**POLICY**

**SAFEGUARDING CHILDREN**

* **Easy Peasy Nursery follows Easy Peasy Nursery Safeguarding Policy. The statements below summarise how we safeguard children in the Nursery. Procedures comply with all relevant legislation and are available to parents and carers during the child’s settling in period and during opening times.**
* **Easy Peasy Nursery believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.**
* **As carers of young children, we have a duty to report any concerns in relation to the welfare of those children in our care, to Social Care or other relevant agencies.**
* **At all times, the safety, protection and interests of children comes first and we will endeavor where possible to liaise with and support parents/carers throughout any course of action that is necessary.**
* **Easy Peasy Nursery has member of staff as the Safeguarding Officers. These Officers have suitable experience, training and expertise, and are responsible for liaising with social care and any other appropriate agencies in the event there are concerns raised about a child in our care.**
* **Easy Peasy Nursery has a complaint procedure in place, should incase you have a concern or complaint about staff in the nursery. Please see the complaint Procedure booklet in the nursery.**
* **Safeguarding is paramount. All staff are trained to safeguard children. We operate policies to ensure the safety of children in the environment indoors and outdoors.**
* **All Parents and children in our school and nursery are able to talk to any member of staff to share concerns or talk about situations which are giving them worries. The staff will listen to the parent or child, take their worries seriously and share the information with the safeguarding lead.**

**SPECIALEDUCATIONAL NEEDS AND ADDITIONAL SUPPORT**

* **As Nursery staff assess and track children's development they can identify if children are experiencing any difficulties in their development and plan appropriate strategies to support them. If Staff have concerns about a child's progress they will discuss the matter with parents/carers atthe earliest possible occasion.**
* **At this stage the Early Years Manager would discuss the concerns with the schools Inclusion Manager who would advise on the appropriate action to support the child, family and staff.**
* **Sometimes it is necessary to involve other agencies such as a Speech and Language therapist, behaviour support advisor, or the Child Development Team for further advice and support.**
* **If a child is identified as having Special Educational Needs (SEN) they may need a Personal Learning Plan (PLP) to ensure that they receive experiences and activities that will support their development.**
* **If you are aware that your child has special educational needs, prior to starting at Easy Peasy Nursery, it is important that you discuss this with us so that we can take steps to plan appropriate provision with you for your child.**

**EQUAL OPPORTUNITIES**

* **We do not discriminate against anyone on grounds of sex, race, colour, religion, nationality, or ethnic origins.**
* **We ensure that all children have equal access to the full range of Education opportunities provided in Nursery.**
* **We promote positive social attitudes and encourage children to have respect for all. We try to ensure that all children are treated fairly, equally and with respect.**
* **We try to promote awareness of cultural diversity through ensuring that materials and resources used reflect a positive image of Ethnic minority groups.**
* **Any incidents of prejudice or racism are challenged and serious incidents recorded and drawn to the attention of the Nursery Manager**

**BEHAVIOUR**

* **The Nursery follows Easy Peasy Nursery behaviour policy. The statements below summarise how we apply the policy in the Nursery.**
* **Adults working in nursery encourage a positive and friendly atmosphere, praising children's achievements and positive behaviour.**
* **Children are helped to behave appropriately through adults modelling appropriate behaviour and interaction.**
* **At Easy Peasy Nursery we accentuate the positive rather than the negative.**
* **With our youngest children we talk about and model the behaviour, praise appropriate behaviour and use distraction to focus children’s attention.**
* **When conflicts occur, adults help children to resolve them through talking and modelling appropriate behaviour, then praising the child's co-­operation. We try to*'catch the child being good*' (making appropriate behaviour choice) and praise the behaviour e.g.*'I like the way you are walking now'***
* **If a child displays inappropriate behaviours they are given a warning using the language of ‘choice’.**
* **If the behaviour continues the child has time away from group, but within close vicinity of the group. Sand timers are used as a visual aid for the concept of time.**
* **After, time is taken with the child, to reflect on their behaviour and explain how they should behave.**
* **All adults model and encourage appropriate behaviour through visual stimulus and objects.**
* **Visual rules, agreed with children, are displayed and used for all children to access Nursery rules and expectations.**
* **If there are continued incidents of challenging behaviour, we monitor the incidents to see when they are occurring and try to identify the reasons why.**
* **From this point we may put an individual plan in place or make adjustments to the situations to support positive behaviour development.**
* **We work closely with parents/carers to support with any behaviour concerns.**
* **In discussion with parents we may involve the school inclusion manager or external agencies who can offer further advice and support.**

**COLLECTION OF CHILDREN AND EMERGENCY CONTACTS**

* **Easy Peasy Nursery has the highest regard for the safety of children.**
* **Sometimes children are poorly in Nursery and Easy Peasy staff may need to contact parents/carers quickly so the child can be collected and taken home.  This is relevant at all times but particularly so during COVID 19 due to increased precautions to maintain everyone's safety.**
* **It is therefore very important parents/carers inform the Nursery immediately if any contact numbers change.**
* **At all times, particularly if parents/carers are not at home, they should ensure there is someone who could collect the child in an emergency.**
* **When a child starts Easy Peasy Nursery it is essential that parents/carer record on the admission form who is permitted to collect the child in an emergency.**
* **Easy Peasy Nursery will not allow children to be collected by someone who is not known or named on the child’s records unless previous consent has been issued by the parent/carer.**
* **Parent/carers must inform Easy Peasy Nursery staff when leaving a child at the start of a Nursery session if anyone different is to collect the child.**

**EMERGENCY PASSWORD**

* **In the event of an emergency, where persons named on the admission form are unable to collect a child, Easy Peasy Nursery requests that a password is recorded and only known to those persons and named contacts.**
* **Nursery staff are informed of the password, which is kept securely.**
* **This password is  then given by the parent/carer to the person  delegated to collect the child. The delegated person presents this word when requested on collection of the child.**
* **The delegated person must show identification so Easy Peasy Nursery staff can check it with the additional information parent/carer has given to Nursery about the person collecting.**
* **Only then will the child be released.**
* **If there are any concerns raised Easy Peasy Nursery staff would contact the parent/carer by telephone.**

**Please be aware –**

* No child will be handed to an unidentified individual without password and identification.
* If Staff are in any doubt, they will not release the child.
* We do not permit children to be collected by anyone who is under the age of 16.

**ABSENCE**

* **Children learn every day. We aim for children to make maximum progress so their skills and development are age appropriate or better on entry to school.**
* **Continuous attendance at nursery supports children’s learning and development in all areas of the curriculum as well as develops good habits of attendance in preparation for school.**
* **Please try to support your child’s learning and development by only keeping your child away from nursery if they are unwell.**
* **If your child is absent we request you telephone Portsdown School Officeon the first session of absence.**
* **You must inform the School Office prior to the event, if you intend to request permission to take the child out of nursery for any reason.**
* **We request you do not collect your child early without giving prior notice or unless it is a serious emergency.**
* **Please do not keep your children home from for birthdays, relatives visiting or shopping.**
* **If you have booked childcare sessions we cannot refund money for absence. You will be expected to pay for attendance if your child does not attend when ill or for other reasons. *(Please see policy for childcare fees).***
* **If your child does not attend booked sessions on a regular basis we will talk with you about this as it is inconsistent for the child and stops other children taking up a place at the Nursery.**
* **Persistent poor attendance may result in your child’s nursery place being stopped.**

**LATENESS**

* **If your child is booked for a session, please try to ensure that your child attends at the start of the session.**
* **It is unsettling for the children if they walk in and activities have already started and Nursery staff may not be free to talk with you about your child.**

**KEY PERSON**

* **When your child begins Nursery he/she will have a Key Person, providing a familiar face with whom your child and the whole family can build a trusting relationship.**
* **The Key Person supports the child and family to settle in. They are responsible for monitoring your child's progress, planning and preparing activities to support your child's development and learning.**
* **Your child's Key Person will liaise with you on a daily basis and share information with you about your child. Your child's Key Person may change as your child progresses through the Nursery, but transitions are always introduced gradually and supported.**

**CONSISTENT ROUTINE**

* **Children are encouraged to follow a daily routine to help them feel secure in the fact that they know what is happening next.**
* **Young children have differing needs and may need more time with certain activities or experiences. The routines can be flexible in timing to flow with individual needs.**

**In addition facilities are provided for:**

Cooking, snacks and meals and sleeping if children require a sleep in the day.

**SLEEPING**

* I**f children need to sleep during the day we are able to offer provision in a quiet area.**
* **Children sleep in beds or buggies dependent upon parental request.**
* **All Nursery bedding is washed after use.**
* **Children are closely monitored at 10 minute intervals when sleeping.**
* **A written record is kept of their sleeping pattern and checks made.**
* **Where possible we will try to follow your routines and requests with regard to sleeping.**
* **Children do not sleep with bottles or drinks.**

**PERSONAL CARE**

* **The Nursery offers nappy changing and toilet training facilities. Your child's Key Person will work with you to establish your routines you use at home and will liaise with you about how your child is progressing in this personal skill.**
* **Nappies are changed throughout the session with the child's individual needs and routines in mind. Nursery staff will liaise with parents daily as to when child was changed before entry to nursery. The time between nappy changes will not exceed three hours before checking or changing.**
* **Nappy changes are recorded on record sheets to inform parents on a daily basis.**
* **We encourage children to be as self - sufficient as possible and we positively encourage children to wash their hands after toilet or nappy change.**
* **Nappies, wipes and changes of clothing must be provided by parents.**

**SNACKS AND MEALS**

* **We follow Easy Peasy Nursery's policy for food and drink.**
* **We have facility to provide snacks. However, due to current situation with COVID19 we are asking parents to provide a healthy small snack for their child. i.e a piece of fruit or a dry cracker or biscuit.**
* **Healthy snacks are normally prepared in the nursery class base kitchen areas.**
* **We normally promote healthy eating and drinking and encourage children to try a range of healthy foods for snacks and milk or water to drink.**
* **Children have access to water at all times.**
* **Children are not permitted to have juice to drink at snack time.**
* **Hot lunch time meals can be ordered for children during term time.  Currently due to COVID 19 precautions this is a packed lunch.**
* **Hot lunch meals are cooked in Easy Peasy Nursery kitchens.**
* **All meals must be ordered and paid for by 9.10 a.m. on day of attendance. Fees are available on request. Special diets and allergies can be catered for.**
* **Children may bring a packed lunch.  We encourage parents to ensure they provide a healthy lunch and avoid sweets, crisps, juice and fizzy drinks which can include a high number of colourings and additives known to affect moods, behaviour and healthy teeth development.**
* **We cannot reheat packed lunch meals.**

**LEARNING JOURNALS FOR OBSERVATION AND ASSESSMENT**

* **When child enters Easy Peasy Nursery a Learning Journal is started which records their development, interests at home and school.**
* **The Learning Journey provides Easy Peasy Nursery staff with observations of a child's interests, activities and experiences from which they can assess a child's development to plan for future learning.**
* **Parents/carers are welcome to contribute to this record with photos and anecdotes about their child’s development at home.**
* **We value parental observations and aim to develop a partnership with parents/carers so there is a two - way flow of information about the child's development.**
* **We meet with parent/carers at least once a term to discuss the learning journey of the child’s development but parents are welcome to view their child's learning journey more regularly if they wish to do so.**

* **Sometimes circumstances may happen, making lateness unavoidable. In these circumstances, please do not keep your child at home. We would rather see them late than not at all.**
* **Late collection of children from Nursery will incur a fee for every 15 minutes after their booked time. *(Please see Policy for childcare fees)***

**MEDICINES**

* **If your child needs to take medicine during the Nursery sessions we ask you to complete a form detailing medicine dose, time and reason.**
* **You will need to sign a statement giving your permission for Staff to administer the medication.**
* **Prescription medicines must be in their original container with original label from the pharmacy. This must state child’s name, date of expiry of medication, dosage given.**
* **Should your child require medication twice a day – please if possible, arrange times so medication can be administered at home.**

**MEDICAL INFORMATION**

* **When your child begins at Nursery it is important you inform us of any medical conditions, allergies, physical or learning needs your child has.**
* **This will help us to provide care and curriculum with consideration to children's needs.**
* **We do not want to put your child into any difficult or stressful situations.**
* **If we know a child has an allergy, for example to eggs, we will ensure that precautions are taken to accommodate this. We will need to discuss with you, procedures to be taken if an allergic reaction was to occur.**
* **If you have a worry about your child, however small, for example with speech or hearing, it is important you tell us so that we can observe and assess the situation or refer to other professionals who can help and advise.**
* **If we have a concern about your child's progress we will talk to you about it so we can work in partnership to support your child.**

**ACCIDENTS AND ILLNESS**

* **Young children playing outside do have accidents. These might be minor bumps and bruises, but occasionally more serious.**
* **If your child has an accident we will inform you and we will make a record of the accident which we request that you sign.**
* **If a child receives a bump on the head we will phone you and tell you what has happened so you may come and check your child for yourself and decide if they need to go home or remain in Nursery.**
* **It is therefore very important that we always have your up to date emergency contact phone numbers.**
* **If your child is poorly we will phone you to arrange for your child to be collected.**
* **If your child has been sick in the night please keep them at home. They should remain at home until 48 hours after the symptoms have cleared and should be eating normally. If this procedure is followed it will help to minimise the risk of bugs and viruses being passed through the Nursery.**
* **Children who are unwell are often tearful and do not want to leave you. We do not want them to become overly distressed as it unsettles them, so if you think they are unwell it is better to keep them at home.**
* **Sometimes, however, children may say they have a tummy ache or feel sick and you are unsure. In these instances it is probably better to bring them in. We will phone you if they become unwell.**

**EXISTING INJURIES**

* **If your child has had a bump or accident however small at home, it is important you tell us, so we are aware of any care or attention they may need.**
* **Staff complete an existing injuries form with you so everyone is informed about the situation and can care for your child.**

**PARENTAL INVOLVEMENT**

* **We welcome Parents/Carers in the nursery to share your child’s learning and play and how we are developing the curriculum to support their learning and development.**
* **We provide opportunities for you to come and work alongside your child’s key person to support specific skills development through play.**
* **Easy Peasy Nursery is committed to providing opportunities for parents to visit nursery on a regular basis to join in with curriculum activities with their children. This allows parents to discover and support their children in learning and development through the Early Years curriculum.**
* **Sometimes we have volunteers working in the nursery on a regular basis. OFSTED requirements necessitate that all volunteers are police checked by the Disclosure and Barring Service (*DBS*) *check* prior to helping. Under no circumstances are volunteers or trainee staff left unsupervised with children.**
* **If you are interested in supporting in the nursery or wanting to find out more about the nursery curriculum, please talk in the first instance to your child’s key person.**

USEFUL INFORMATION

**What to expect, when? A parents’ guide.**

The purpose of this [booklet](http://www.foundationyears.org.uk/files/2015/09/4Children_ParentsGuide_Sept_2015v4WEB1.pdf) is to help you as a parent/carer find out more about how your child is learning and developing during their first five years, in relation to the EYFS. Children develop more rapidly during the first five years of their lives than at any other time. This booklet has been written to help you as a parent know what to expect during these vitally important years by focusing on the seven areas of learning and development which are covered in the EYFS.

Click on the word 'booklet' in the first sentence above or use the following link:

<https://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf>

**Online Safety**

* [**Online Safety**](https://www.portsdownprimary.co.uk/online-safety/)

As we have been spending more time at home, children are more likely to be spending time on Internet linked devices such as tablets, phones, laptops, computers and games consoles. Have a look at the websites below for some good ideas about keeping your child safe online.

Talk through the SMART rules on this poster and what it means for your child when they are accessing the Internet.



Click this link for larger version of the poster:

* [SMART Online Safety Rules Poster](https://primarysite-prod-sorted.s3.amazonaws.com/portsdownprimaryschoolandearlyyears/UploadedDocument/0cfc6c1f97bd40c3a4ae7d9195875ad8/smart-online-safety-rules.pdf)

**Conversation Starters for Parents and Carers: Online Content**

Have a look at this poster from National Online Safety. It contains some useful conversation starters to get your child talking about how they use the Internet and what they already understand about staying safe online.

* [Conversation Starters for Parents and Carers: Online Content](https://primarysite-prod-sorted.s3.amazonaws.com/portsdownprimaryschoolandearlyyears/UploadedDocument/687f275e22694a5ca2dbd8006f642f6f/0e463f425480f216939b4c677aa4a7a8.pdf)

**UK Safer Internet Centre**

Here you will find films, storybooks and other fun sites, with plenty of information to help you enjoy your time online and stay safe on the internet.

[**http://www.saferinternet.org.uk/advice-centre/young-people/resources-3-11s**](http://www.saferinternet.org.uk/advice-centre/young-people/resources-3-11s)

**BULLYING ON SOCIAL NETWORKS**

Cyberbullying (online bullying) on social networks can happen to anyone at any time. Social networks should be a place where you can connect with friends and share stuff. It can be really hard if you’re being bullied online but we’re here to help.

[**https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/bullying-social-networks/**](https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/bullying-social-networks/)

**Bexley Safeguarding Children Board**

The one stop shop for local advice and useful information for professionals, parents and children.<http://www.bexley.org.uk/>

* [Safe Search](http://primaryschoolict.com/)Safe search engine
* [Kids Search](http://www.kids-search.com/)Safe search engine
* [Childnet](http://www.childnet.com/young-people/primary)Super information about online safety
* [UK Safer Internet Centre](http://www.saferinternet.org.uk/advice-and-resources/young-people/3-11s)Here you will find films, storybooks and other fun sites, with plenty of information to help you enjoy your time online and stay safe on the internet.
* [KidSmart](http://www.kidsmart.org.uk/)
* [Think you Know?](https://www.thinkuknow.co.uk/)Come in to find the latest information on the sites you like to visit, mobiles and new technology.
* [CBBC Own It](https://www.bbc.com/ownit)Your ultimate internet survival guide! Here are tips and tricks you'll need to stay safe online, beat the cyber-bullies and become a super-surfer.
* [Child Line](http://www.childline.org.uk/Pages/Home.aspx)