

# POLICIES AND PROCEDURES

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| 28/03/2019                        | S. Nield                              | 28/03/2022             |

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# Child Protection / Safeguarding

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# Working together to Safeguard Children Policy

Safeguarding and promoting the welfare of children, for the sake of this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

*(Definition taken from the HM Government document 'Working together to safeguard children')*

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single child protection policy, therefore this document should be used in conjunction with the other policies and procedures. Beanstalks will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

To this end we will:

- Create an environment to encourage children to develop a positive self-image
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to children.

Beanstalks have a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of Emma Riley / Saskia Thornton at the earliest opportunity.

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## The legal framework for this policy is based on:

• Safeguarding Vulnerable Groups Act (2006) Practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. Beanstalks has a duty to be aware that abuse does occur in our society.

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.

### Beanstalks aims to:

- Ensure that children are never placed at risk while in the charge of nursery staff
- Ensure that confidentiality is maintained at all times
- Ensure that all staff are alert to the signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed including by other children i.e. bullying, discriminatory behaviour
- Ensure that all staff are familiar and updated regularly with child protection issues and procedures
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and kept informed of all updates when they occur
- Keep the child at the centre of all we do
- Regularly review and update this policy with staff and parents where appropriate

Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

### Contact telephone numbers

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## Trafford - Children's First Response

**8.30am - 4.30pm = 0161 9125125**

**Out of hours = 0161 9122020**

**Police = 101**

### **Types of abuse**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or

Adults, another child or children. The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

### **Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries - these should also be logged and discussed with the manager.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager

### **Procedure:**

- All signs of marks/injuries to a child, when they come into Beanstalks or occur during time at Beanstalks, will be recorded as soon as noticed by a staff member

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- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the injury, the Local Safeguarding Children's Board (LSCB) in the local authority will be notified.

### **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

### **Sexual abuse**

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes. The symptoms may also include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure stated later in this document under 'recording abuse suspicions' will be followed.

### **Procedure:**

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report

The observed instances will be reported to the manager

- The matter will be referred to LSCB in the local authority.

### **Emotional abuse**

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional

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attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them. The child is likely to show extremes of emotion with this type of abuse also: this may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

**Procedure:**

- The concern should be discussed with Emma Riley or Saskia Nield
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A Common Assessment Framework (CAF) may need to be completed
- If there appear to be any queries regarding the circumstances, the matter will be referred to the LSCB in the local authority.

**Neglect:**

Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive. Signs may include a child persistently arriving at Beanstalks unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

**Procedure:**

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A CAF may need to be completed
- If there appear to be any queries regarding the circumstances the LSCB in the local authority will be notified.

**Indicators of child abuse**

- Failure to thrive and meet developmental milestones

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- Fearful or withdrawn tendencies
- Aggressive behaviour

### **Recording suspicions of abuse and disclosures**

Staff should make an objective record (supported by the manager or Designated Safeguarding Coordinator (DSCO) of any observation or disclosure and include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of injuries or marks seen
- Exact observation of an incident including any other witnesses

Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

- Any discussion held with parent (where deemed appropriate).

These records should be signed by the person reporting this and Emma Riley/Saskia Thornton and dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important **not** to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure it is vital details are logged down accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the LSCB and Ofsted, and/or a CAF needs to be initiated. Staff involved may be asked to supply details of any information they have concerns with regard to a child. The nursery expects all members of staff to co-operate with the LSCB and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make comment either publicly or in private about a parent's or staff's supposed or actual behaviour.

### **Staffing and volunteering**

It is the policy of the nursery to provide a secure and safe environment for all children. Beanstalks will therefore not allow an adult to be left alone with a child who has not received their DBS clearance.

All staff will receive initial basic training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers, recording and

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reporting concerns and creating a safe and secure environment for the children at Beanstalks.

Beanstalks is also aware of the risks of Peer-on-Peer abuse in the club or Pre-School setting. We always reserve the right to call upon our Exclusion Policy in circumstances where a child or staff member in our care is in imminent danger.

We have a named person within Beanstalks that co-ordinates Safeguarding and welfare issues.

The nursery DSCO undertakes specific training and accesses regular updates to developments within this field.

The Designated Safeguarding Co-ordinator at Beanstalks is:

**Emma Riley**

**You would use this contact after you have flagged any issues to your Line Manager who will always been the DSO for your setting. These staff are as follows:**

- **Saskia Nield**
- **Karen Richardson**
- **Emma Howe**

We provide adequate and appropriate staffing resources to meet the needs of children. Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

- All DBS disclosures checks will be updated on a regular basis to ensure the suitability of the adults caring for the children
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- We ensure we receive at least two references BEFORE a new member of staff commences employment with us
- All students will have DBS checks conducted on them before their placement starts

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We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will still be accompanied whilst on the premises, especially when in the areas the children use
- All staff have access to a whistle blowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss Safe guarding children training and any needs for further support
- The deployment of staff within Beanstalks allows for constant supervision and support

### Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the LSCB.

### Support to families

- Beanstalks takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within Beanstalks
- Beanstalks continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the LSCB with the proviso that the care and safety of the child is paramount; we will do all in our power to support and work with the child's family.

### Employees of Beanstalks

If an allegation is made against a member of staff, we will follow the HM Government guidance in *'Working together to safeguard children'*.

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The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to Emma Riley or Catherine Meakin.

- A full investigation will be carried out by the company with the support of the LADO (LSCB) to determine how this will be handled.

Beanstalks will follow all instructions from LADO and the police if necessary and asks all staff members to do the same and cooperate where required.

- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- Beanstalks reserves the right to suspend any member of staff on full pay during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. Beanstalks is also required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future questions and avoid any unnecessary re-investigation
- Beanstalks retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of Beanstalks who is affected by an allegation, their colleagues in Beanstalks and the parents.

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## Professional Abuse Policy

At Beanstalks we believe that children's welfare is paramount.

Emma Riley and Catherine Meakin are the designated Child Protection Officers for the company.

We understand that it is important for staff to avoid putting themselves into a situation that may lead to an allegation of abuse being made against them.

However, in the case of an allegation of child abuse being made against staff, volunteers or students the most senior person available will:

- remove the person concerned from the setting and arrange any necessary cover to ensure staff/child ratios are maintained
- collect accurate information from the individuals concerned and record information on the recognised complaints form
- immediately pass information on to the local Child Protection team (LADO) who will advise on how to proceed (or within 24 hours)
- inform OFSTED and the police as soon as reasonably practicable in the case of founded claims, but at the latest within 48 hours.
- inform, and keep informed the relevant people

### **Beanstalks Procedures**

If an allegation is made against a member of staff, we will follow the HM Government guidance in *'Working together to safeguard children'*.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to Emma Riley or Catherine Meakin.

- A full investigation will be carried out by the company with the support of the LADO (LSCB) to determine how this will be handled.

Beanstalks will follow all instructions from LADO and the police if necessary and asks all staff members to do the same and cooperate where required.

- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice

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- Unfounded allegations will result in all rights being re-instated
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- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future questions and avoid any unnecessary re-investigation
- Beanstalks retains the right to dismiss any member of staff in connection with founded allegations following an inquiry, this will also result in us DBS
- Counselling will be available for any member of Beanstalks who is affected by an allegation, their colleagues in Beanstalks and the parents.

LADO - Anita Hopkins

Telephone: 0161 912 5024.

E-mail: [anita.hopkins@trafford.gov.uk](mailto:anita.hopkins@trafford.gov.uk)

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# Prevent Duty

(As part of our Safeguarding Policy)

## Statement of Intent

To protect and safeguard young children and families who may be deemed as "at risk" of radicalisation, with the intent to prevent them from being drawn into terrorism.

As of July 1<sup>st</sup> 2015 it became a legal requirement for all early years providers to have in operation the Prevent of Duty Care Policy. This is a statutory compliance requirement resulting in punitive consequences for any non-compliance.

The policy is intended to serve as a guidance for Practitioners to recognise the signs of those who are at risk and also inform parents of our legal requirement to put this policy into operation.

The prevent of duty care policy is now part of our wider safeguarding duties in keeping children safe from harm and this policy reinforces our existing duties by spreading understanding of the prevention of radicalisation.

## Staff Responsibilities

- All practitioners must complete mandatory training module "Channel General Awareness" as part of their Induction process with Beanstalks Childcare Ltd
- All practitioners must be able to identify children who may be vulnerable to radicalisation.
- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, but staff should be alert to changes in children's behaviour, including even very young children, which could indicate that they are in need of help or protection.
- Role play activities and quiet time are the best times to observe a child's behaviour in this regard. Children may make disclosures when they feel closest to their key person or are role-playing their own experiences.
- People from any walks of life may be drawn into radicalisation and not necessarily from one particular religion or ethnicity. Terrorism is not promoted by any religion.

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- The prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when we observe behaviours deemed as "of concern."

### Cultivating British Values

- The best way to help children resist extremist views or challenge said views, is to teach them to think critically and become independent learners, which is fundamental to the Characteristics of Effective Learning and Teaching embedded throughout the EYFS.
- We endeavour to support our children through the EYFS by providing playful learning opportunities to help them develop positive, diverse and communal identities, as well as their well-being, their empathy and emotional literacy while continuing to take action to eradicate inequalities, bullying, discrimination, exclusion, aggression and violence; all of which fosters and secures children's pro-social behaviours and responsible citizenship and in essence, a real sense of belonging.

### What to do if you suspect children are at risk.

- Follow the normal Beanstalks Safeguarding procedures with regard to record keeping, discussions with the companies Designated Safeguarding Lead (Emma Riley) and where deemed necessary, Trafford Safeguarding Children's Board. In prevent priority areas; the local authority will always have a Prevent Lead who can also provide support.
- The Safeguarding Lead can contact the local police force on 101 and discuss their concerns in confidence to access support and advice.
- The Department for Education has opened a dedicated telephone helpline (02073407264) to enable staff to raise concerns relating directly to extremism. Concerns of this nature may also be raised to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). Please note that the helpline is meant to be used for advice and not in emergency situations such as a child being at immediate risk of harm or a security/threatened security issue. In this case our normal emergency safeguarding procedures should be followed. (Please see "Working Together to Safeguard Children Policy" & "Lockdown Procedure.")

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## Lockdown Procedure

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside the current building, with doors and windows locked and blinds/curtains drawn. Children would be moved away from the windows and doors for prime safety. The Lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:

- A report incident/ civil disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery/library site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire in the vicinity of the nursery
- The close proximity of a dangerous animal roaming loose.

### Procedure

**Management of the situation will depend on the circumstances presented**

- Remain calm
- Move slowly
- Obey instructions
- **DO NOT PROVOKE AN INCIDENT**

The following three stages must be followed:

Step 1      **GO IN**

Step 2      **STAY IN**

Step 3      **TUNE IN**

### **Initial Notification**

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In the event of an incident requiring 'Lockdown,' the person witnessing the incident must try to notify the Manager/ Deputy Manager (person in charge) to raise the alarm. The Manager/ Deputy Manager will determine the risk and need for 'Lockdown.' The whistle will be blown three sharp short blasts and the emergency services will be called.

**Movement around the building**

All children, staff and visitors will remain in the area they are in, if safe to do so. If the children are outside playing, staff are to promptly direct children into the building, if it is safe to do so. When children are gathered they will be seated on the floor away from windows. All windows, blinds and curtains must be drawn. Staff will make safe efforts to close and lock rooms. All lights are to be turned off. Staff must try to ensure (as best possible) children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children, singing quiet songs or using the tablets to keep children engaged.

**If possible doors must be barricaded and keep the phone to hand.**

A register/ head count should be taken at this time.

**All Clear Signal**

The 'All Clear' will be signalled by the Manager/ Deputy or person in charge. That person will inform all concerned.

A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.

# Medical Support

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## **Illnesses and Accidents Policy**

It is the policy of Beanstalks that children in our care are kept safe at all times.

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At Beanstalks we realise that all children have minor illnesses, such as minor coughs and colds, from time to time that to not prevent them from attending.

Beanstalks is also aware that some children have longer term illnesses and conditions that, while serious, do not affect their day to day life and that living a "normal" life and attending early years care is an important part of their coping with that illness. These cases will always be discussed with the parents/guardians at the enrolment stage and a suitable plan of care will be agreed which may involve the administration of medication.

Infectious illnesses can spread very quickly and as a result we ask for parents/carers to work with us.

Children with the following signs or symptoms will be excluded from the club

- diarrhoea and/or vomiting
- doubtful rash
- head lice
- conjunctivitis
- infectious illness, e.g. chicken-pox, mumps or measles
- Fever or temperature.

Parents/guardians should be advised that their children may not return to the nursery until 48 hours after they have been symptom free.

If a child arrives at Beanstalks ill, the senior member of staff will take the decision as to whether the child is fit to attend or not. If not, the parent will be asked to take the child home.

If a child becomes ill while at Beanstalks or has an accident then the duty first aider will be asked to see the child immediately and the child's parents/guardians should be called and asked to collect the child. While waiting for the parents/guardians the child will be monitored and comforted and given the chance to rest in a quiet area. If the child's condition worsens such that it causes concern to the first aider and staff then suitable medical treatment should be arranged in the form of a GP, an ambulance or transport to Accident and Emergency as appropriate and the parents/guardians informed.

In the event of an illness or accident requiring hospital treatment, the person in charge will try to inform the parents/guardians immediately and arrange to have the child taken to hospital. The person who takes the child should stay with the child until the parents/guardians arrive.

If the parents/guardians do not arrive or are unable to be contacted, the member of staff should stay with the child until the appropriate treatment has been given and follow the

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advice of a responsible doctor. Where appropriate they should return with the child to Beanstalks where he or she would be cared for until the arrival of the parents/guardians.

In all cases the first aider will complete a detailed report of what happened and action taken.

Any illness, accident or injury to a child will be recorded in the accident book and, in the case of a serious injury, an appropriate report made to Ofsted [or RIDDOR](#) as required by the Early Years Foundation Stage (EYFS) statutory framework.

In case of any head injury, no matter how minor all incidents will be reported to the management team who will make an informed decision regarding further action. Parents will automatically be provided with notification in the form of a head injury form outlining the nature of the injury, timescales and first aid response.

## **Medication policy and Administration procedures**

It is the policy of Beanstalks that medication will only be given if prescribed by a medical practitioner. All medication must be labelled with the name of the child when left by the parent/carer.

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The greatest of care will be taken to ensure that these are administered according to the instruction on the bottle or packet. In particular no medication will be administered which is past its expiry date. Records of all medication administered shall be made on the medication forms.

When a child in our care becomes unwell it is our usual practice to contact the parent/carer to discuss the situation. Should they request we administer Calpol or in case of adverse reactions, Piriton, necessary entries will be made on the medical form and which the parent/carer will be asked to sign retrospectively when they arrive to collect their child/children, in the meantime this will be signed by the most senior person present, preferably/usually the Manager.

This may not be the case for a child who cannot breathe - Beanstalks policy on children who may experience breathing problems whilst in our setting suggests that a Blue Ventolin Inhaler may be administered to the child to attempt to encourage their normal breathing once more. We have engaged in extensive research which suggests that by doing this we are not causing any detrimental effects to the child's health and this may assist their airways whether they are diagnosed with Asthma or not.

Contrastingly, children who have allergies or suffer from anaphylaxis and have not been prescribed an Epi-Pen do not enter under the same category. As by Beanstalks policy, Epi-Pens must only be used for children who have been prescribed them and they must be clearly labelled and available at all times.

We will always follow the lead on administration of medicine from the school we are based in - this means that across our settings the policy may differ from time to time. This prevents conflicting views with the schools we work so closely with.

*Tyntesfield PS - Medicine is only administered if a child needs to take 4 or more doses per day. (As usual this medicine must be prescribed and state the child's name and expiry date clearly.)*

## **Immunisation**

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We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform Beanstalks to ensure that children/staff/parents are not exposed to any unnecessary risks of any sort. The manager must be aware of any children who are not vaccinated within Beanstalks in accordance with their age.

Parents need to be aware that some children may not be vaccinated in Beanstalks. This may be due to their age, medical reasons or parental choice. Beanstalks does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer.

Information regarding immunisations will be recorded on children's registration documents and should be updated as and when necessary, including when the child reaches the age for the appropriate immunisations.

### **Staff vaccinations policy**

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations for:

- Tetanus
- Tuberculosis
- Rubella
- Hepatitis
- Polio.

If a member of staff is unsure as to whether they are up-to-date, then we recommend that they visit their GP or practice nurse for their own good health.

### **Emergency information**

Emergency information must be kept for every child and should be updated regularly with reminders to parents in newsletters and a reminder notice on the Parent Information Board.

## **Infection control**

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Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

The best way to prevent a virus or infection from moving around the environment is to maintain high hygiene standards in Beanstalks. To do this we will follow the guidance below:

- Ensure all children use tissues when coughing and sneezing to catch all germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Encourage all children to do the above by discussing the need for good hygiene procedures in helping them to stay healthy
- Staff will all wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- All potties and changing mats are cleaned and sterilised before and after each use
- Toilets are cleaned at least daily
- Staff are to remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- All toys, equipment and resources will be cleaned on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine
- All equipment used by babies and toddlers will be washed or cleaned as and when they need it - this includes when the children have placed it in their mouth
- Dummies will be stored in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children

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- If a dummy or bottle falls on the floor or is picked up by another child, this is cleaned immediately and sterilised where necessary
- Parents and visitors will be required to remove all outdoor footwear or use shoe covers when entering rooms where children may be crawling or sitting on the floor
- All staff and children will be required to wear specific indoor shoes or slippers whilst inside the rooms
- When children are ill we will follow the sickness and illness policy to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious
- The manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of Beanstalks
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in Beanstalks.

## **Allergies and allergic reactions**

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At *Beanstalks* we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised or where possible prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- Information will be passed on by parents from the registration form regarding allergic reactions and allergies and must be shared with all staff
- The manager must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff
- All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts
- The manager and parents will work together to ensure a child with specific food allergies receives no food at Beanstalks that may harm them. This may include designing an appropriate menu or substituting specific meals.
- If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed and it must be recorded in the incident book
- If this treatment requires specialist treatment, e.g. an epi-pen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child

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- A sick child above all needs their family; therefore every effort should be made to contact a family member as soon as possible
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles
- Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter
- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance
- All incidents will be recorded, shared and signed by parents at the earliest opportunity.
- Please also see "Administration of Medication" for Beanstalks policy on use of Epi-Pens

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## Sun care

Beanstalks is committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We use the following procedures to keep children safe and healthy in the sun:

- Children must have a clearly named sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionaries design (i.e. with an extended back and side to shield children's neck and ears from sun) to provide additional protection
- Children must have their own high factor sun cream named and dated with prior written consent for staff to apply. This enables children to have sun cream suitable for their own individual needs
- Children need light-weight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sunburn
- Children's safety outside in the sun is the nursery's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Children will not be out in the sun at the hottest part of the day
- Children will always have sun cream applied before going outside in the sun and at frequent intervals during the day
- Children are offered cooled water more frequently throughout sunny or warm days
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun
- Staff will make day-to-day decisions about the length of time spent outside dependant on the strength of the sun
- Shade will be provided in the form of a gazebo to ensure children are able to cool down or escape the sun should they wish or need to

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- Parents of children with Asian and black skin colouring should be aware that these skin types can be very tolerant to sunshine. However it is important to remember that burning can still occur.

**EPIDEMIC/PANDEMIC POLICY (regarding Covid-19 Pandemic)**

1. Information about COVID-19
  2. Preventing the Spread of Infection
  3. Guidance on dealing with suspected or confirmed cases of COVID-19
  4. Guidance on dealing with children who have travelled to affected countries/regions
  5. Guidance on cleaning after a case of COVID-19 (suspected or confirmed)
  6. Guidance to assist Professionals Policy for dealing with COVID-19 within Beanstalks Childcare
- COVID 19

**1. Information about the virus**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019. The incubation period of COVID-19 is between 2 and 10 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected. The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

- cough
  - difficulty in breathing
  - fever (37.8 degrees or above)
  - Loss of sense of smell/taste
- Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups - very few cases have been reported in children.

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## 1.1 How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission. There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

## 2. Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. (See Catch it, Bin it, Kill it)
- people who feel unwell should stay at home and should not attend work or any education or childcare setting (see below: Guidance on dealing with suspected or confirmed cases of COVID-19)

Pupils, students, staff and visitors should wash their hands:

- before leaving home or on arrival at nursery
- after using the toilet or after outdoor play/walks
- before food preparation or before eating any food, including snacks
- before leaving nursery
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- Wearing appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19

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If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment. See further information on the Public Health England Blog and the NHS UK website.

## 2.1 Cleaning Routines

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

- ❖ All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/mouse, telephones, office desks, printers, phone, money safe, banisters, children’s chairs.
- ❖ Disposable cleaning cloths will be used throughout the setting, for example blue roll for cleaning hard surfaces and disposable mop heads.
- ❖ Toys will be rotated each day and sterilised between uses to prevent cross contamination between children who attend of different days.
- ❖ The toys available will be toys that can be cleaned effectively, and resources will be limited to enable rotation.
- ❖ Toys that are difficult to clean, such as toys with lots of fiddly parts, soft toys and the wooden blocks will not be available at this time.
- ❖ Sand, water and sensory play such as playdough will also be removed from the rooms to further prevent the possible spread of infection.
- ❖ Children will leave the settings by 1730 to allow time to clean at the end of each day.

## 2.2 Hand Washing Routines

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to nursery all adults will sanitise their hands in the kitchen.
- On arrival all children will be taken to the bathroom to wash their hands by a team member.
- Members of the team should wash their own hands before supporting any child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks, and when coming back into the building from outdoors.

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- The team should wash hands before putting on any PPE.
- Beanstalks will introduce the Hand Washing Song to encourage the children to wash their hands with soap and water, and for at least twenty seconds. This is based on Peppa Pig.
- Children's guides on handwashing will go in all bathrooms.
- Staff must wash their hands before preparing or serving food even if wearing gloves.

### 2.3 Personal Protective Equipment (PPE)

In line with recommendations from the DfE and PHE PPE will be worn as follows:

- ❖ The member of team in each room leading registration at the start or end of each day will be required to wear a face mask (three ply medical grade) and disposable apron.
- ❖ Their sleeves should be rolled to their elbow to allow good handwashing before registration and throughout if necessary. (see registration procedures)
- ❖ In the event of a child or team member showing symptoms of COVID-19 during the day the person supporting this person will need to wear a disposable apron, disposable gloves, a disposable face mask and a face shield. (see How to isolate an adult or child)

### 2.4 Social Distancing and further measures to protect from infection

#### 2.41 Managing Pickup and Drop off Managing Registration Times at Pickup and Drop off

- ❖ One adult only per child to attend setting to drop off or collect. Parents will not be permitted to enter the setting.
- ❖ Parents will drop their child to the relevant door, parents will be required to social distance queue outside. One parent at a time to drop off.
- ❖ Staff at each setting will be responsible for maintaining school "bubbles" in line with their own policy.
- ❖ The team member will sign the child into the setting on our register and the parent should not have any physical contact with this.
- ❖ The team member leading registration will ensure messages are passed to the key person and the child is welcomed into the setting in a warm and friendly way.

#### 2.42 Regulating movements within our settings

Signs will be displayed on front doors/gates stating:

Please do not enter the nursery if you or your child has any COVID-19 symptoms.

- ❖ No visitors allowed into the settings.
- ❖ Virtual tours will be conducted with pre-recorded videos and remote meetings with prospective parents with the manager via Zoom.
- ❖ Office to be limited to two people at a time.

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- ❖ Library staff toilet to be used by team members, please walk around the building rather than through the library to limit the spread of infection. (Coppice Only.)

#### 2.43 Other measures

- Office to be kept closed and a mark taped on the ground to prevent visitors getting too close.
- Buggy storage will be closed at all sites.
- Children can not bring in toys and belonging from home. A bag of spare clothes and nappies can be kept on site and topped up as required, bottles and sippy cups for the youngest children can be kept on site and sterilised between uses.
- Water will be available to children in cups, which will be washed after each use. Children will not be able to bring in water or juice from home.
- Gardens will need to be cleaned each day and limited to use of only one group of children. Breakfast and afterschool club at Coppice will be suspended for the foreseeable to prevent cross infection by children attending multiple groups/rooms.

#### 2.5 Management of Team and organisation of groups of children to prevent cross contamination within Beanstalks

The team will work within an allocated room/group and not be moved around the setting to provide cover. This may mean that one setting requires team to work overtime to cover the ratio even when other settings have spare team. In emergencies (for example a staff member is sent home ill) the nursery ratios may need to be met across a site not in an individual room, in such an incident a risk assessment will be conducted to ensure children are adequately safeguarded.

In the event of not being able to safely care for the children the setting may be closed for that day. The interconnecting rooms at Coppice must be kept separate. The shared toilets at Coppice will need to be used by one group at a time. Children will not be moved to different rooms for any reason. Children will be in smaller groups of no more than 16 in Pre-School and groups of 4 two year olds in the larger. Where demand for places does not allow this, children may have to be re-allocated to another room permanently, for example a Two Year Old child may have to join the Pre-School group etc.

#### 2.6 Settling in new children

- ❖ On the first day the parents will be invited to a Zoom meeting with the manager to discuss their child's care needs and answer any questions.
- ❖ On the second day the parent will be invited to attend with their child for one hour, this will be in the nursery garden, or in the case of poor weather, in a space inside that is not used by another group of children. The child will meet their key persons and have an opportunity to play

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with the security of their parent present. The parent and keyperson will socially distance during this session.

- ❖ On the third day the parent will be permitted to enter the Pre-School garden to have a hand over, the child will join the nursery group without their parent for 2 hours.
- ❖ On day four, the session will extend to 3 hours
- ❖ On the final day they will join the social distancing queue and be greeted at the nursery door and stay with the group for their full session.

### 3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Beanstalks

#### 3.1 What to do if child or adult becomes unwell with symptoms of COVID-19

- Call the child's parent to request they collect their child from the nursery immediately.
- The staff member should leave the nursery immediately and return home.
- Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), you can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital.
- Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If this is not possible, please allocate one person to wear all appropriate PPE. If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be deep cleaned once they leave.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Make sure that the children who are old enough know to tell a member of staff if they feel unwell.

#### 3.2 How to isolate an adult or child at Minis If an adult becomes unwell with symptoms of COVID-19

If they become unwell in the workplace the person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as the office or kitchen, if it is possible to open a window, do so for ventilation. If the person is well enough they should leave the nursery immediately and return home. The

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individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms.

If the person affected is not able for any reason to call NHS 111 themselves, then a staff member should call on their behalf. Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people, if this is not possible, please allocate one person to wear all appropriate PPE. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet, if available.

If a child becomes unwell with symptoms of COVID-19

The child must be isolated in the same manner as an adult; however their key person should remain with them, and keep their distance from the child, at least 2 meters. The adult must wear appropriate PPE. To ensure the child and staff members safety, the child will be sat in a chair, which could be strapped into a buggy if appropriate, in order to maintain their distance from the adult supporting them. They will be provided with a tablet or book for entertainment. The child's parent would be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called. The child should be off the nursery premises within thirty minutes of becoming unwell. After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

3.3 Getting tested

The parent of the child or team member who has symptoms must contact 111 or apply online immediately and request a test. Tests are available to all team members and their families, children attending the nursery and their families. If any person in a team member or child's household shows signs of COVID-19 the family must get tested immediately. They cannot attend the nursery whilst they await the results and the entire household must isolate. The nursery must be informed of the result as soon as possible to enable appropriate action to be put in place if required.

3.4 What to do if a case of COVID-19 is suspected in the nursery

If anyone has been in contact with a suspected case in the nursery, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home. Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery.

3.5 What to do if a case of COVID-19 is confirmed in the setting

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The Designated Person will need to contact the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken by Beanstalks with advice from the local Health Protection Team. The room or group that has been affected will be required to close, all team and children within this group will be required to self-isolate for 14 days along with the other members of their household. In most cases, closure of the whole setting may be unnecessary.

### 3.6 What to do if children or staff in the nursery are contacts of a confirmed case of COVID-19 who was symptomatic

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance and relevant testing guidelines.
- they will be actively followed up by the Health Protection Team and potentially NHS Track and Trace
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment and testing
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19

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- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection.

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell.

If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the setting the local Health Protection Team will provide advice and will work with the management team to place guidelines and time limits.

Outside those that are defined as close contacts, the rest of the setting does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the group.

The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the setting and (if they are old enough) the child.

Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath (as described in the introduction) they will be asked to self-isolate and should seek medical advice from NHS 111 and testing from gov.uk
- if they are unwell at any time within the 10 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

### What to do if children or staff return from travel anywhere else in the world within the last 14 days

Any of the team or children returning from abroad are required to self-isolate for 14 days upon their return and cannot attend our settings during this time.

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### **3 Guidance on cleaning after a case of COVID-19 (suspected or confirmed)**

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

#### **5.1 Disposing of waste in the setting including tissues, if children or team become unwell with suspected COVID-19**

All waste that has been in contact with the individual, including used tissues and PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked (with a red X) for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, the setting will be instructed what to do with the waste.

### **4 Guidance to assist professionals**

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published.

Up-to-date advice can be found through the following links Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings

<https://www.gov.uk/coronavirus/education-and-childcare>

Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settingsinformation-for-parents-and-carers>

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Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19>

<https://www.acas.org.uk/coronavirus>

This policy was adopted on: 20-05-2020

Signed on behalf of the company: **Saskia L Nield**

Date for review 05-07-2020

Amendments made - 14/12/2020

## **Call NHS 111**

**PHE South London Health Protection Team**

**Floor 3C Skipton House,**

**80 London Road London**

**SE1 6LH**

**phe.slhpt@nhs.net; [slhpt.oncall@phe.gov.uk](mailto:slhpt.oncall@phe.gov.uk)**

**Phone: 0344 326 2052**

**Fax: 0344 326 7255**

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# Equality and Inclusion

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## **Admissions Policy**

We actively encourage parents to visit the setting while sessions are in progress so they can see how we operate and the interaction between the staff and the children. We request that parents make an appointment for these visits so that they do not have an impact on the running of the setting.

All children are welcomed to attend our setting and we make no discrimination. Children and families are all valued, regardless of their ethnicity, culture, religion, disability, sex, social and economic background, etc. We demonstrate a commitment to working with parents to provide an environment that is suitable for their child's individual needs.

Parents /carers are required to complete a child registration form, parental consent form, parent responsibility form and a contract. This enables us to gather valuable information regarding your child including emergency contact details, essential medical information and dietary requirements.

The safety of the children in our care is paramount and if you are unable to pick up your child personally we request that you notify us of a password in order to enable us to release your child to the nominated carer.

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## Equal Opportunities Policy

This setting is committed to promoting understanding of the principles and practices of equality and justice. The setting encourages equal opportunities and operates an equal access policy.

All children, irrespective of their race, colour, family structure and social, cultural and religious backgrounds are welcomed. The setting welcomes all children with disabilities and special needs and encourages full integration within the daily life at Beanstalks.

The setting respects and celebrates cultural diversity and acknowledges its responsibility to promote positive images and role models to the children in its care. Planning reflects the multicultural nature of our society.

Staff will be expected to create an atmosphere that allows children to feel valued and enable them to develop a high self-esteem. It is the responsibility of all members of staff to ensure that the statements in this policy are complied with. Members of staff who are found to be in breach of this policy will be subject to disciplinary action.

Any signs of direct or indirect discrimination resulting in one person being treated less favourably than another must be challenged. The setting expects that unacceptable conduct of an anti-discriminatory nature, from staff or any adult, which has been observed by another member of staff, would be reported.

The activities and play materials in the setting help the children to broaden their knowledge and understanding of people and cultures in our society and the world at large.

All children in this setting are provided with the opportunity to reach their full potential. Sometimes this may involve staff adapting an activity to suit the individual ability or stage of development of a child, providing additional or different resources or by providing additional staff support and attention.

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## Suspension/Exclusion Policy

As a last resort, when we can see no alternative action that can be taken, or when it is felt that other children and/or staff are potentially at risk or the child is a negative disruption to the operation of the club, the Manager has the right to exclude a child.

In such circumstances, the child's Parent/Carer will be contacted by the Manager who will give detailed reasoning as to why the action has been taken.

After an immediate exclusion has taken place, the Manager will propose a meeting with the Parent/Carer to discuss the incident(s) and decide if/when it will be possible for the child to return. Details of all suspensions and/or exclusions will be kept on record for a period of 10 years.

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## Looked after children

Beanstalks is committed to providing a welcoming and inclusive quality environment for all children and families.

The description 'looked after' is generally used to describe a child who is looked after by the Local Authority. This includes children who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a very small minority in children's homes, looked after by family members or even placed back within the family home.

The legal framework for this policy is underpinned by or supported through:

- Childcare Act 2006
- Children Act (1989)
- Children (Scotland) Act (2002)
- Adoption & Children Act (2002)
- Children & Young Person Act (2002)

The term 'Looked after child' denotes a child's current legal status; but this term is never used to categorise a child as standing out from others or referred to using acronyms such as LAC.

For young children to get the most out of educational opportunities they need to be settled appropriately with their carer. At Beanstalks we treat each child as an individual. Discussions will take place regarding the length of time the child has been with their carer before they start Beanstalks to distinguish if they have secured a relationship and are ready to be able to cope with further separation, a new environment and new expectations made upon them.

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We are aware that there a number of reasons why a child may go in to care and these reasons may or may not include traumatic experiences or abuse. All practitioners are committed to doing all they can to support all children to achieve their full potential. The staff team are all trained to understand our safeguarding policy and procedures and additional training to support children's individual needs will be planned for where appropriate. Practitioners are supported by management at all times and we have an open door policy if they need to discuss any sensitive issues regarding the child.

**The designated person** for 'Looked after children' is *Emma Riley*

Each child will be allocated a key person. The key person will support the child initially with transition and settling in and then continue to support and build up a relationship with the child, carers and other agencies involved. Regular contact will be maintained with the carers throughout the child's time at Beanstalks and with the social worker.

Regular ongoing practice such as observations will be carried out to build up a picture of the child's interests, and activities will be planned accordingly to support the child's stage of learning and development and interests. This information will be shared with carers as well as any concerns surrounding their developmental stages.

Where necessary a care plan will be developed with carers and professionals. This will include:

- the child's emotional needs and how they are to be met;
- how any emotional issues and problems that affect behaviour are to be managed;
- the child's sense of self, culture, language/s and identity - how this is to be supported;
- the child's need for sociability and friendship;

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- the child's interests and abilities and possible learning journey pathway; and
- how any special needs will be supported.

In addition the care plan may also consider:

- how information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with whom and how it will be recorded and stored;
- what contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be the setting, when, where and what form the contact will take will be discussed and agreed;
- what written reporting is required;
- wherever possible, and where the plan is for the child's return to their home, the birth parent(s) should be involved in planning; and
- with the social worker's agreement, and as part of the plan, the birth parent(s) should be involved in the setting's activities that include parents, such as outings, fun-days etc alongside the foster carer.

Where applicable, a Personal Education Plan (PEP) will also be completed for 3-5 year olds in partnership with the social worker and/or care manager and carers. We will also attend all appropriate meetings and contribute to reviews.

Transition to school will be handled sensitively with the key person and designated 'looked after' person working together with the child to ensure that this is as smooth as transition as possible and all necessary information is shared. The child's individual file, including observations, photographs and pieces of art work and mark making will be passed on to the carer at this stage.

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# Supporting Individual Children

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## Key worker Policy

The aim of the key worker policy at Beanstalks is to enable the child and parents/carers to build a special relationship with a particular member of staff, who will help them, settle into the club, and liaise with the parent/carer about every aspect of the child's care. The key worker will be responsible for initiating and maintaining records on the child and may work with other multi agency professionals to support the child and the family.

Key worker boards are sited in the hall / base room and a key worker slip will be given to all parents/carers when the child is settling naming the child's appointed key worker and again when the child transitions through the room stages.

To assist continuity of care the setting operates a key worker buddy system, if a member of staff is absent from the setting a buddy key worker will take on the responsibilities for that child.

We have recently become aware through continuous reflection that children over 8 years old seemingly approach the member of staff there for them at the time and don't specifically use our Key Worker system. We have therefore changed the system so that children in Beanstalks care have Key Worker relationships until aged 8, thereafter children begin to make their own informed choice of which member of staff to approach whilst in the setting. Children with SEN or that display strong bonds with their Key Worker are more than welcome to remain in this system. Parents are advised to approach the Manager or any member of staff as they feel comfortable.

### System followed

- When a child starts the manager will take charge of the settling in process.
- During a two week process the manager will observe if the child naturally goes to / talks with a particular member of staff.
- In consultation with parents/carers the member of staff will then be given key worker responsibility for that child.
- Follow up key worker slips will be given to the child's parents/carers.

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**The key workers main areas of responsibility include:**

- Helping and supporting the settling in process
- Maintaining record keeping
- Develop relationships with the child and the parent/carers
- Liaising with the parent/carer to provide information and support where required
- Encouraging the parent/carer to contribute to the child's day at the club

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# Behaviour Management Policy

**Lead person: Karen Richardson**

Children need set boundaries for their own safety and the safety of their peers. We aim to set these boundaries in ways that help children to develop a sense of responsibility for their own behaviour. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We require all staff to use positive strategies for handling any negative behaviour, by helping children find solutions in ways which are appropriate for their ages and stages of development. In the event that unacceptable behaviour is judged to be so severe that a child cannot re-join activities, the parent/carer will be contacted by the Manager to request that the child be collected at the earliest possibility. At this point, the Manager may refer to the "Suspensions/Exclusions Policy."

Staff will be aware that some kinds of behaviour may arise from a child's special needs. They will work with the SENCO and any Education Healthcare Plan or Statement of needs to develop strategies to support the individual child's behaviour.

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## SEN&D Policy

We work in conjunction with the local offer this can be found in full at

[www.trafford.gov.uk/localoffer](http://www.trafford.gov.uk/localoffer)

### The following offer is based on the Trafford template

#### 1. How will the setting help my child settle in?

We aim for children to feel safe, stimulated and happy in Beanstalks and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the club has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The staff will work in partnership with parents to settle their child into the club environment by:

- Providing parents with relevant information regarding the policies and procedures of Beanstalks
- Encouraging the parents and children to visit Beanstalks during the weeks before an admission is planned
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development

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- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into Beanstalks
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and build a relationship with his/her parents during the settling in period, and throughout his/her time at Beanstalks, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Children will not be taken on an outing from the club until he/she is completely settled.

### 2. Who can I contact for further information?

Please contact the manager at your chosen setting (numbers/email address can be found on the website), each of the team members will work closely with parents/carers to ensure that the needs of each child are met. A key worker will then be appointed to provide a primary contact with the parent/carer.

### 3. How does the setting know if children need extra help?

This information may be given by parents/carers prior to the child starting via the child's registration form. Key workers work closely with their key children who would monitor any change given from the "All about me" sheets. Once the child has started with us Beanstalks staff will observe the child within the EYFS framework and their learning and development will be logged, if the child appears to falling below pre-set guidelines then

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staff will reassess and work closely with the child and parents/carers to provide guidance and support.

4. How will the setting support my child?

Please refer to the LA offer [www.trafford.gov.uk/localoffer](http://www.trafford.gov.uk/localoffer)

We have links with other outside agencies to provide support to our children and families.

5. How will I be involved in my child's learning?

The child's key person will be available on a daily basis to discuss their child's day. The setting sends out regular newsletters.

6. How will the setting support my child at times of change, such as moving to a new setting or starting school?

(See Transitions policy)

7. What support will there be for my child's overall wellbeing?

All children and families are treated as individuals and with respect. Key workers build a close bond with their key children to make children feel safe and secure whilst at the setting. Staff will ensure that any dietary/allergy information is strictly adhered to whilst children are at the setting. The setting requires parents/carers to sign a permission form before any medication can be administered.

8. What specific and expertise are available at or accessed by the setting? What training has the staff supporting children with SEND-CO had?

The settings SEND-CO will attend relevant training courses and meetings to keep up to date with how to best support children with SEND. Staff also attend ICAN training.

9. How will my child be included in activities outside the room including physical activities and visits?

The setting has a large outdoor play area accessed by a ramp/rail ensuring that all children can play outside.

The setting buys in sessions from Little superstars. When planning trips offsite the needs of children are always considered and form part of our risk assessments. Trips are

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inclusive to all our children, permission and guidance will be sort from parents/carers. Ratios are always accounted for.

#### 10. How accessible is the settings environment?

Beanstalks have wheelchair access. Should a child require the environment to be adapted to accommodate medical equipment risk assessments would be put in place to facilitate this, where it is safe and practicable to do so. Should environments need adapting to meet a need of a child with an auditory or visual impairment we would work with parents to establish how we can full support a child. Again working closely with support services to add to environments.

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## Separated family

When parents separate it is a difficult situation for all concerned. Beanstalks understands that emotions run high and this policy lays out how Beanstalks will support the child and their family within the club. We feel this policy will support all parties in this difficult time including our team.

### **Parental responsibility**

While the law does not define in detail what parental responsibility is, the following list sets out the key roles:

- Providing a home for the child
- Having contact with and living with the child
- Protecting and maintaining the child
- Disciplining the child
- Choosing and providing for the child's education
- Determining the religion of the child
- Agreeing to the child's medical treatment
- Naming the child and agreeing to any change of the child's name
- Accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise
- Being responsible for the child's property
- Appointing a guardian for the child, if necessary
- Allowing confidential information about the child to be disclosed.

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## England and Wales

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- By jointly registering the birth of the child with the mother (From 1 December 2003)
- By a parental responsibility agreement with the mother
- By a parental responsibility order, made by a court.

## Registration

During the registration process it is important for Beanstalks to know all details about both parents. This includes details about who does or does not have parental responsibility as this will avoid difficult situations that may arise at a later date.

Beanstalks requests that all details are logged on the child registration form. If a parent does not have parental responsibility, or has a court order in place to prevent this, Beanstalks needs a copy of this documentation for the child's records.

If a child is registered by one parent of a separated family, the nursery requests that all details relating to the child and other parent are disclosed wherever possible, e.g. court

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orders, injunctions. This will allow Beanstalks to have all the appropriate information in order to support the child fully.

**Beanstalks will:**

- Ensure the child's welfare is paramount in all operations relating to their time within the club.
- Comply with any details of a Court Order where they are applicable to the nursery's situation, provided Beanstalks has seen a copy/has a copy attached to the child's file
- Provide information on the child's progress within Beanstalks to both parents
- Invite both parents to Beanstalks events, including parental consultations and social events
- Ensure any incident or accident within Beanstalks relating to the child is reported to both parents as soon as possible
- Ensure that all matters known by the staff pertaining to the family and the parent's separation shall remain confidential
- Ensure that no member of staff takes sides within the separation and treats both parents equally and with due respect.

Beanstalks cannot restrict access to any parent with parental responsibility unless a formal Court Order is in place. We respectfully ask that parents do not put us in this position.

**We ask parents to:**

- Provide us with all information relating to parental responsibilities, Court Orders and injunctions
- Update information that changes any of the above as soon as practicably possible

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- Work with us to ensure continuity of care and support for your child
- Not involve Beanstalks staff in any family disputes, unless this directly impacts on the care we provide for the child
- Talk to the manager/key person away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat
- Not ask Beanstalks to take sides in any dispute. We will only take the side of your child and this will require us to be neutral at all times.

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## Intimate care

*Beanstalks* aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key person with the exception of the first aid treatment that will be conducted by a qualified first aider.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in Beanstalks and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable DBS checks.
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Conduct thorough inductions for all new staff to ensure they are fully aware of all Beanstalks procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training

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- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partners policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensure all staff have an up-to-date understanding of \*safeguarding/\*child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a whistle blowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Staff will be trained in behaviour management techniques as applicable
- Beanstalks conduct regular risk assessments on all aspects of the club operation and this area is no exception. Beanstalks has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity.

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## Outdoor play

At *Beanstalks* we are committed to the importance of daily outdoor play and physical development in all children regardless of their age and stage of development. All activities will be made accessible to children with learning difficulties and disabilities to ensure all children are able to freely and independently use the outdoor area and physical play opportunities to best effect.

Children need regular access to outdoor play in order to develop their large and small muscles, experience an environment that is different to the inside of the club and more importantly access sunlight in order to absorb vitamin D more effectively.

The outdoor areas, both within the school grounds and in the local community have a wealth of resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem all of which support children to develop skills for now and the future.

Beanstalks will ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Staff are informed of the importance of these procedures and are trained appropriately to ensure these procedures are followed effectively.

Parents' permission will be sought before any child leaves the club during the day, this includes short outings into the local community. Please refer to the visits and outings policy for further information on this process.

All outdoor play opportunities and outings will complement the indoor activities and provide children with both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours.

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## Anti-Bullying Policy

We are committed to providing an environment that is safe, welcoming and free from bullying for all - children and adults alike. Bullying of any form is unacceptable - whether the offender is a child or an adult. The victim is never responsible for being the target of bullying. Bullying is defined as the repeated harassment of others through emotional, physical, verbal or psychological abuse, e.g.:

**EMOTIONAL:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them - e.g. forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.

**PHYSICAL:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

**VERBAL:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult, e.g. spreading rumours or making fun of another person's appearance.

**PSYCHOLOGICAL:** Behaviour likely to instill a sense of fear or anxiety in another person.

### Cyber bullying:

"cyber bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others." Cyber bullying can involve Social Networking Sites, like Facebook and MySpace, emails and mobile phones, used for SMS messages and as cameras.

### **PREVENTING BULLYING BEHAVIOUR**

Everyone in the setting will make every effort to create a tolerant and caring environment where bullying behaviour is not accepted and cannot flourish. Staff will openly discuss issues surrounding bullying, including why bullying behaviour will not be tolerated and possible consequences.

### **DEALING WITH BULLYING BEHAVIOUR**

If, despite all efforts to prevent it, bullying behaviour occurs on occasion the following principles will govern the setting's response:

- All incidents of bullying will be addressed thoroughly and sensitively

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- Children will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully
- Staff have a duty to inform the manager if they witness, or have serious reason to believe that there has been, an incident of bullying behaviour involving children or adults at the setting
- If a child or member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell
- The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly
- In most cases, bullying can be addressed according to the strategies set out in our Behaviour Management Policy. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
- The Manager will inform the parents/carers of all the children involved in any persistent or serious bullying incident. If appropriate, they will facilitate a meeting between the relevant parents/carers. All staff will, at all times, handle such incidents with care and sensitivity

All records of bullying will be reported to the Manager and recorded in the Incident Record.

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## Physical Intervention Policy

Physical intervention should only be used in exceptional circumstances, where it is necessary in order to prevent a child from injuring themselves or others or causing serious damage to property or other situations that is regarded as exceptional circumstances. In the event that a practitioner is required to use physical intervention, an accurate record of the incident must be documented and shared with the parent at the end of the session. Beanstalks practitioners do not use physical punishment or threaten to use this punishment.

### **Recording and Reporting**

A written record of any incident involving the use of physical restraint is made as soon as possible afterwards using the Physical Restraint Incident Report form (see sample) and this is shared with the Manager. Witnesses or any staff involved in providing additional support may also add signed and dated notes giving details of the incident. In the case of a child who already has an agreed Physical Intervention Plan in place, any completed Physical Restraint Incident Form should be attached to this. These records are kept in the Confidential File in the Manager's office. A debriefing session is held as soon as possible after any incident, including members of staff involved, any witnesses and the child if appropriate. Parents and carers are always informed of incidents involving physical restraint.

### **Parental Involvement**

Parents and carers are made aware of the school's Physical Intervention Policy, which is available in the lobby, and they will be kept fully informed of any incidents that have necessitated the use of physical restraint to their own children. Parents and carers of children known to behave in ways which may necessitate physical intervention will be invited to attend meetings to discuss, agree and review individual plans

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## Physical Intervention Plan

|                                           |
|-------------------------------------------|
| Child's Name:                             |
| Date of birth:                            |
| Key Person:                               |
| Reason(s) for physical intervention plan: |
| Agreed strategies and approaches:         |
| Named staff involved:                     |
| Parent/carer involvement:                 |
| Signed:                                   |
| Date:                                     |

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## Physical Restraint/Bullying Incident Report

|                                               |
|-----------------------------------------------|
| Name of child:                                |
| Date/time of incident:                        |
| Details of incident:                          |
| Incident managed by:                          |
| Witnesses/other staff involved:               |
| Method(s) of restraint if used:               |
| Debriefing session/evaluation:                |
| Parent/carer informed/response:               |
| Date/time this report completed:              |
| Signed:                                       |
| Signatures of witnesses/other staff involved: |

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## Tapestry

### **Policy statement**

At Beanstalks we provide all children with an online learning journal through the provider 'Tapestry', this assists practitioners in recording observations, photos and videos, and also provides an opportunity for parents to comment and add their own observations to their child's journal. This helps to promote strong partnerships between the setting and home, as the children continue to develop when they first attend the pre-school through to when they leave to attend Primary School (or for any other reasons if before this time).

### **Procedures**

At Beanstalks we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login. Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each other's key children. Parents logging into the system are only able to see their child(ren)'s learning journal. Parent access allows them to comment or reply to observations that staff have added as well as adding their own observations and photos/videos - any observations the parents submit have to be approved and added into the journal by the staff to ensure appropriate content.

Whilst Tapestry provides a fantastic tool for sharing information between the pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comment's to or contribute to with information regarding what they have been doing at home. Any further discussion of progress or concerns will be done during a face-to-face conversation at the setting during a prior agreed time. Observations are regularly monitored by the Manager to ensure that staff are providing relevant and informative information.

### **Safe Use Agreement**

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by Beanstalks.

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- Staff should not share any information or photographs relating to children with any person not employed by Beanstalks Pre-School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on pre-school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Beanstalks Pre-School.
- At all times staff must comply with Child Protection policies and Computer safe use policies.

This policy runs in conjunction with the following policies:

- Use of mobile phones and recording devices policy
- Key person policy
- Safeguarding policy

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# Food and Nutrition

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## Early Years Nutrition Policy

Our philosophy is that eating should be a relaxed, happy and social occasion. In Beanstalks the children eat altogether sitting with the staff, so that we can use mealtimes as an opportunity to develop and encourage children's eating and social skills.

The children are taught to wash their hands before snack and any meal.

We are keen to work with parents at all times to ensure that the dietary needs of our children are met. We welcome any parent with suggestions or concerns to contact us.

We take our responsibilities for food safety very seriously indeed. All of our food handling staff have up-to-date training in food hygiene, and all food produced or supplied in and for Beanstalks is stored, prepared and served to the highest standards of food safety.

We respectfully request that parents do not encourage their children to bring food into Beanstalks as we must safeguard all the children in our care against allergies etc. Any birthday cakes which are brought to the club will be cut up and sent home with the children to be eaten at the parent's discretion.

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# Parents / Carers as Partners

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## Parents and Carers as Partners

We believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. The two-way sharing of information is key to this. The beanstalk team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, are able to support parents in an open and sensitive manner.

Beanstalks wishes to ensure parents are an integral part of the care and early learning team within the club.

Our policy is to:

- Recognise and support parents as their child's first and most important educators, and to welcome them into the life of Beanstalks.
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the club at any time
- Welcome nursing mothers. Beanstalks will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure documentation and communications are in a format to suit individual parent's needs
- Ensure that all parents are aware of Beanstalk's policies and procedures. A detailed parent prospectus will be provided and our full policy documents will be available to parents at all times available in individual base rooms /on the website
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children
- Support parents in their own continuing education and personal development and inform them of relevant conferences, workshops and training

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- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents evenings and a parents' forum
- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through regularly distributed newsletters/the website
- Operate a key person system to enable a close working relationship with all parents. Parents are given the name of the key person of their child and their role when the child starts. Support two-way information sharing regarding each child's individual needs both in Beanstalks and at home
- Inform parents on a regular basis about their child's progress and involve them in the shared record keeping. Parents' evenings will be held at least twice a year. Parents will be consulted with about the times of meetings to avoid excluding anyone
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and club operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the club
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents. All parents have access to our written complaints procedure
- Provide opportunities for parents to learn about the Early Years Foundation Stage and about young children's learning in Beanstalks and how parents can share learning at home and where they can access further information
- Provide a written contract between the parent(s) and Beanstalks regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so

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- Inform parents how beanstalks supports children with special educational needs and disabilities
- Find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. These are then evaluated by Beanstalks to promote club practice, policy and staff development.

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## Collection Procedure Policy

This setting uses the following collection procedure for the collection of children at the end of their session.

- The person in charge must know who is collecting the child each day and who is not allowed contact (where appropriate).
- If another adult is to collect the child, the setting should be informed in writing, the day before if possible.
- Adults nominated by the parents to collect a child should provide a password that has been previously agreed between the parents and the key worker.
- All children must be signed out by their parent before they leave, the registers will also be double checked by the Manager leaving at 6pm to ensure all children are accounted for.
- We will ensure no child leaves unsupervised, parents should help by leaving the doorway clear so that no child can slip through unnoticed.
- If you are unavoidably detained and cannot arrive on time to collect your child, please telephone to inform us.
- If your child remains uncollected, we will phone all contact numbers after 15 minutes and if we cannot make contact the police or local authority social care for children will be contacted.

### Collection by a minor

Beanstalks **strongly advises** that parents/carers do not request that a minor collects another minor from after school/holiday club. Children being collected by a minor must be in years 5/6, no younger children will be released. Parents must authorise in writing and a signature from the minor collecting should be added to the registration form beforehand.

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## Uncollected Child Policy

Beanstalks is open until 6pm. Under usual circumstances a parent/carer can be unintentionally late for a variety of reasons and will usually contact us to inform of us of their whereabouts or if the child will be collected by someone else.

If we have not hear from the parent/carer by 6.15- 6.30pm a member of staff will ring the emergency contact numbers in the child's information file. Should contact be made then we will make arrangements to ensure that two members of staff who are suitably qualified will remain on the premises with the child until the person collecting arrives.

The staff member in charge is to assess the situation at approximately 6.30pm and make a decision as to whether to pass the child from their care into the care of social services or police (if no contact or alternative arrangements have been made with the parent/carer) then under this policy they reserve the right to do so.

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## Arrivals and departures

It is the policy of Beanstalks to give a warm welcome to each child on their arrival.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded. Parents/carers are also asked to sign their children in and out of the club.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult. Photo identification or a password are also required where possible for the nominated adult.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number.

On departure, the child register must be immediately marked to show that the child has left the premises.

### **Adults arriving under the influence of alcohol or drugs**

Beanstalk's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

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If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, Beanstalks staff will intervene and endeavour to prevent this individual from getting back into the vehicle. Beanstalks reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

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## Cameras and recording devices

We ensure that any photographs or recordings taken of your children in the club are only done with prior written permission from each child's parent. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for each different use including, use in the child's learning journey, for display purposes, for promotion materials including our nursery website and brochure and to use in the local press. We ensure that parents understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses then Beanstalks will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and only use those provided by the club. The manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

Parents are not permitted to use any recording device or camera (including those on mobile phones) on the premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

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# Complaint Reporting

Beanstalks encourages parents to share their concerns regarding the running of the provision and welcome suggestions for improvement as early as possible to avoid concerns escalating before they are resolved.

Complaints will be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all children.

In case of a complaint relating to child protection, please refer to the Safeguarding/Child Protection Policy.

## Complaints procedure

### Stage 1

If any parent should have cause for complaint or any queries regarding the care or early learning provided by the nursery they should in the first instance take it up with the child's key person or a senior member of staff.

### Stage 2

If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then these concerns must be presented in writing to the manager. The manager will then investigate the complaint and report back to the parent within five working days (the manager may invite the parent carer into the setting to discuss the issue). This will be fully documented in the complaints log book and will detail the nature of the complaint and any actions arising from it.

(Most complaints are usually resolved informally at stage 1 or 2.)

### Stage 3

If the matter cannot be resolved to their satisfaction, or parents/carers would like advice from an independent body then they have the right to raise the matter with

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Trafford Early Years Advisory team - Beverley Reid (0161 912-2000)

Ofsted - 0300123 1231  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Parents are made aware that they can contact the above in all stages of complaints and are given information on how to contact them.

A record of complaints will be kept in the club. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, result of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish to, however all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted will have access to this record at any time during visits to ensure actions have been met appropriately.

Parents will also be informed if Beanstalks becomes aware that they are going to be inspected and after inspection will provide a copy of the report to parents and/or carers of children attending on a regular basis.

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## Baby Sitting Policy

This policy has been implemented to provide clarification of some points regarding private arrangements between staff and parents/carers.

- Beanstalks is not an agent and will not be responsible for any private arrangements or agreements that are made.
- Out of hours work arrangements must not interfere with a staff member's employment at Beanstalks
- Confidentiality of employment must be adhered to and respected
- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS clearance, and it may not be appropriate for them to care for children
- Beanstalks will not be held responsible for any health and safety or other issues that may arise from these private arrangements
- Beanstalks has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of Beanstalks hours.

This policy must be signed by both the employee and parent carer before any outside arrangements are agreed, failure to do so may result in disciplinary action on the behalf of the employee.

Employee: \_\_\_\_\_

Parent / Carer: \_\_\_\_\_

Date: \_\_\_\_\_

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# Staff

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## Personnel

Beanstalks policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, safety, care and development
- The requirements of the Early Years Foundation Stage
- The needs of the children including maintaining continuity of care
- Compatibility between all members of staff and the building of a good team spirit
- Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential
- Equal pay for work of equal value
- Compliance with the current legislation including the principles of the Equality Act 2010 and all current legislation governing discrimination.

We will ensure:

- The provision of a person specification and job description for each member of staff prior to an interview
- All interviews will follow our recruitment procedures to ensure safe and fair recruitment occurs
- The provision of a statement of terms and conditions and contract for each member of staff on employment (contract to be received by new employee within two months of commencement of employment)
- New members of staff will be provided with copies of all the policies and procedures and we will ensure their understanding and adherence to these over an induction period

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## Staff development and training

Beanstalks highly values its staff. It is in the interests of the club, the children, their families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise. We have a training budget which is set annually and reviewed to ensure that the team gain external support and training where needed.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through on going communication, involvement and a no blame culture to enhance nursery practice
- Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
- Encourage staff to contribute ideas for change within the club and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
- Encourage staff to further their experience and knowledge by attending relevant external training courses
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within Beanstalks
- Provide regular in-house training relevant to the needs of Beanstalks
- Carry out regular 8 weekly supervisions with all staff. These provide opportunities for staff to discuss any issues, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness. Staff appraisals are carried out annually where objectives and action plans for staff are set out, whilst also identifying training needs according to their individual needs
- Develop a training plan addressing both qualifications and continuous professional development needs of Beanstalks and individual staff
- Carry out training needs analyses for all individual staff, the team as a whole, and for Beanstalks every six months

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- Promote a positive learning culture within Beanstalks
- Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
- Provide inductions to welcome all new staff and assign a 'work-buddy' to coach and support new staff
- Offer on going support and guidance
- Offer varied information sources including membership to local and national organisations, resources, publications and literature to all staff.

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# Staff Conduct

Working as part of the nursery team

It is the aim of Beanstalks to provide a friendly and respectful working environment for all staff, where they are able to feel valued by their colleagues and be assured that any problems which might arise will be dealt with in an appropriate and professional manner.

Staff conduct also has a big impact on the learning environment for the children and staff should be aware of this at all times.

In order for the above to be achieved all staff have a responsibility to conduct themselves in the following professional manner:

- To respect their colleagues as individuals and be aware of their needs
- To work as a team and support each other as much as possible
- To sort out problems promptly so that they are not allowed to escalate
- Never to talk derogatorily about a member of staff to anyone behind that person's back
- To keep personal conversations to a minimum and for appropriate times - always putting the needs of the children first
- To value the views of all staff so that they feel that their contributions will be listened to
- To offer help if they see other staff members struggling and to ask for help if they need it themselves
- To work in such a manner which promotes teamwork and support to the whole team and not just individuals
- While the company appreciates the fact that staff may at times experience difficulties in their personal lives, it remains imperative that the undertaking of the role of working with children requires a positive attitude and approach at all times. If it becomes apparent that this is not possible, the manager will discuss the situation with the member of staff and seek a way of helping to resolve the matter.

Staff should promote an open culture where small problems can be sorted out between themselves. However, if the situation is not resolved or the concern is of a more serious nature, the matter should be referred to either the senior member of staff or the Area Manager.

Working with parents and carers

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Beanstalks also aims to provide a positive environment for all parents and carers who use the clubs so that they feel respected, valued, supported and listened to. We recognise that the way staff conduct themselves with parents plays a major part in achieving this. Staff therefore have a responsibility to conduct themselves with parents and carers in the following way:

- To be respectful and supportive of parents at all times
- To be sensitive to the needs, stresses and concerns of working/studying parents
- To be respectful and understanding of the differing cultures and beliefs of parents as long as they adhere to Beanstalks policies and procedures and the current law of the land
- To be respectful of information shared with them in their role as keyperson and understand that more sensitive information will only be shared with the further team on a 'need to know' basis in adherence with the confidentiality policy

The club believes that if the above points are adhered to the best environment will be created for both staff, children and their families.

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# Safe Recruitment

At *Beanstalks* we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

## **Advertising**

- We use reputable newspapers, websites and the local job centre to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including a DBS check and at least two independent references for each new employee.

## **Interview stage**

- We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview
- The manager and the deputy will both sit on the interview panel and are both involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to

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enhance the child's development and their understanding of the legal frameworks applied to childcare and used in Beanstalks. The questions will be value based and will ensure the candidate has the same values as Beanstalks with regards to the safety and welfare of the children in their care

- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of Beanstalks
- Each candidate will receive communication from Beanstalks stating whether they have been successful or not.

### Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g. their GP). These references will be taken up BEFORE employment commences. This will be verbal initially and then followed up with a written reference which will form part of their personnel file
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee
- All new starters will be subject to an DBS check whether they currently hold an enhanced CRB check or not. This will be initiated before the member of staff commences work in the nursery and they will not have **unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not)
- All qualifications will be checked and copies taken for their personnel files

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- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the \*Safeguarding Children/\*Child Protection policy and procedure, about emergency evacuation procedures, equality and health and safety issues

The new member of staff will receive regular meetings with the manager and their mentor during their induction period to discuss their progress.

### Legal requirements

- Beanstalks abides by all legal requirements relating to safe recruitment from the \*Early Years Foundation Stage
- Beanstalks also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left beanstalks or is still under investigation. Please refer to the \*child protection/\*safeguarding policy for further information.

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## Staff working with their own children/close relations

We believe our staff should remain neutral and treat all children with the same concern; therefore it is not always appropriate for staff to care for their own children whilst working in the club. However we will accommodate all wishes of our staff and come to an agreement which suits us all.

- Where staff are positioned in the same setting as their child or close relation an agreed set of guidelines will be adopted by both the club and the member of staff to set out the expectations of working with their child/close relation.
- Where this agreement is not working or is impacting on the care of the children in the room, the manager and member of staff will reassess the situation
- Staff caring for another staff member's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the club.

Where the care of the children in the room is impacted upon because of the staff's relationship with their child or close relation:

- It will be the staff member that moves rooms, not the child. This will enable the child to be in the appropriate age/stage group and forge consistent relationships with other children in this group
- Staff will be required to adhere to guidelines about contact with their child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the room routine and the upset a visit may cause the child when their parent leaves the room again. This will be agreed by the member of staff, manager and the room leader in order to cause as little upset as possible to all children involved

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- If there are staff shortages resulting in the movement of staff, the staff members will be placed in a different room to that of their child or close relation wherever possible

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## Mobile Phone Policy

Beanstalks recognises that mobile phones are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety. Beanstalks therefore respects that employees are permitted to bring mobiles onto the premises BUT use is limited and restricted.

### Responsible Use and Rules

- Only the on site Manager is permitted access to their mobile phone during the club and this is only applicable due to the fact that parents contact them using their personal number. These have been risk assessed for and are regularly checked for mis-use.
- Phones must be switched off and kept in the locked storage tin during the working day and may only be accessed by staff during dedicated breaks. Staff must sign their phones in and out.
- If there is an emergency which requires communication from home staff are welcome to seek permission from the manager to use the club phone.
- Staff are not permitted to take any pictures or video footage of the children on their own personal mobile phones.
- All cameras in the club including staff mobile phones can be subject to scrutiny at any time by the safe guarding lead or senior member of the management team.
- Any staff member, volunteer or student found to be non-compliant with this policy will face disciplinary action.
- The same policy applies for the children in our care at Beanstalks - we adhere to the schools policy for Mobile Phone use which is that all phones are switched off and in the child's bag during club hours.

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## Camera Policy

Photographs are a fantastic tool to document children's learning and to use as a communication tool with parents and carers, however as a risk assessed control staff are not permitted to use their personal cameras or mobile phones but are welcome to use the Beanstalks instant camera.

## Whistle blowing Policy

Whistle blowing is raising a concern about malpractice within an organisation.

Beanstalks is committed to delivering a high service, promoting organisational accountability and maintaining public confidence.

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to the formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the manager they may contact the public concern at work website [www.pcaaw.co.uk](http://www.pcaaw.co.uk), tel 02074046609 or contact the Ofsted at [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

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## Social Media Policy

Beanstalks realises that social networking has now become an integral part of every day life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give staff members clear guidelines as to what we at Beanstalks expect of our staff when accessing these sites.

□ The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

□ Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

When using social networking sites staff should give due regard to the following:

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the nursery.
- Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of Beanstalks.
- Information published on your blog(s) should comply with Beanstalk's Confidentiality Policies. This also applies to comments posted on other blogs, forums and social networking sites.
- Always be respectful to:
  - o Beanstalks
  - o Other staff members
  - o Parents and relatives
  - o Children
  - o Partners
  - o Competitors

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- Staff should be aware that any disrespectful comments to the above may be seen as libellous.

- Social media activities should not interfere with work commitments.

- Remember at all times in or out of working hours you are an ambassador for Beanstalks and your online presence reflects on the setting.

- Be aware that your actions captured via images, posts or comments can reflect on our setting

- Do not reference or Beanstalks parents or children without their express consent.

- Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

- Beanstalks Logos and trademarks may not be used without written consent.

Any Employee, who becomes aware of social networking activity that would be deemed distasteful, should make the manager/owner aware

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## Student Placement Policy

We recognise that the quality and variety of work which goes on in Beanstalks makes it an ideal place for students on placement from school or college childcare courses, as well as those on the diploma in Pre-school Practice.

Students are welcomed into the club on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the work of the club
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course, which provides necessary background understanding of children's development and activities.
- The students tutor must confirm that a police check has been taken out on the student attending the club
- Students required to conduct child studies will obtain written permission from the parents / guardian of the child to be studied.
- Any information gained by the students about the children, families or other adults in the club must remain confidential.
- Students will be supervised at all times and never left on their own with any child.

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# Absence Management

Beanstalks encourages all its employees to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work due to sickness. By implementing this policy, we aim to strike a reasonable balance between the pursuit of its business needs and the genuine needs of employees to take occasional periods of time off work because of sickness. This policy and procedure establishes a framework to support individuals and the organisation in times of sickness absence. It ensures that appropriate and consistent advice is provided and that assistance and support is offered to employees and, where necessary, action is taken.

## **Principles**

We aim to provide a healthy working environment and demonstrate commitment to health, safety and the welfare of staff in order to maximise attendance.

Management is responsible for regularly monitoring and taking appropriate action in connection with sickness and other unplanned absence.

## **Exclusion periods for contagious illnesses**

Working with children will mean that you are in contact with illnesses which can be highly contagious. We take the health of children and staff very seriously therefore if you have any contagious illness you must adhere to the same exclusion periods as children. This will ensure that you are able to recover appropriately and that this illness is not passed onto other staff, children or parents. The manager will advise you of any exclusion times required.

## **Sickness absence reporting procedure**

Reporting of sickness absence should be done using the following guidelines. Failure to follow these guidelines could delay any sick pay due to you and could possibly result in disciplinary action.

1. On your first day of absence, you must:

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- Telephone and speak to the manager
  - Give brief details of your illness
  - Telephone and speak to someone yourself unless you are hospitalised or incapacitated
  - Contact someone within one hour of your normal start time. If you are due to start at 8.45am then please contact the manager at least half an hour before your shift is due to start.
2. If you are aware that the illness is likely to last for more than the one day you should indicate the length of absence expected. If you have been unable to determine how long the absence will last, and it exceeds the third day, you must contact your manager again on the fourth day.
3. On returning to work you must complete a copy of the 'Employee's statement of sickness self-certification form'. This should be signed by management.
4. For absences of more than seven consecutive days, you must provide a 'fit note' completed by a qualified medical practitioner for the period of absence.
5. After returning to work from any sickness absence leave, a 'return to work' interview may be undertaken by the employee and line manager. This will not happen in all circumstances, but it would be expected in the following:
- Where the absence has exceeded 14 days
  - Where the nature of the illness means that duties on return to work may need to be altered, and clarification and/or consultation is required
  - Where a member of staff has had two or more absences in 12 weeks.

During the return to work interview the following will be discussed:

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- The reason for absence
- Whether adjustments to the role (on a temporary or more permanent basis) are required, and what they are. These might include adjusted work patterns, start and finish times and changes of duties
- Future requirements and expectations, e.g. improved attendance
- The return to work interview should be recorded and signed by both the manager and employee and a copy attached to the employee's file.

Where an employee's attendance record gives cause for concern because of the duration or frequency of absence, this should be brought to the attention of the employee through a discussion with the manager.

Throughout any stage of discussions on sickness absence, employees may be accompanied by a work colleague.

The abuse of sick leave and pay regulations may be classified as misconduct and will be dealt with through the disciplinary procedure.

### **Frequent and/or persistent short-term sickness absence**

Short-term absence may either be for reasons of sickness, e.g. short periods of one or two days occurring frequently.

Absence of this nature can be identified by one of the following indicators and should be classed as a trigger:

- Four self-certified spells of absence in one calendar year
- A total of 10 working days or more of self-certified absence in one calendar year
- Patterns of absence over a period, e.g. an individual regularly taking Mondays or Fridays off

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- Where an employee's attendance record is significantly worse than those of comparable employees, or absence problems have gone on for a considerable length of time.

**Long-term sickness absence**

For the purposes of the policy, long-term sickness absence is defined by Beanstalks as absences lasting over one month.

Where absences have lasted over 14 calendar days or more the manager should contact the member of staff concerned to obtain an initial assessment of the problem and to offer any further help or assistance. This informal contact may be maintained with the employee's agreement until one month's continuous absence.

At this point and where felt appropriate after further assessment of the problem, the manager will arrange a face-to-face meeting or telephone conference between themselves and the member of staff. The meeting should:

- Seek to confirm the reasons and nature of the absence and its likely duration
- Ensure that the member of staff is aware of the nursery's concern regarding their health and necessary absence from work
- Consider offering alternative duties or a shorter working week if this would enable a quicker return to work subject to medical advice
- Give consideration to any personal problems being encountered and discuss possible ways of helping the individual resolve these
- Advise the member of staff that in their best interests they may be asked to see a registered medical practitioner or occupational health provider appointed by Beanstalks to enable a medical report to be prepared
- Alternatively, and if appropriate, gain agreement from the member of staff to contact their doctor or specialist in order to establish the likely length of absence

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and the long-term effect on capability in relation to job performance and attendance at work.

If all other avenues have been investigated, the absence continues or following return to work, the attendance record does not improve; a subsequent meeting should be arranged. At this point unless there are reasonable grounds to believe there will be an improvement in the foreseeable future, the manager should inform the member of staff that long-term sickness absence due to ill health may put their employment at risk and the possibility of termination by reason of capability might have to be considered taking into account any medical information available.

The position will be reviewed periodically and ultimately it may become necessary from a business perspective to consider termination of employment. In these circumstances, Beanstalks will:

- Review the employee's absence record to assess whether or not it is sufficient to justify dismissal
- Consult the employee
- Obtain up-to-date medical advice through occupational health
- Advise the employee in writing as soon as it is established that termination of employment has become a possibility
- Meet with the employee to discuss the options and consider the employee's views on continuing employment
- Review if there are any other jobs that the employee could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss the employee on grounds of long-term ill health and;
- Arrange a further meeting with the employee to determine any appeal
- Following this meeting, inform the employee of its final decision

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- Act reasonably towards the employee at all times.

Any decision to terminate employment will be taken by the Owner sure the capability procedure has been exhausted.

### **Occupational health**

Beanstalks will engage the services of an independent Occupational Health Advisor in situations where expert medical opinion is required, and work with them to identify the best course of action in circumstances of sickness absence.

### **Access to medical records**

The Access to Medical Records Act 1988 gives individuals the right of access to medical records relating to themselves which have been prepared by a medical practitioner for employment purposes. The Act provides that:

- Employers must gain the consent of employees before requesting reports from medical practitioners
- Employers must inform employees of their rights in respect of medical reports
- The employee has the right of access to the report before the employer sees it, provided appropriate notification is given
- The employer is responsible for notifying the medical practitioner that the employee wishes to have access
- The employee may ask for a report to be amended or may attach a statement to the report
- Having seen the report, the employee may wish to withhold consent to it being supplied.

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Where Beanstalks requests further medical information about the health of staff from an individual's General Practitioner or Specialist, or its own occupational health provider, the provisions of the Act will be followed.

Throughout any interviews regarding sick absence, staff are entitled to the support of and/or representation by a colleague or union representative.

Beanstalks reserves the right to request employees to attend a medical advisor (e.g. consultant, GP or Occupational Health Advisor) during their employment, if it is reasonably deemed necessary due to sickness absence, changes in health or the role, where it is necessary to seek expert medical opinion as to whether or not the employee can fulfil their job role.

### **Sick Pay**

During the first six months of employment, there is no entitlement to company sick pay. Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements, and no payment will be made for the first three working days in a period of incapacity for work.

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# Health and Safety

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## Health and Safety Policy

The person with overall responsibility for Health and Safety at Beanstalks is Emma Riley/Saskia Thornton.

Consultation and instruction on health and safety matters will take place at regular staff meetings and minutes will be recorded. This includes procedures regarding handling medication, drugs and alcohol and the prohibition of smoking on the premises.

In order to offer maximum protection for children and staff we also endeavour to:

1. Ensure the highest standards of cleanliness are maintained
2. Ensure there is safe and clear access to the building
3. Regular room/building inspections will be carried out
4. Ensure that all accidents are recorded in the appropriate manner
5. Ensure that all members of staff take reasonable action to control the spread of infectious diseases and that protective gloves and aprons are worn where appropriate.
6. Prohibit any contractor working on the premises without prior discussion with a member of the management team to negate any risks to the children or staff.

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# Risk Assessment Policy

Beanstalks believes that the health and safety of children is of paramount importance. We make our club a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. Pre-school Learning Alliance risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

## **Procedures**

- Our risk assessment process covers adults and children and includes:
  - checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
  - assessing the level of risk and who might be affected;
  - deciding which areas need attention; and
  - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- We maintain lists of health and safety issues, which are checked daily before the session begins.
- Beanstalks also implements risk assessments on the overall building, these include PAT testing / maintenance work etc. A full risk assessment is carried out.

| This policy was adopted on | Signed on behalf of Beanstalks | Date for review |
|----------------------------|--------------------------------|-----------------|
| 28/03/2019                 | S. Nield                       | 28/03/2022      |



# Smoking, Alcohol and Drugs Policy

## Smoking:

In conjunction with legal requirements the club is a designated no smoking building, this includes the outside area. Staff who smoke are required to change out of their working tops into their own clothes and must go away from the building. Staff are also requested to respect neighbouring properties when discarding their cigarettes.

## Alcohol:

The bringing of alcohol onto the premises without prior permission of the manager is strictly forbidden. If you receive alcohol as a gift or prize staff members are required to store it in the office or staff room until you depart. If a member of staff is suspected of drinking or is under the influence of alcohol during their shift they will be subject to immediate disciplinary action.

## Drugs:

Prescribed medication and over the counter medication must be retained in the office or staff room. Should you be taking medication which you are aware could have an adverse effect on you then you must inform the nursery manager on arrival. It is STRICTLY forbidden to bring any non-proprietary drugs on to the premises, if a member of staff is found to have broken this rule immediate disciplinary action will be taken.

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## Animal health and safety

- If a child brings a pet from home to visit the club as a planned activity, parents of all children who will be in contact or in the same area as the pet must be informed. Written permission must be obtained from parents to ensure no child has an allergy or phobia. A full documented risk assessment will be completed prior to the visit and risks analysed before this type of activity is authorised. We will ensure the pet has had all relevant vaccinations, is registered with vets and is child-friendly
- Pets will not be allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals, and will be encouraged to not place their hands in their mouths during the activity. The staff will explain the importance of this to the children to enable them to make healthy choices moving forwards
- Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited

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## Waste management

At Beanstalks we value our environment and in order to keep our earth safe and healthy for our children we closely monitor the management of our waste and its disposal in accordance with local authority requirements.

Staff are made aware of the need to minimise energy waste and the club uses appropriate measures to save energy, including:

- Energy saving light bulbs
- Turning off lights when not in use
- Not leaving any equipment on standby
- Unplugging all equipment at the end of its use/the day
- Energy saving wash cycles on the washing machine.

The club recycles paper waste at paper banks and ensures that where possible other sources of waste are recycled to reduce the effect on the environment.

We assess our impact on the environment on a regular basis and place procedures in place to counteract this impact.

This policy is reviewed annually and is carefully considered in the best interests of the children, club and the environment.

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## Visitor Record Policy

A visitor's record is required for people who are allowed access to an area where childcare is provided when there are children present. This policy does not apply to the children, parent/carers of those children and members of staff (a separate record of staff attendance is kept).

- Before being allowed access to the premises a member of staff will require to see identification from trades people or those representing official bodies.
- Every visitor is required to sign the visitor record book on arrival, giving their name, company/organisation they represent and the time they arrived. Visitors must also be asked to sign out with the time they vacate the premises.
- The member of staff who has admitted the visitor is responsible for escorting the visitor to the appropriate area on the premises (e.g. office)

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## Beanstalks Visitor Procedures

| Visitor Category                                           | Entry Authority                                                                                                                                                                                                                                                                                                                                                                                                                                       | Exit Authority                                                                                                                                               | Responsibilities                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Children Attending the club</b>                         | Any club employee positively recognising the child and parent or guardian                                                                                                                                                                                                                                                                                                                                                                             | 1. Relevant staff member<br>2. Children may not be collected by any other person unless authorised by the parent and the collector is password authenticated | 1. All children attending the club are the responsibility of Beanstalks and its employees for the duration of their stay<br>2. Password identity checks are to be carried out by staff and checked against the password held on the child's records                                                                               |
| <b>Parents or Guardians of Children Attending the club</b> | Any club employee positively recognising the parent or guardian                                                                                                                                                                                                                                                                                                                                                                                       | Any club employee positively recognising the parent or guardian                                                                                              | 1. All parents and guardians visiting the club are the responsibility of Beanstalks employees for the duration of their stay<br>2. Parents and guardians should be directed to the relevant child's room<br>3. Parents and guardians are asked not to hold the door open for another person trying to gain access to the nursery. |
| <b>Prospective Clients</b>                                 | 1. Only by arrangement<br>2. Only by the authorised escort (escorts may be authorised by the management team)                                                                                                                                                                                                                                                                                                                                         | By the authorised escort                                                                                                                                     | 1. All persons visiting the club will remain the specific responsibility of the authorised escort for the duration of their visit<br>2. The authorised escort will remain with the prospective clients for the duration of their visit                                                                                            |
| <b>Government &amp; Council Officials</b>                  | 1. Only following positive confirmation of their authority to enter the premises (ID to be checked)                                                                                                                                                                                                                                                                                                                                                   | By a member of the Management Team                                                                                                                           | 1. All persons visiting the club will remain the specific responsibility of the Senior Management Team for the duration of their visit<br>2. Visitors are required to sign the visitor's book on entry and exit of the nursery.                                                                                                   |
| <b>Third Party Contractors</b>                             | 1. Only by a member of the Management Team<br>2. Where practicable, deliveries should be accepted at the entrance to the nursery premises<br>3. Contractors due to work on site will only be authorised to enter the premises by prearrangement and following positive confirmation of their identity and authority to work<br>4. On subsequent visits ensure that visitor is aware of their duties, responsibilities and restrictions whilst on site | By a member of the club staff team which then must be communicated to all staff.                                                                             | 1. Contractors working on site will remain the responsibility of the club for the duration of their visit<br>2. Refer to Health & Safety Manager if Permit to Work is required                                                                                                                                                    |
| <b>Members of the Public</b>                               | Members of the public are not allowed to enter the club premises without prior appointment.                                                                                                                                                                                                                                                                                                                                                           | N/A                                                                                                                                                          | All personnel are responsible for ensuring that the club premises remain secure at all times.                                                                                                                                                                                                                                     |

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## Beanstalks E-Safety Policy

This policy is the implementation of our Safeguarding policy in relation to electronic communications of all types. The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the club can play a vital part in starting this process. In line with our other policies that protect children from other dangers, there is a requirement to provide children with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks. Significant educational benefits should result from Internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment.

**The appointed E-safety Co-ordinator is: Saskia Nield**

We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable. Internet access will be tailored expressly for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning journeys. We have a blanket ban enforced at Beanstalks regarding devices being brought into the settings, the only ICT equipment to be used MUST have been purchased by Beanstalks Childcare Ltd and be filtered and encrypted appropriately AND in line with our policies and procedures. This includes all tablets, iPads and smart phones. (We understand the need for phones with our older children who may walk to/from school alone and for safety purposes these may be on site, though must be in the Manager's locked phone box along with staff phones.)

The Manager in any case will ensure that the appropriate filters are applied to the PC - Woodheys PS is filtered by the school's system and Tyntesfield PS does not have access to a PC, only a Wii and other games consoles for which the games are moderated by the company. At Coppice Pre-School, the children have access to age appropriate apps put forward by the Manager and all PC use is moderated and put on by a responsible member of staff.

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The Staff are responsible for:

- monitoring the websites being used by the children during club sessions
- ensuring that material accessed by children is appropriate
- ensuring that the use of any Internet derived materials by staff or by children complies with copyright law
- ensuring that the Manager is informed immediately if staff or children discover unsuitable sites must NOT be accessed by Staff.

A breach of this policy will be considered to be gross misconduct by staff and will be dealt with accordingly.

### Beanstalks Website

- Website photographs that include children will be selected carefully and children's names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers for featuring their child on the website is requested when each child starts at Beanstalks and parents/carers wishes are followed at all times

### Managing e-mail

- Children will not have access to e-mail.
- The Manager will have access to the club e-mail address on the Office computer where she works.
- This address will not be used for personal e-mail.

### Handling of E-Safety Complaints

- Complaints of e-safety misuse will be dealt with by the Director or Area Manager
- Any complaint about staff misuse of the internet must be reported to the Area Manager or Director
- Beanstalk's complaint procedures will be followed in the event of any cases of misuse that arise

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## Missing child Policy

The safety of the children in our care is paramount and staff need to react quickly and calmly if a child is reported missing during operational hours.

### *At Beanstalks the procedures is as follows:*

- The senior member of staff on site arranges for the other children to be suitably supervised.
- Check the surrounding area to see if the child can be located in particular areas such as toilets, cupboards and or other areas of a size capable of hiding a child.
- Ask all other adults in the vicinity if they have seen the child.
- If after a thorough search the child has still not been located the lead person will:
  1. Inform the police/or any other emergency service
  2. Inform the parents/carers of the child
  3. Report the incident to Ofsted at the earliest opportunity.

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# Headcount Procedure

The welfare and safety of the children in our care is always of the utmost importance. Therefore, they should be supervised at all times and never left unattended, (Children aged 8 and over are permitted to attend the toilet and move freely between indoor and outdoor provision where deemed necessary by the most senior member of staff).

Children at Beanstalks are subject to regular headcounts (counting all children and cross-referencing against register/head count form to ensure the correct number of children is always maintained) - which means that the most senior person dealing with a group of children will guide Junior members of staff, for example, Apprentices and Bank Staff who do not know the business as well as more Senior Playworkers (Qualified to Level 3) Managers and Deputy Managers, in counting the group and ensuring that this matches the registers, on which the children have been signed in by the parent.

It is also good practice to keep track of your own group of children, allocated to you each morning by the Manager on duty, via the "Beanstalks Headcount Form" if you feel you need it when dealing with larger groups of children or the number of children in your care is consistently changing (indoor/outdoor swaps etc.)

When moving children around (school grounds, school trips) for example, when picking up or dropping children off, you **MUST** headcount the group in your immediate care at point A (starting point) and point B (arrival at destination,) good practice would always indicate that in between may also be necessary in some situations.

Senior staff members (as mentioned above,) should always walk with the back of the group to ensure full visibility in the event that a child may stray from the cluster, (Junior member to the front.) Beanstalks also always work above and beyond government regulations for ratios, so if another member of staff is needed - this should be requested and can be immediately fulfilled.

**Staff who are found in breach of this procedure will be disciplined according to Beanstalks Safeguarding Policy and any current legislation relating to this matter.**

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## No smoking

Children's health and well-being is of the utmost importance for Beanstalks. Smoking has proved to be a health risk and therefore in accordance with legislation, Beanstalks operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

You are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, students, parents, carers, visitors, contractors etc.

Staff accompanying children outside the club are not permitted to smoke. We also request that parents accompanying nursery children on outings refrain from smoking whilst caring for the children.

Staff must not smoke whilst wearing Beanstalks uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks they are asked to cover their uniforms and smoke away from the main entrance.

### **E-Cigarettes**

**This policy also includes the total exclusion of e-cigarettes or any form of them that could represent smoking to the children in Beanstalks care.**

We respect that it is a personal choice to smoke, although as an organisation we support healthy lifestyles and therefore help staff and parents to stop smoking by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline - [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)
- Offering information regarding products that are available to help stop smoking

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- Offering in-house support.

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## Critical incident

At Beanstalks we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children at Beanstalks.

If any of these incidents impact on the ability for Beanstalks to operate, we will contact parents via \*phone/\*email/\*text message.

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## Adverse weather

At *Beanstalks* we have an adverse weather policy in place to ensure the club is prepared for all adverse weather such as floods, snow and heat waves.

If any of these incidents impact on the ability for the club to operate, we will try to contact parents/carers. If we are unable to get to the club (heavy snow etc) we will try and upload information onto the web site.

### Flood

In the case of a flood we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

### Snow

If high snow fall is threatened during the day then manager will take the decision as to whether to close the club.. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the day we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery. If we are unable to operate due to influences outside of our control we will not be able to offer a refund on fees.

Heat wave - Please refer to our sun care policy.

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# General Data Protection Regulation (GDPR) Policy

## Update to Data Protection Act 1998 (May 2018)

This policy represents the agreed principles for Data Protection Policies throughout our settings. All staff representing Beanstalks Childcare Ltd agree on this policy. Beanstalks Childcare are registered with the 'ICO' (Information Commissioners Office) and work within their guidelines & legal requirements to collect and use certain types of information about staff, children and other individuals who come into contact with the company in order to operate. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Education Authorities (LEAs), government agencies and other bodies. This personal information must be dealt with carefully however it is collected, recorded and used - whether on paper, on a computer or on other material. There are safeguards to ensure this adhered to in the **Data Protection Act 1998**.

We regard the lawful and correct treatment of personal information as paramount to successful operations and to maintaining confidence between those with whom we deal and ourselves. We ensure that at all times, our organisation treats personal information lawfully and correctly.

*To this end we fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.*

### **Data Gathering:**

- All personal data relating to staff, children (parents of) or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

### **Data Storage:**

- Personal data will be stored in a secure and safe manner.

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- Electronic data will be protected by standard password and firewall systems operated by the nursery.
- Particular attention will be paid to the need for security of sensitive personal data.

#### Data Checking:

- Staff and parents will be reminded to inform the nursery if personal data changes

#### Data Disclosures:

- Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.
- When requests to disclose personal data are received by telephone it is the responsibility of the nursery to ensure the caller is entitled to receive the data and that they are who they say they are.
- If a personal request is made for personal data to be disclosed it is again the responsibility of the nursery to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
- Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

#### **Data Privacy Impact Assessments (DPIA)** Guide to completing a DPIA

A DPIA is a process which helps an organisation to identify and reduce the privacy risks to individuals whose personal information is used in a project. The General Data Protection Regulation (GDPR) will make it a legal requirement to carry out a DPIA where the use of the personal information is likely to result in a high risk to the privacy of individuals. Examples might include the use of new technologies, such as proposals to use cloud storage facilities for school information, use of software that uses details from the SIMS database, use of CCTV and biometrics (finger print scanning.)

A DPIA can be used to help you to design more efficient and effective ways for handling personal data, this minimises privacy risks to the individuals affected and financial and reputational impact of a data incident in the setting. This guide is intended to help you assess whether a DPIA is needed, identify levels of risk of personal data for your project and complete a DPIA report (where applicable.) This will need to be agreed and approved by Beanstalks Data Protection Officer - **Saskia Nield**.

#### When to carry out a DPIA

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A PIA should be completed when the project is likely to involve collection of personal data that may involve a high risk to the privacy of individuals. You should take into account the following when deciding whether a DPIA is necessary;

- 1. If personal data is not being collected or processed there is no need to do a DPIA.**
- 2. Will the project involve the collection of new or different types of information about individuals?**
- 3. If personal information will be collected using new technology, or collection of a new type of special category data not collected before, you should carry out a DPIA. If you will be collecting large amounts of personal information to use in a way not previously used, you should complete a DPIA**
- 4. Any project involving monitoring of individuals, such as installation of new CCTV, should always require a DPIA as should any use of biometric technology**

#### **When to start a DPIA?**

If you are thinking about starting a project or making changes to existing services/ systems, then you should consider whether a DPIA is necessary from an early stage. A DPIA should be started at project initiation stage, continued throughout the life of the project and re-visited in each new project phase, for example, when you want to use the personal data for a new or additional purpose for the use of the data, or if you are collecting new personal data. This should be proportionate to the level of special category data being collected or processed as a result of the project. It is important to start at an early stage of the process to allow for time to resolve issues and mitigate for any risks identified, in order to avoid the difficulties of having to address these points late in the project when other decisions have already been made.

#### **How to carry out a DPIA**

Use the checklist below to help you decide whether the project involves privacy risks, identify what they are and work out what steps you will need to take to minimise those risks as far as possible. When you have considered all of the risks, you should come to a conclusion about anything you can do to eliminate or minimise the risks you have identified.

Some examples might include:- <https://ico.org.uk/media/about-the-ico/consultations/2052/draft-conducting-privacy-impactassessments-code>

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- Minimising the risks of collecting too much personal information on CCTV by siting and angling the cameras so that they are focussed only on perhaps the car park rather than the entire school playground, or the entrance door, not into the nursery office
- Checking the questions, you have asked on a form before you send it out and ensuring that you really need all of the personal information you have requested
- If you need to store personal information on paper records ensuring that you keep them in a secure location which cannot be readily accessed by unauthorised individuals.
- If using a laptop in a classroom, make sure that staff are instructed to lock the screen if they leave it unattended for a while. When you have recorded all of these points and how you will address the risks, you should get it signed off - either by the Data Protection Officer (or if the **Data Protection Officer Saskia Nield** is completing the form, perhaps by the Director) and keep a copy to refer back to for audit purposes and for updating if the project is changed or extended in future.

### Completing a DPIA

When you have completed the DPIA, considered any risks and mitigated them wherever possible, the nursery will need to decide whether to accept any remaining risks. It is good practice to document what risks were identified, what steps were taken to minimise them and what risks were accepted. You will also need to consider who should sign off the final DPIA - e.g. owner / manager, Data Protection Officer.

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| Data subject  | Description of data                                                                               | Type of data |        | How is it collected                                                            | What us it used for?                       | Legal basis for using it    | Where is it stored                                                              | Does it leave head office/site of setting | Who is it shared with                                                                                                             | How long is kept for                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------|--------------|--------|--------------------------------------------------------------------------------|--------------------------------------------|-----------------------------|---------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|               |                                                                                                   | P<br>D       | S<br>C |                                                                                |                                            |                             |                                                                                 |                                           |                                                                                                                                   |                                                                                                            |
| Staff         | Name<br>Address<br>Date of birth<br>Telephone no. Bank details<br>National Insurance No. Tax Code | x            | x      | Paper application form completed by data subject                               | To administer salary payment.              | Performance of a contract   | Employee Personnel Folder - head office                                         | No                                        | Social care & other agencies when required to safeguard & protect children<br><br>Payroll, accountancy, HMRC, admin, & employers  | Length of employment                                                                                       |
|               | Education Qualifications                                                                          | x            |        | Application form by data subject                                               | To administer employment                   | Performance of contract     | Employee Personnel Folder - head office                                         | No                                        | Managers, employers<br><br>Admin staff                                                                                            | Length of employment                                                                                       |
| Child details | Pupils Names<br>Addresses<br><br>DOB<br><br>Telephone no. Emergency contact                       | x            | x      | Paper & secure cloud based storage<br>Family (contract obtained, )<br>Tapestry | To administer child education and welfare. | Safeguarding and curriculum | Family (encrypted )<br>Tapestry (encrypted )<br><br>Paper copy at site attended | No                                        | Social care for the purpose of child protection.<br><br>Feeder schools & joint provider settings<br><br>Admin Staff<br>Beanstalks | For the duration of child's attendance<br><br>(Requirement by Ofsted to keep paper records securely for 20 |

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|                |                                                                         |   |   |                                                                                                        |                                      |                                                             |                                                                                               |    |                                                                                                                                                                              |                                                                                                                   |
|----------------|-------------------------------------------------------------------------|---|---|--------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|                | Medical Info<br>Photographs for learning journey & development tracking |   |   | (contract obtained.)                                                                                   |                                      |                                                             | by child.                                                                                     |    | senior management<br>Key person<br>Family/Tapestry                                                                                                                           | years)                                                                                                            |
| Parent details | Parent Names<br>Address<br>Email<br>Telephone<br>Place of Work          | x | x | Paper & secure cloud based storage<br>Family (contract obtained,<br>)<br>Tapestry (contract obtained.) | For parental responsibility purpose. | Safeguarding children, communication, billing and invoices. | Family (encrypted,<br>)<br>Tapestry (encrypted)<br>)<br>Paper copy at site attended by child. | No | Social care for the purpose of child protection.<br>Feeder schools & joint provider settings<br>Admin Staff<br>Beanstalks senior management<br>Key person<br>Family/Tapestry | For the duration of child's attendance<br><br>(Requirement by Ofsted to keep paper records securely for 20 years) |

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