideas or events

2. PHYSICAL DEVELOPMENT

EDUCATIONAL PROGRAMME; involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

EARLY LEARNING GOALS

By the end of the EYFS children should:

Moving and Handling; Children show good control and co-ordination in large and small movements. They move confidently in a range of ways, safely negotiating space. They handle equipment and tools effectively, including pencils for writing

Health and self-care; Children know the importance for good health of physical exercise, and a healthy diet, and talk about ways to keep healthy and safe. They manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently

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3. PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

EDUCATIONAL PROGRAMME; involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

EARLY LEARNING GOALS

By the end of the EYFS children should:

Making relationships; Children play co-operatively, taking turns with others. They take account of one another’s ideas about how to organise their activity. They show sensitivity to others’ needs and feelings, and form positive relationships with adults and other children

Self-confidence and self-awareness; Children are confident to try new activities, and say why they like some activities more than others. They are confident to speak in a familiar group, will talk about their ideas, and will choose the resources they need for their chosen activities. They say when they do or don’t need help

Managing feelings and behaviour; Children talk about how they and others show feelings, talk about their own and others’ behaviour, and its consequences, and know that some behaviour is unacceptable. They work as part of a group or class, and understand and follow the rules. They adjust their behaviour to different situations, and take changes of routine in their stride

4. LITERACY

EDUCATIONAL PROGRAMME; development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

EARLY LEARNING GOALS

By the end of the EYFS children should:

Reading;

Children read and understand simple sentences. They use phonic knowledge to decode regular words and read them aloud accurately. They also read some common irregular words. They demonstrate understanding when talking with others about what they have read.

Writing; Children use their phonic knowledge to write words in ways which match their spoken sounds. They also write some irregular common words. They write simple sentences which can be read by themselves and others. Some words are spelt correctly and others are phonetically plausible

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5. MATHEMATICS

EDUCATIONAL PROGRAMME; involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures

EARLY LEARNING GOALS

By the end of the EYFS children should:

Numbers; Children count reliably with numbers from one to 20, place them in order and say which number is one more or one less than a given number. Using quantities and objects, they add and subtract two single-digit numbers and count on or back to find the answer. They solve problems, including doubling, halving and sharing.

Shape, space and measure; Children use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They recognise, create and describe patterns. They explore characteristics of everyday objects and shapes and use mathematical language to describe them

6. UNDERSTANDING THE WORLD

EDUCATIONAL PROGRAMME; involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment

EARLY LEARNING GOALS

By the end of the EYFS children should:

People and communities; Children talk about past and present events in their own lives and in the lives of family members. They know that other children don't always enjoy the same things, and are sensitive to this. They know about similarities and differences between themselves and others, and among families, communities and traditions

The world; Children know about similarities and differences in relation to places, objects, materials and living things. They talk about the features of their own immediate environment and how environments might vary from one another. They make observations of animals and plants and explain why some things occur, and talk about changes

Technology; Children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes

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BROOKHURST PRE SCHOOL GROUP

7. EXPRESSIVE ARTS AND DESIGN

EDUCATIONAL PROGRAMME;

involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

EARLY LEARNING GOALS

By the end of the EYFS children should:

Exploring and using media and materials; Children sing songs, make music and dance, and experiment with ways of changing them. They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function

Being imaginative; Children use what they have learnt about media and materials in original ways, thinking about uses and purposes. They represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role play and stories

Good planning is the key to making children's learning effective, exciting, varied and progressive, enabling us to gather knowledge relating to individual children's needs. Within our group all children are supported in developing at their own pace. We provide this through the "curriculum" which is a term used to describe everything children do, see, hear or feel in the setting both planned and unplanned, which they access through play.

Well-planned play ensures children learn through enjoyment and are challenged during the foundation stage.

We plan at staff meetings where all staff members have the opportunity to contribute.

Long, medium and short-term plans are produced.

Finally, weekly session plans are written to take into account spontaneous child or adult led activities and discussions.

Plans are not 'fixed in stone' and are used as guidance.

Interests that the children have are used as a guide to ensure their full involvement in the group's activities.

We use The Early Years Foundation Stage as a base from which to plan and take into account the different needs of individual children in our group, ensuring they have a range of experience and knowledge to enable them to work towards the early learning goals.

A wide range of teaching strategies, resources and equipment enable us to provide opportunities to motivate and support the children, extending their knowledge, experience, interests and skills and developing their self esteem, independence and confidence in their ability to learn. The staff help children learn what is right and wrong.

All staff members have a high level of understanding of child development and the group encourages all staff to act as positive role models, having a consistent approach to all children.

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BROOKHURST PRE SCHOOL GROUP

21. COMMITTEE

Brookhurst Pre-school Group is run by an elected committee and has adopted the Pre-school Learning Alliance Constitution.

Ofsted would be informed if there were any change to the address or type of childcare provided by the group.

The group has a licence agreement with Wirral Borough Council.

The provision of Pre-school facilities is conditional upon the continuation of the licence.

Any alterations that would affect the running of the group would be notified to parents and Ofsted if applicable, as soon as is reasonably possible.

The group is a registered charity, no **1085865**.

An Annual General Meeting is held in the autumn term.

The committee must consist of 3 officers: Chairperson, Treasurer and Secretary. These posts can be held for 10 years maximum.

Not less than 2 or more than 9 members who have a child on our waiting list or currently attending sessions can be on the committee.

If the committee so decides they can co-opt not more than 3 members.

The committee would require a letter stating the interest in joining the committee; a reply will be given after the next committee meeting.

Ofsted will be informed of any changes (name, address, and telephone number) of the committee members and registered provider, together with any details that would affect their suitability to hold their post.

The committee ensures that the group meets the Statutory Framework for the Early Years Foundation Stage requirements for sessional care and the Ofsted Requirements for Childcare Register.

All committee members will be vetted. Officers and committee members are required to complete a EY2 form from Ofsted which will then instigate a Disclosure & Barring Service (DBS) check to be undertaken, which includes a Protection of Children Act/List 99 check.

Members of the committee are made aware not to discuss issues regarding the group or families on social networking sites.

If committee members bring mobile phones to the setting these must remain in the office area for use on breaks only.

If visiting the setting any personal mobile phones or cameras must be handed into the office. Only the official group's mobile phone and camera can be used within the setting

Parent representatives are invited from both morning and afternoon sessions.

Committee meetings are held every half term.

The group manager(s) attends meetings and feed information back to the other members of staff.

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BROOKHURST PRE SCHOOL GROUP

22. STAFFING

The committee employs the members of staff in accordance with our Equality of Opportunity Policy. They provide job descriptions and contracts of employment for managers, supervisors, assistants and administration staff. All members of staff must sign to agree to abide by all of the group's policies and procedures.

If the group needed to suspend or close the business or a staff member due to unforeseen circumstances has to be made redundant we would follow the Government guidelines regarding pay.

All members of staff agree not to smoke, or consume or be under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol on the premises at any time while working.

A yearly staff appraisal will be completed in the summer term. At such times staff must declare any offences or orders which may affect their suitability to care for children, including the above each half term supervisions will be completed, giving the staff opportunity to discuss any issues. These supervisions will help identify solutions to any issues that arise. Staff training, coaching or mentoring needs will also be identified.

The group has adopted the complaint procedure form suggested by Ofsted. Written records of any complaints, investigation, action and outcome will be kept for 2 years. A letter will inform staff within 20 days of the outcomes regarding any complaint.

Staff must notify any child protection agency (usually local children's services or the police) previously identified by the Local Safeguarding Children Board (LSCB), without delay, of allegations of abuse, keeping their concerns confidential.

The committee ensures that the manager/s in day to day charge of the group is/are qualified to at least level 3 (CACHE) appropriate to the post and have the necessary experience. The manger/s is/are directly responsible to the chairperson of the Brookhurst Pre-school Group committee.

All members of staff will be required to submit to the vetting procedures by an approved agency, which include, Disclosure & Barring Service (DBS) check to Enhanced Disclosure level, which includes a Protection of Children Act/List 99 check.

A record of the registration number and date of issue will be kept.

The registered person, the staff and volunteers must not have been convicted of an offence or been subject of an order which disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989.

No child will be left alone with any person who has not been vetted.

All members of staff and volunteers will be required to be both mentally and physically suitable to care for children. A Fitness to work assessment form must be completed when staff return after sickness or dealing with sickness within the family.

All members of staff should feel free to contact the committee chairperson or other committee members at any time to discuss problems, queries or any aspect of the group.

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BROOKHURST PRE SCHOOL GROUP

The morning managers arrive at 8.45 a.m. and assistants at 9.00 a.m. All the afternoon session members of staff arrive at 12.30 p.m. Staff are required to sign in a register the time they are In and Out of the building. A diary is kept to record staff hours worked and reason for absence.

Adult: Child ratios

The group is registered to take 30 children at each session.

The ratio required by Ofsted is 1 adult: 4 children aged 2 to 3 years, 1 adult: 8 children 3 to 5 years. Staff with Early Years Teacher Status 1:13

Staffing levels are increased to a ratio of 1 adult: 2 children for outings/trips.

This ratio is always adhered to and is usually at a higher staff level. The group acknowledges that members of staff under 17 years are not counted in the staffing ratios and at all times are supervised.

Managers and supervisor/s will ensure that the members of staff are deployed effectively within the room and garden considering safety, welfare and development of children.

A notice is displayed showing who is in attendance and how they are deployed.

A designated staff member (see policy 25) is responsible for ensuring the correct staff ratio is in place at all times; the group has an agreement with sufficient suitable adults who in times of emergency and unexpected staff absences can cover.

A member of staff may be required to undergo training from a qualified health professional to enable a child with a specific need, i.e. medication, physical, to attend our group. If no staff member is willing to undergo the training it would be deemed in the child's best interest not to attend the group.

Designated staff members are responsible for SEND co-ordination; behaviour; First Aid supplies; garden/plants; milk ordering/payment and reimbursement from Welfare; provisions and domestics; safeguarding children; volunteer co-ordinator; staff deployment.

Members of staff are made aware not to discuss issues regarding the group or families on social networking sites.

No mobile phones or cameras are permitted within the setting other than the official group's camera.

The computers and interactive whiteboard are linked to the internet and will only be used for appropriate children's education and activities.

We will act to ensure that our preschool remains a safe place for children and staff.

If a staff member has concerns we will always listen to them and seek to address them. However, abusive, threatening or violent behaviour will not be tolerated, if this continues further action will be sought.

Staff meeting/planning of curriculum

The staff team meets each half term to plan the curriculum, ensuring that the Early Learning Goals laid down in the Early Years Foundation Stage are considered.

Other aspects of running the group are also discussed at this time including feed back on training; risk assessment; equipment and resource supplies.

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BROOKHURST PRE SCHOOL GROUP

The group operates a key person system. Discussion takes place regarding individual child's development and their needs. Regular observations are made to ensure the needs of all the children are met.

The staff members ensure that the environment is one where the children learn through play, support, guidance, praise and encouragement; where they have plenty of choice and chance to explore.

Administration

The group's administration is completed by the co-managers and committee members.

Staff Training

All staff members have induction training including health and safety and safeguarding children policies and procedures in the first week.

In-house training takes place at staff planning meetings held every half term. All staff members' feedback on training courses attended through positive contributions. Staff developmental plans will be discussed.

The group requires all staff members to keep their First Aid, Safeguarding children and Food hygiene certificates up to date.

The staff will train/enrol to at least Level 2 in childcare and education within the first year of employment.

The staff will be encouraged to attend training provided by the authority.

Staff Vacancies

Vacancies are advertised. A job description, essential criteria, staffing policy and procedure, and application form are sent to all applicants.

The committee checks the details and advises who will be interviewed.

A panel is set up of two officers who will ask a set of questions of all applicants.

The candidates' identification will be checked (passport or photographic driving licence).

Managers will be present to note replies to questions and will join in the consultation on final selection.

Applicant/s not successful will be notified by letter, as will the successful candidate/s.

All references will be taken up and each new staff member will undergo a probationary period.

The qualification requirements for the managers and supervisors: a minimum of Level 3 in an appropriate childcare/education qualification and childcare experience of 5 years.

Assistant: level 2 in an appropriate childcare/education qualification or agreement to work towards it and subsequently level 3.

Individual records are kept on file containing the name and address of staff members, any volunteers and committee members, and information about recruitment, training and qualifications.

If the Lost child (policy 14) is being followed staff members will remain on duty until the situation has been resolved or instructed by a manager or a committee official.

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BROOKHURST PRE SCHOOL GROUP

23. STAFF ABSCENCE

Staff holidays should not normally be taken in term time, as term time only working provides adequate scope for staff holidays.

However, if members of staff request leave during term time, the committee will discuss each application on its own merit.

Applications should be made in writing to the committee, at least one term in advance in order to allow the committee the opportunity to discuss the application at a committee meeting.

An application for term time leave will only be considered once in a 12 month period.

A maximum of one calendar week only will be considered.

The leave must not clash with any other planned staff absences, and Kerry Green, the manager in charge of this issue, will arrange cover.

Leave, if granted, will be unpaid.

Compassionate Leave

Staff will be entitled to unpaid leave, but would be offered paid leave for a reasonable amount of time. This would be for close relatives, (defined as husband, wife, brother, sister, mother, father, child, grandparent, grandchild, mother in law, father in law) and would be for 5 days, including funeral.

This would be at the absolute discretion of the chair and senior management.

All other relatives would be 1 day paid leave, including funeral.

Sickness

To ensure the health of the whole group up to two days sickness leave will be paid e.g. diarrhoea, sickness. Staff will need to telephone Kerry Green/Carol Cottrell as soon as possible to notify of day/s not being able to work to enable cover to be arranged. Absences will be monitored by the committee.

Maintenance

If the building has to close for maintenance to be carried out staff would be paid for the normal hours they would work

Weather

If the group had to closed due to unforeseen weather conditions out staff would be paid for the normal hours they would work

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BROOKHURST PRE SCHOOL GROUP

24. VOLUNTEERS

All volunteers are given a copy of the procedures below to help equip them with our requirements during their time with us.

Volunteers are made aware not to discuss issues regarding the group, staff or families on social networking sites.

If volunteers bring mobile phones to the setting these must remain in the staff room area for use on breaks only.

We are a Pre-school offering a wide range of stimulating play activities to children aged from 2 to 5 years. The majority of Pre-school children attend at least three morning sessions, most attend five. The younger Play-group children come in the afternoons and attend at least two sessions.

All children are supported in feeling safe and settled within the setting; sensitivity is given to their individual needs and those of the family. They are encouraged to gain independence in exploring the environment and the resources, and to participate in the wide selection of activities offered. The children are supported in building positive relationships with both the adults and other children.

The Pre-school setting is regulated by **Ofsted**, we are proud to announce that we are a consecutive three times 'outstanding' setting. The group abides by the '**Statutory Framework for Early Years Foundation Stage**' (2017), and follows non-statutory guidelines of the '**Development Matters in the Early Years Foundation Stage**' (2012), known as the 'EYFS.' The **Childcare Act 2006** underpins the Early Years Foundation Stage.

Development Matters in the Early Years Foundation Stage outlines how the four themes of the EYFS Framework and the principles that inform them work together to support the development of babies, toddlers and young children within the context of the EYFS framework. The document also illustrates how the 'Characteristics of Effective Learning' may be supported and extended by adults as well as how they underpin the three 'Prime' and four 'Specific' areas of learning and development. These seven areas of learning are divided into 17 aspects, leading to 17 Early Learning Goals.

3 PRIME AREAS - The prime areas are important because they lay the foundations for child's learning in all the other areas in life.

Personal, Social and Emotional Development

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

Communication and Language

- Listening and attention
- Understanding
- Speaking

Physical Development

- Moving and handling
- Health and self-care

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BROOKHURST PRE SCHOOL GROUP

4 SPECIFIC AREAS

Literacy

- Reading
- Writing

Mathematics

- Numbers
- Shape, space and measure

Understanding the World

- People and communities
- The world
- Technology

Expressive Arts and Design

- Exploring and using media and materials
- Being imaginative

Our day starts at 9.00am – We ask that you arrive by **8.55am** to ensure you are here before the children enter for the session.

Lunch Break 12.05pm – 12.35pm (Tea and coffee is provided, please bring a packed lunch, a fridge is available)

Day Finishes 4.00pm

The morning sessions Monday – Friday start at 9.00 a.m. and finishes at 12.00 a.m.

The afternoon sessions Monday – Friday start at 12.40 p.m. and finishes at 3.40 p.m.

If for any reason you cannot attend or you are going to be late, please inform us as soon as possible. Our number is **0151 343 0451**.

AN OUTLINE TO A TYPICAL SESSION

A member of staff monitors the door to welcome the children and accompanying adults, the children enter and self-register with their personal colour/symbol name card. The children sit on a mat and are supported in changing from their outdoor shoes into pumps. We then sing our 'Hello' song followed by the register. In the morning session four Pre-school children are allocated one of our special daily jobs 'Timeline Monitor, Snack Ticket Monitor, Calendar or Counting Teachers/Children Present.' In the afternoon two children are allocated 'Timeline Monitor and Snack Ticket Monitor,' all children will eventually have a turn at each of the special tasks. New activities or changes to the session will be introduced after registration.

The children then get up to play; free choice of activity is important, but those who have difficulty making decisions can be helped by a little individual support. When the weather permits we do like to go outside for more freedom of movement, children are asked to wear a sun hat in sunny conditions, or a warm hat in cold conditions. During free play children may be invited to participate in adult-led activities or join in whole/small group sessions.

At approximately 10.30am morning session and 2.30pm afternoon session children are invited for 'Snack Time'. The children are provided with a healthy snack and a drink of milk, or water. A table is cleared and cleaned, the children wash their hands, find their 'snack ticket'; place it in the snack ticket box. They are served the snack which they carry to the table and help themselves to a drink. When they have finished they bring their cup and dish back to the trolley.

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After snack the children return to free choice of play. Half an hour before the end of the session children are encouraged to help tidy away toys and equipment as and when necessary, checking all puzzles are complete, and games are in the correct boxes etc. They then sit down on a mat for story, rhyme and song time. At the end of the session children are called as and when their parents/carers arrive, any letters or children's work is handed out as the child leaves.

PLEASE REMEMBER

- 1) **You are an enabler not the doer** - Although it may be tempting to help, the finished product should be the child's accomplishment – please do not worry if it does not meet your ideal, the child will have learned from his/her participation and will build upon the experience next time.
- 2) **Encourage imaginative play and conversation** - Almost all play areas will respond to the child's imagination; this sort of play develops initiative, co-operation and language. Try to enter into the spirit of the children's games.
- 3) **Join in – please** - When the group engages as a group i.e. during registration, tidy up time, story time, song time or physical activities, we present as a united front in order to encourage and aid participation - Everyone joins in, including staff, students, volunteers and children.
- 4) **Be Positive** - Try “Why not do this” rather than “Don't do that!” Distract children from disputes by offering alternative activities. Offer children the means to handle the situation: - “Why not say to John “Please may I have the car when you have finished with it?” Often children respond positively when approached pleasantly.
- 5) **Encourage Caring and Sharing** - Our major role is to encourage the children to play happily and cooperatively together, alongside each other, and to treat each other, and ourselves (and our equipment), kindly and with respect. If a child appears to behave in an undesirable manner there may be a reason, we need to observe if he/she needs to be supported in how to behave, this achieved through patience and by leading by example.
- 6) **Approach each child as an Individual** - Each child is an individual and will learn and develop as their own pace. Each child will have their strengths and areas in which they may require additional support. We never compare children; we always praise their efforts and support them in developing further.
- 7) **Observe happily playing children** - Observe occasionally - if children are playing constructively and co-operatively, use the opportunity to observe and listen to their interaction rather than engage in them.

SOME OTHER USEFUL POINTS

- Please attempt to put names to faces, our names are very personal to us and correct use of the children's names will help them to become more settled more quickly.
- Familiarise yourself with the daily routine so that you can support the children in understanding theirs.
- Please use correct spelling of the child's name when supporting them; name cards are displayed on the self-registration wall. Always use lower case letters, except initial letters of names and words which always start with a capital.
- When counting or numbering is required, always count carefully pointing to each item one-to-one as you count the number sequence.

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- Please encourage children to use correct coloured aprons provided for messy play (water, paint, craft), this is also a way of limiting the number of children at certain activities. If there is not an apron available, encourage them to wait for their turn and engage in another area of play.
- When encouraging the children to tidy up please lead by example, it is important that the children learn to return items carefully to their correct area.
- Staff, students and volunteers work as a team, demonstrating supportive and respectful behaviour towards each other. We act as positive role models to the children.
- Staff, students and volunteers should be prepared to challenge undesirable speech or behaviour, to provide for respect and equality for all. Please seek from a staff member advice if you hear or observe undesirable comments or behaviour.
- We have an accessible toilet situated in the reception area for the use of Pre-school staff.
- We do not eat or drink during session time, apart from water or when we join the children with snack.

HEALTH AND SAFETY

IN CASE OF FIRE

- The Fire Safety procedure will be shown to you to read and familiarise yourself with during your induction. Procedures are displayed on the staff notice board in the main room. Emergency lock down procedures will be explained.

FIRST AID

- This is the responsibility of our First Aider, all staff members are First Aid trained. Please consult them in the case of illness or accident; accidents are recorded in the 'Accident Book.' The First Aid Box is kept in the kitchen and the cold compresses are kept in the fridge in the kitchen. You may be asked to assist a staff member in administering first aid to a child, please only carry out the instructions given. Student/volunteers accidents will be recorded and reported to their school/training provider. The student/volunteer will be given a signed copy of the accident record.

HEALTH AND SAFETY POLICY

- Information will be provided during your induction, the policies are available to read in the Pre-school foyer. Correct manual handling procedures will be shown; please do not pick the children up, and ask for support when lifting equipment. Working hazards will be discussed – including correct use of knives and scissors. Please alert staff members of any spillages as wet floors are a hazard, mops are available for use; these are labelled and located in the children's toilet area. During hot weather we advise the use of sun screen, hats and sun glasses for protection. Student/volunteers are reminded not to climb or use ladders. Appropriate clothing is outlined, comfortable dark coloured trousers/leggings, comfortable top which allows coverage when bending, flat, covered, sensible shoes for running around with the children. We ask that students/volunteers do not wear rings or other jewellery (wedding rings permitted), and also that they keep their nails short and clear of nail varnish. Good hygiene practices are essential; this includes thorough hand washing before assisting with preparation or serving of snack. Aprons will be provided; long hair must be tied back. Brookhurst Pre-school has a no smoking policy; notice is displayed in the foyer.

SAFEGUARDING

THIS POLICY WAS ADOPTED BY THE COMMITTEE AT OUR MEETING ON

SIGNED: - THE CHAIR PERSON.....

BROOKHURST PRE SCHOOL GROUP

- Child protection policies and procedures will be explained, Ofsted, LADO (Local Authority Designated Officer) and CADT (Central Advice Duty Team) contact information is displayed on the staff notice board. Student/volunteers are reminded not to assist children with their toileting/changing nappies. Confidentiality procedures will be explained, Student/volunteers are strictly reminded not to discuss (verbally or on social media) information about staff, the children or their families/carers outside of the setting. Correct usage of computers/internet inside of the setting will be explained. Behaviour policies and expectations will be outlined. We are an equal opportunities setting, mutual respect and tolerance of those of different cultures and faiths is expected at all times. We remind students/volunteers to speak to both adults and children in an appropriate manner. If a student/volunteer feels that they are being treated unfairly please seek support from the Student Coordinators, Managers or outside agency Ofsted. We have a strict no smacking or shouting policy, this must be adhered to at all times. Risk assessments have been undertaken in all areas of the setting.

IN CONCLUSION

We hope you will enjoy your placement at 'Stepping Stones,' and gain some valuable work experience. Your help is very much appreciated, by the all children, parents, staff and committee. Have fun!!
A designated staff member (see policy 25) is responsible for co-ordinating volunteers and their induction.

25. VISITORS

All visitors to the setting will be requested to sign the visitor's book, date, and state nature of their visit.

Identification must be shown on arrival.

Mobile phones and cameras are to be signed in and will be kept in the office, until signed out.

Personal belongings will be kept in the stockroom which is a lockable cupboard.

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BROOKHURST PRE SCHOOL GROUP

26. DESIGNATED STAFF FOR SPECIFIC ROLE IN BROOKHURST PRE-SCHOOL

ROLE	STAFF MEMBER
Equal Opps/Race relations	Mrs Helen Williams/Mrs Maz Hill
SENCO	Mrs Sandra Wellings/Mrs Carol Cottrell
First Aid	Miss Claire Byron/Mrs Kara Caddy
Health and Safety /buildings	Mrs Sandra Wellings/ Mrs Kerry Green
Safeguarding children/Liaison	Mrs Kerry Green/Mrs Carol Cottrell
Behaviour	Mrs Helen Williams/ Mrs. Maz Hill
Planning	Mrs Carol Cottrell/Mrs Sandra Wellings
Administration/Managers	Mrs Kerry Green/Mrs Carol Cottrell
Fire safety	Mrs Kara Caddy/Mrs Sandra Wellings
Staff Deployment	Mrs Kerry Green/Mrs Carol Cottrell
Volunteer Co-ordinator	Mrs Maz Hill/Mrs Helen Williams
Milk	Miss Claire Byron/Mrs Carol Cottrell
Provisions & Domestic	Mrs. Kerry Green/Mrs Kara Caddy
Garden-Plants	Mrs Maz Hill/Mrs Helen Williams
Food Safety	Miss Claire Bryon/Mrs Kerry Green
Middy Assistant	

27 COVID-19

If your child is poorly please keep your child at home. If a child becomes unwell within the setting, or shows signs of a cough or/and temperature or change in their normal sense of taste or smell (anosmia) their parents will be contacted to come and collect their child immediately and advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.

This sets out that they must:

- . **self-isolate for at least 10 days**
- . **arrange to have a test to see if they have coronavirus (COVID-19)**

We will have a thermometer to enable us to take the child's temperature. If you are giving your child any antibiotics or calpol/paracetamol please call to speak to a member of staff.

If a child is unwell and awaiting collection, we will isolate them within the cloakroom area with a teacher.

The front door will be opened for ventilation. PPE (gloves, an apron and a face mask and a visor) will be worn by staff caring for the child while they await collection.

If they need to go to the bathroom while waiting to be collected, we will use the accessible toilet.

The member of staff will wash their hands thoroughly for 20 seconds after having contact with the child. Other children who have had contact with the symptomatic child will wash hands thoroughly for 20 seconds.

When parents/guardians collect their child you will be advised to get your child tested and to notify us of the results.

Once the child has left the premises we will thoroughly disinfect/clean all surfaces and touch points they came in to contact with (including the toilet area if used to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

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If a teacher has helped someone with symptoms, they will not be asked to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive

If a child or teacher develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All teachers will have access to a test if they display symptoms of coronavirus, and will be encouraged to get tested.

Where the teacher tests negative, they will be able to return to the setting and the fellow household members can end their self-isolation.

If a child or teacher tests positive we will engage with the NHS Test and Trace process

To manage confirmed cases of coronavirus (Covid19) amongst the setting we will contain any outbreak by following Local Health Protection Team advice who will work with us to carry out a rapid risk assessment and identify appropriate next steps.

For any other sickness please refer to our Policies and Procedures which are available on our website www.brookhurstpreschool.co.uk

Fees

As stated in our policies and procedures notification if a child is absent from pre-school fees will be required and charged for e.g. illness or holiday. This will be the same if your child has to self-isolate due to coronavirus (Covid 19). If we have to close we will not be able to provide a service so fees will not be required and you will not be charged.

If a member of staff or a household member has symptoms of Covid-19 they will be advised to get tested and self-isolate until they receive the results.

If the member of staff and the member of their household also tests negative they will be able to return to work.

If a member of staff tests positive they will be asked to self-isolate for 10 days.

If a member of staffs household tests positive the member of staff will be asked to self-isolate for 14 days. If the member of staff develops symptoms during this time and tests positive they will be asked to self-isolate for a further 10 days from that point.

Staff pay will be 2 days if worked and they then will be eligible to claim Statutory Sick Pay.

If the group needs to close due to covid-19 all staff will get paid during the closure.

If this becomes a long term closure this will need to be reviewed by the committee

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**IN THE EVENT OF A FIRE/EMERGENCY:
PROCEDURE TO FOLLOW:**

Remain calm and reassuring.

STAFF MEMBER	ACTION
Staff member who took the register at the beginning of the session.	Collect the register, lane line and mobile telephone and take it all to assembly point on the playground. Take a roll call of children and adults.
Staff member on Door at the beginning of the session, and any other adult volunteer/s.	Take all children outside, line the children up in twos and lead them calmly through the exit to the assembly point on the left of the school playground.
Staff member on craft	Check classroom, toilets, kitchen and storeroom. Leave the premises having first ensured that no children or adults remain. Join the others at the assembly point for roll call.
Staff member in the office.	Check office, laundry, staff room, accessible toilet, and help shepherd the children to the assembly point.

If access to the school playground is prohibited all exit through the main door and onto the pavement the assembly point will be in Angus Rd.

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