Policies and Procedures

Sunflowers

PRE-SCHOOL &
OUT OF SCHOOL CLUBS

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Safeguarding Policy

Designated Safeguarding Lead (DSL)- Louisa Cowler- Manager

Deputy Designated Safeguarding Lead (DDSL)- Tracey Corner, Sarah Pointon and Nikki Shore

Introduction

Safeguarding is everyone's responsibility. This policy sets out 'Sunflowers Pre-School and Out of School Clubs' responsibilities under the Children Act 2004 to ensure children, young people and adults are kept safe from harm.

Safeguarding and promoting the welfare of children refers to:

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

Aims and Principles

- All children have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion and culture
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately
- We aim to provide all staff with the necessary training and information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents/carers and children with information about the pre-school's arrangements to keep children safe

This policy has been devised in accordance with the following legislation and guidance:

- Keeping Children Safe in Education, DfE (2026)
- Working Together to Safeguard Children, DfE (2023, updated March 2026)
- Early Years Foundation Stage Framework (2026)

Staff Training

- All staff complete an online safeguarding course annually
- Prevent and FGM training completed annually
- An annual safeguarding update completed as a team concerning specific details relating to our setting
- DSL's complete Part 1 and 2 training for DSL's, run by Herts for Learning

Child Protection

There is a detailed Child Protection policy operating within 'Sunflowers Pre-School and Out of School Clubs'. This is available for parents /carers on request. It is addressed annually.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at www.hertssafeguarding.org.uk

Children's services telephone number 0300 123 4043 (including out of hours)

Safer Recruitment

The DSL's complete Safer Recruitment training. Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected form working with children. Employment cannot commence until two references are obtained and verified via a follow up phone call.

Volunteers over the age of 18 must be DBS checked if they are in attendance for 3 days or more within 30 or if they support on a trip off site. If a parent/carer or visitor occasionally volunteers less than this, they do not need a DBS check but will be in constant supervision of a member of staff and not allowed to support the children with personal care.

'Sunflowers Pre-School and Out of School Clubs' has a duty to refer to the Disclosure and Barring Service anyone they deem to be unfit to work with children. In such cases advice from the LADO (Local Authority Designated Officer) will be sought. The Hertfordshire LADO can be contacted on 0300 123 4043.

Prevent Duty, County Lines and FGM

People who work in childcare settings are in an ideal position to build children's resilience to radicalisation by promoting fundamental British Values. These values are not unique to Britain; they are universal aspirations for equality. They are fundamental to helping all children become compassionate, considerate adults who form part of a fair and equal society.

British values are taught through the EYFS and staff are regularly updated with ways to promote this within older children's activities too.

Staff to ensure an awareness of the signs children may display if female genital mutilation (FGM) is a threat to them. This is by law, directly reportable to the police.

All staff to be aware of the risk of County Lines drug trafficking risk and alert a DSL to any concerns.

Staff are to alert the DSL Louisa Cowler or a DDSL in her absence of any behaviour or comments from children/staff/parents that they feel is a concern. This should be treated as any other safeguarding concern and the same procedure followed.

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child on child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on child abuse is suspected or disclosed-

We will follow the same procedures as set out above for responding to child abuse.

Partnership with Parents

'Sunflowers Pre-School and Out of School Clubs' are committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area. Parents have access to our policies and procedures via our website.

Please now read through the Safeguarding notice that is displayed on the notice board. This details the Designated Safeguarding Leads and what to do in times of concern. Details of this are also found in the Child Protection Policy.

Safer Sleeping

If any children fall asleep in the setting, they should be laid on the mattress available and should stay in sight and sound of a member of staff. The area should be checked to ensure good ventilation, clear of any resources that could fall and hurt the child or that they could roll on to. A check to ensure the child is safe should be made every 15 mins and recorded. A hand gently placed on their back to check a clear rise and fall should be made.

Considerations should be made as to whether the child is unwell and if parents would want their child sleeping, due to them being over 3 in this setting. A phone call to parents to inform them of the situation, especially if it has not been previously discussed is advisable.

Mobile Phones, Smart Watches and Cameras

All staff, visitors and parents/carers are to put any personal phones, devices or cameras in a cupboard out of sight during their visit to 'Sunflowers Pre-School and Out of School Clubs'. Smart watches linked to personal mobile phones should be set to silent/notifications turned off during work hours/on site. To be used as a time piece only. For any events parents can use a device to take a photo of their child but it they must be reminded to not share that photo and to use it for their own personal use. All staff to be aware of any parents that have not given their permission for their child's photo to be taken by anyone other than Sunflowers staff.

Policy date: 01/09/2017 Updated annually every September	Review date: 01/09/2026
Adopted by: Louisa Cowler	Role: Sunflowers Pre-School and Out of School Clubs Manager

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Child Protection Policy

Introduction

This Child Protection Policy works in conjunction with Sunflowers Pre-School and Out of School Club's Safeguarding Policy and Staff Code of conduct. It specifically relates to the protection of children at risk of harm.

Aims and Principles

- To inform staff, parents and volunteers about the setting's responsibilities for safeguarding children
- To enable everyone to have a clear understanding of how these responsibilities should be carried out
- To establish an environment where children feel secure, are encouraged to talk and are listened to when they have a worry or concern
- Establish and maintain an environment where pre-school staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well-being of a child
- Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

Statutory Framework

To safeguard and promote the welfare of children Sunflowers Pre-School and Out of School Clubs will act in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Hertfordshire Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures (Electronic)
- Keeping Children Safe in Education DfE (2025)
- Working Together to Safeguard Children DfE (2023)
- Female Genital Mutilation Act 2003 (section 74, Serious Crime Act 2015)
- Early years foundation stage statutory framework (September 2025)

All staff to complete an annual safeguarding, prevent and FGM training update online, and attend a team briefing for Sunflowers specific details and discussion/questions.

The Designated Safeguarding Lead for Safeguarding is:

DSL- Louisa Cowler- Manager

The Deputy Designated Safeguarding Leads for Safeguarding are:

DSL- Tracey Corner, Sarah Pointon and Nikki Shore

Pass any concerns onto the DSL or in their absence the Deputy DSL immediately, completing the relevant paperwork.

They can assist on the necessary paperwork and information needed.

Should the DSL's not be on site they should be able to be contacted. Contact numbers for both are stored on the Sunflowers mobile phone or in the staff file of the Sunflowers filing cabinet.

Or in exceptional circumstances where none of the above are available, contact Children's Services or in matters of urgency, the police.

Contact numbers for Children's Services on poster displayed next to this statement. For allegations regarding staff members, you can contact the LADO for advice on 01992 555420.

'Working together to safeguard children' and Sunflowers' Child Protection Policy.

(This should be displayed on a notice board in the setting always)

Responsibilities and Role of the Designated Safeguarding Lead (DSL) in Keeping Children safe in Education

- During Term-Time, the Designated Safeguarding Lead or Deputy will always be available during opening hours for staff to discuss any safeguarding concerns
- Advise and support members of staff with concerns to complete all the relevant paperwork
- Refer all cases of suspected abuse/neglect to the Local Authority Children's Services (Safeguarding and Specialist Services). Police (cases where a crime may have been committed) and to the channel programme where there has been a radicalisation concern
- Share information with appropriate staff in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility
- Keep their formal training up to date every two years. Undergo Prevent Awareness Training. Keep knowledge refreshed via e-bulletins or meeting other DSL's
- Ensure each member of staff has access to and understands the pre-school's safeguarding and child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and any other children that may be at risk
- Keep detailed, accurate, secure written records of concerns and referrals
- Ensure all staff undergo training every two years and annual refresher training updates internally
- Link with the Local Safeguarding Children's Board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding

When to be concerned

Safeguarding and promoting the welfare of children is everyone's responsibility. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means they should consider, always, what is in the best interests of the child.

'Families First' is Hertfordshire's programme of early help services for families. A directory of early help services is available at www.hertfordshire.gov.uk/familiesfirst and will help practitioners and families find information and support to prevent escalation of needs and crisis.

Staff and volunteers should be alert to the potential need for early help for children who are more vulnerable. For example:

- Children with a disability and/or specific additional needs
- Children with special educational needs
- Children who are acting as a young carer
- Children who are engaging in anti-social or criminal behaviour
- Children whose family circumstances present challenges such as substance abuse, mental health or learning disability or domestic violence

Staff members should be aware of the main categories of maltreatment:

Physical Abuse; Emotional Abuse; Sexual Abuse and Neglect

Dealing with a Disclosure

If a child discloses that he or she has been abused in some way, the member of staff/volunteer should:

- Listen attentively to what is being said without displaying shock or disbelief

- Accept what is being said
- Allow the child to talk freely without putting words into their mouth/suggesting wording
- Reassure the child but do not make promises which it might not be possible to keep
- Never promise a child that they will not tell anyone
- Reassure him or her that it is not their fault, and it was the right thing to do to tell
- Only question when necessary to clarify
- Pass the information to the Designated Safeguarding Lead or Deputy DSL
- Make a written record as soon as possible

Record Keeping

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Please discuss this stage with the Designated Safeguarding Lead.

- Record as soon as possible after the conversation. Use the Record of Concern sheet. Blank ones can be found in a folder in the Sunflowers admin area
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Record statements and observations rather than interpretations and assumptions
- Do not destroy any notes in case they are needed in court in the future
- Draw a diagram to indicate the position of any injuries

All records need to be given to the Designated Safeguarding Lead immediately. No copies should be retained by the member of staff or volunteer.

Confidentiality

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers. Staff have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children's Services: Safeguarding and Specialist Services and the Police).

It should be made clear to the child disclosing that the information cannot be kept a secret and that it will be shared with other people responsible to keep the child safe.

Communication with Parents

Sunflowers Pre-School and Out of School Clubs will ensure the child protection policy is available either via the policies and procedures folder or on the website.

Parents should be informed prior to referral, unless it is considered to do so might place the child at increased risk of significant harm by:

- The behavioural response it prompts eg. a child being subjected to abuse, maltreatment or threats/forced to remain silent if alleged abuser informed
- Leading to an unreasonable delay
- Leading to risk of loss of evidential material

Ensure the parents have an awareness of the responsibilities of the Pre-School and staff for safeguarding children.

Allegations involving Staff/Volunteers

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved in a way towards children that indicates s/he may pose a risk of harm if they work regularly or closely with children

All staff should feel able to raise concerns about safeguarding arrangements. Please see our whistle blowing procedure. Any allegations regarding a member of staff should be disclosed immediately to the Designated Safeguarding Lead or if the allegation is regarding them, it should be reported directly to the Local Authority Designated Officer (LADO) on 01992 555420.

NSPCC whistleblowing helpline for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285, 08:00am-08.00pm Monday to Friday.

Policy date: 01/09/2018 Checked: 01/09/2019 Reviewed: 07/09/2022 01/09/2023 01/09/2024	Review date: 01/09/2026
Adopted by: Louisa Cowler	Role: Sunflowers Pre-School Manager

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Health and Safety Policy

Policy Statement

Sunflowers Pre-School and Out of School Clubs believes that the health and safety of children is of paramount importance. This policy outlines the methods that we use to assess and minimise the hazards and risks to enable children to thrive in a healthy, safe environment.

Risk Assessments

Risk assessments on the outdoor and indoor provision can highlight any potential risks and help us manage those risks by putting methods in place to minimise them. Further risk assessments will be completed whenever there is any new equipment or significant change to the provision.

When risk assessing following five steps will be followed: -

1. Identification of risk- What is it and where?
2. Who is at risk? Children, staff, visitors etc
3. Assessment as to the level of risk as high, medium or low. This is both the risk of the likelihood of it happening as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk- what will we do, or ensure others will do, to reduce the risk? What is the timescale for any actions to be completed?
5. Monitoring and review- How do you know if what you have said is enough? If it is not working, it will need to be amended or be risk assessed again.

- The person responsible for risk assessments and all other aspects of Health and Safety is the Pre-School Manager Louisa Cowler.
- Any risks that are identified will be checked daily before the session begins, weekly and termly when the risk assessment is reviewed.
- A specific risk assessment for any young people volunteering should be completed by the Manager.

Insurance

We have public liability insurance and employers' liability insurance. The certificate will be displayed on the Sunflowers notice board.

Child Supervision and security

- All staff and volunteers should have a full enhanced DBS check and be signed up to the update service. We operate a 1:8 adult:child ratio in the pre-school as outlined in the Early Years Framework. Whenever children are on the premises regardless of how many, two adults should

be present. This ratio continues for early years children at breakfast and after school club- nursery and reception age.

- A guide ratio of 1:10 is in operation for children from year 1-6 at the Out of School Clubs.
- Children are not allowed into the outdoor provision without an adult present first. There should always be two members of staff together for any length of time, whether inside or outside. For very short periods this may not be possible, e.g. Taking a child to the gate for collection.
- Parents have notified us of a password for anyone different collecting for early years children or any children with restricted collection (information on clipboard if relevant). They must also notify us of the name of the person and let us know prior to pick up time.
- All children are marked in on the register at the beginning of the session. All staff must also sign themselves in. This is kept on a clipboard along with emergency contact details in case of needing to take it outside during a fire. Please see our Fire Procedure.
- The number of children in attendance should be stated at the bottom of the register, on the noticeboard and communicated to the other staff members. For the clubs, children's 'tick' for that session should be crossed out with a red pen when they leave to keep a track of who is left on site.
- Sunflowers phones should be checked for messages and/or emails prior to the session starting. Wherever possible a supervising member of staff should write a post it note or send an email to the relevant class teacher to inform them of any changes, unless explicitly clear that they already have been informed (copied into to email for example).
- When a child was expected to attend but does not arrive this need to be investigated. Firstly, with the child's class teacher to see if they were at school that day/were collected by a parent. Any further queries as to the child's whereabouts needs to be reported to the Manager immediately for further investigation. Please see below section about a missing child after these steps have been taken.
- The security of Thorley Hill Primary School premises ensures that the gates aren't open during times that the children are on site unless for a short staff supervised period for drop off and collection purposes.
- Inside, the windows are at a height where the children cannot climb through, and opening is restricted. The hub door latch should be closed when children are in session.
- Staff are made aware of the staff code of conduct and e-safety policy.
- Possessions and mobile phones belonging to staff, volunteers or visitors are securely stored during session times, including the children's. Please see our E-safety policy.
- All children should be always in sight and sound of a member of staff unless using the toilet when the child should not be in sight. A member of staff must always be visible when assisting a child with intimate care. Please see our intimate care policy.
- For the hub, if the meeting room is in use by Sunflowers children a member of staff needs to be in the room too or present the doorway, visible and in sight and sound of the children inside the room. When children exit the main room to use the toilets or access their belongings, a member of staff must stand in the doorway to be in sound of them and to watch them in and out of the individual toilets.

<u>Kitchen</u>

- Children do not have access to the kitchen area. There is a gate that should be closed and locked always. Hot drinks should be kept in this area away from the worktops and staff/volunteers/visitors are made aware that they cannot take them out in areas that the children use.
- For the hub- children are not allowed to enter the kitchen area at any time.

- There are separate areas for hand washing and washing up.
- Cleaning materials are kept well out of reach in the gated kitchen in nursery or the locked cleaning cupboard in the hub.

Electrical/Gas Safety

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- There are sufficient sockets to prevent overloading and covers for any unused.
- The temperature of hot water is controlled.

Hygiene

- We keep up to date with the latest advice from the Environmental Health Department and the Health Authority to ensure that our knowledge is current.
- At least two members of staff have completed a food hygiene level 2 course.
- Our daily routines encourage the children to learn about personal hygiene and keeping ourselves healthy.
- We clean the toys thoroughly every term.
- We implement good hygiene practices by;
    - Cleaning tables between activities;
    - Checking toilets regularly;
    - Wearing protective clothing, gloves etc;
    - Providing sets of clean clothes;
    - Providing tissues and wipes;

Environment

- The layout of the provision indoors and outdoors provides space for adults and children to move freely and safely around.
- All equipment is checked regularly for cleanliness and safety with any dangerous items repaired or discarded.
- All materials, including paint and glue are non-toxic.
- Sand is clean and suitable for children's play.
- Children are taught to handle and store tools safely.

Food and Drink

- Early Years children MUST be in sight and sound of a paediatric first aid trained member of staff at all times when eating. Ideally all children of any age should be closely supervised when eating.
- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Snack and mealtimes are appropriately supervised. Children should always be in sight and sound of a member of staff when eating, particularly early years age.
- Any children with allergies are listed and staff/volunteers/visitors made aware. Please see the allergies/medical information guide on the clipboard.
- Fresh drinking water is available to the children always.

Outings and Visits

- Parents must give their full written permission for any outings/visits to take place.

- A risk assessment will be done, and any highlighted risks managed.
- The adult:child ratio is high. 1:2. All helpers must stay with a DBS checked person.
- Records are kept of any vehicles used to transport children with named drivers and the insurance cover they have.

Missing Child

If a child goes missing from the setting-

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked, and children counted to ensure no mistakes have been made.
- Doors and gates should be checked to make sure there hasn't been a breach of security.
- The rest of the children should remain under constant supervision whilst searches are happening.
- Staff are consulted to investigate all possibilities.
- If the child is not found the parent should be contacted and the missing child reported to the police. OFSTED should be notified.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed-

- As soon that a child is noticed absent all staff do a headcount. One member of staff goes to search the vicinity.
- The person in charge is informed. If they are not on the outing, they should make their way to the venue to aid the search and to support and contact police.
- Staff take the remaining children back to the setting.
- The person in charge contacts the parents and requests for them to join them at the venue or setting.
- The person in charge contacts the police using the mobile phone and reports the child missing.
- In an indoor venue, the staff contact the venue's security who can assist in the search and contacting the police if the child is not found. The person in charge notifies OFSTED.

There should be a full investigation following a missing child situation. Details need to be taken of all aspects of the trip. The incident report should include: -

- The date and time of the report
- What staff/children were in attendance
- When the child was last seen in the group they were assigned
- The estimated time the child went missing

A conclusion must be drawn from the report. The incident is reported under RIDDOR arrangements and is recorded in the incident book.

The local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

Insurance is informed.

Fire Safety

- Fire doors are clearly marked, kept free from obstruction and easily opened from the inside.
- All smoke detectors are fitted to BSEN standards and are checked by the manufacturer as appropriate.
- Our emergency fire procedure is clearly displayed on the premises.
- Fire drills are held once every term and records are held of these and any services to fire equipment. Miss Anna Farmer is the named fire marshal and has completed the necessary training for this role.

First Aid and Medication

- At least one member of staff holding a current paediatric first aid certificate should be on the premises or on an outing with the children always. The first aid kit must comply with the Health and Safety (First Aid) Regulations 1981.
- It needs to be easily accessible to adults but inaccessible to children. It should be regularly checked and re-stocked.
- OFSTED is notified of any injury requiring treatment by a general practitioner or hospital doctor, or on the death of a child or an adult.
- Our Accident Book-
- Is kept safe and accessible.
- All staff and volunteers know how to access and use it.

Incidents

We keep an incident book to report: -

- Break in, burglary, theft of personal or the setting's property.
- Fire, flood, gas leak or electrical failure.
- Attack on a member of staff or parent on the premises.
- Any racist incident involving a staff or family on the premises.
- Death of a child.
- A terrorist attack, or threat of one.

We record the date, time, nature of the event, who was affected and what was done about it.

Medication

- Only prescribed medication should be administered. It must be in date and prescribed for a current condition.
- Calpol can be given in an emergency with prior signed permission on the medicine permission form and a further phone call to parents to check.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent/s, date the medication starts, the name of the medication and prescribing practitioner and the dose and times.
- The medication given is recorded accurately each time and counter-signed by a witness member of staff.
- Parents must sign to say they have seen the administration and have received the medication back each time.
- If the administration of medication requires specialist training, individual training is provided for the relevant member of staff by a health professional.

Sickness and Exclusion

- During the induction process parents are made aware of our policy on sickness and that we follow the 'Guidance on Infection Control in Schools and other Childcare Settings' from the Public Health England.
- Children with headlice are not excluded but do need to have received treatment at home before attending.
- Parents are notified of any infectious disease that their child may have been in contact with.
- Good hygiene practices are carried out regarding the spillage of bodily fluids.
- OFSTED is informed of any infectious diseases that a qualified medical person considers notifiable.
- Staff that have suffered from sickness and diarrhoea should not handle food for a further 24 hours once back just to be safe.

Policy date: 01/09/2022, 01/09/2023 Reviewed: 30/01/24, 01/09/24, 01/09/2026	Review date: 01/09/2027
Adopted by: Louisa Cowler	Role: Sunflowers Pre-School Manager

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OFSTED URN- EY546049

Attendance Policy

At an early age, continuity and consistency are important contributors to a child's well-being and progress. At Sunflowers pre-school we believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years.

Aims and rationale of this policy

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports them to feel settled and secure and benefit fully from what the setting has to offer.
Research shows that children who regularly attend Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend. Children with good early years attendance also perform better than their peers at the end of Reception. This means that a lack of attendance could affect your child's learning and development. Therefore, regular, and punctual attendance is paramount so that all children have full access to everything that the Sunflowers curriculum has to offer.
This policy is in place to promote the importance of attendance and to set good habits in preparation for compulsory school education.

We strive to: -

- Create a culture where good attendance is valued and normalised.
- Promote the importance of an Early Years education.
- Deliver an inclusive environment, where individual circumstances of families are considered.

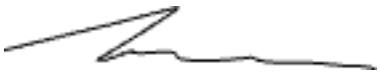
Procedure that staff will follow

1. Children should be at Sunflowers on time for the days and hours agreed during the registration/booking process, unless the reason for their absence is previously explained by their parent/carer.
2. If a child is absent without a previously explained reason, staff will contact parents to ascertain the reason for the absence at the beginning of the session. Initially by text and if no response by the end of the pre-school session, a phone call.
3. At the Manager's discretion staff will continue to contact people on the emergency contact list if no earlier response.

4. In certain circumstances where there is a concern regarding the attendance or a vulnerable child/family, at the manager's discretion a visit may be made to the child's home by the Manager and key worker.
5. A log should be made of each of these steps via the form attached to this policy and an outcome/plan of action made for conclusion.

Supporting Families

Young children can sometimes be reluctant to attend Early Years provision due to their strong bond with parents and home. We encourage parents to support their child to be positive about attending regularly. Co-operation and communication between home and Sunflowers is the best way to promote regular attendance. Where children's overall attendance is not improving, the manager will discuss with you further support, for example, implementing bedtime routines, supporting you with healthy eating, referrals to early help or other support agencies.

Policy date: 31.01.2025	Review date: 01.09.2026
Written by: Louisa Cowler (Manager)	

Behaviour Management Policy

At Sunflowers Pre-School and Out of School Clubs we aim to create a safe, stimulating environment where everyone is enabled to achieve their potential. To be able to do this effectively, we have a behaviour management policy in place to promote positive behaviour and to ensure that unwanted behaviour is not creating a barrier to children's well-being and learning, as much as possible.

- British values are taught throughout our curriculum so that the children learn to show mutual respect regardless of race, gender, or disability.
- We use stories, games, and model through play, kind behaviours to each other.
- Staff are all aware of our strategies for managing unwanted behaviour. Essentially, we focus on encouraging the positive behaviour we see and are consistent in our approach as a staff when modelling and reinforcing routines such as 'walking feet' inside.
- Occasionally to enhance the usual strategies we may have to use a timer or move a child away from an area if their behaviour has become unsafe for the other children or themselves.
- The child's key person is involved when managing behaviour to ensure all conditions regarding that child are considered to make a reflective, informed decision regarding next steps.
- Sally and Sammy Sunflower mascots are used to reinforce many expected behaviours such as 'Trying their best to tidy up' and expectations for listening and attention at carpet time.
- Core books that teach and reinforce sharing, kindness and respect are embedded within the curriculum and show progression throughout the year.
- All staff complete an Early Years understanding behaviour course to support their knowledge.
- During key worker moderation meetings, if staff feel a child is struggling with their behaviour, we use TAB training to ascertain any causes. Our SENCO is fully trained in this approach and guides the next steps.
- Working in partnership with parents is needed to ensure all adults in the child's life can work to support the child.
- All staff are consistent with the vocabulary they use and the expectations in this policy to ensure continuity for the children.
- Here is a key terms and vocabulary list that all staff use as a guide to ensure the British Values are embedded throughout.

Key Terms and Vocabulary

Democracy	Sally's turn to talk Listening ears on Hands on your head/nose if you have a question
Rule of Law	Walking feet Indoor voices Kind hands Let's put our binoculars on (for tidying up) Pen superhero '….' Is still learning how to…. (When addressing children pointing out other's negative behaviours
Individual Liberty	'Wow' work Growing your brain Does that feel safe
Mutual Respect and Tolerance	Using the term 'Sunflowers' when addressing the whole group Teach the work 'unique' early

Policy date: 01.01.2025	Review date: 01/09/2026
Adopted by: Louisa Cowler	Role: Sunflowers Pre-School and Out of School Clubs Manager



Code of Conduct

Herts for Learning

Department:	**Schools' HR Advisory Team**
Author:	**Catherine O'Keeffe**
Date of issue:	**May 2020**
Reviewed:	**Annually**

Hertfordshire

1 INTRODUCTION

This policy is adapted from the model policy for schools by the department stated on the front page. As Sunflowers is linked closely to Thorley Hill Primary School it is important that staff follow the same guidelines.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and staff should be aware of this code and the expectations therein. Staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the pre-school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school and pre-school, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by Sunflowers Pre-School Out of School Clubs including the manager Louisa Cowler.

The Code of Conduct does not apply to:

- employees of external contractors and providers of services (*e.g.* contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

3 SETTING AN EXAMPLE

3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language always.

3.2 All staff must, therefore, demonstrate high standards of conduct to encourage our pupils/students to do the same.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS/STUDENTS

4.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the club's Designated Safeguarding Lead (DSL) for Child Protection.

4.3 The DSL is *Louisa Cowler- Manager*

4.4 Staff are provided with personal copies of the club's Safeguarding policy and Whistleblowing Procedure and staff must be familiar with these documents.

4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5 PUPIL/STUDENT DEVELOPMENT

5.1 Staff must comply with policies and procedures that support the well-being and development of pupils/students.

5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

5.3 Staff must follow reasonable instructions that support the development of pupils/students.

6 HONESTY AND INTEGRITY

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.

6.3 Gifts from suppliers or associates of the clubs must be declared to the manager, except for “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

7.2 Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

7.4 Staff may undertake work outside school, either paid or voluntary, if it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the clubs, school community or employer into disrepute.

8 CONFIDENTIALITY

8.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. Please refer to the Privacy Notice for GDPR compliance.

8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate pre-school procedure. It must not be discussed outside the clubs, including with the pupil's/student's parent or carer, nor with colleagues except with a senior member of staff with the appropriate role and authority to deal with the matter.

8.3 However, staff have an obligation to share with their manager or the setting's DSL any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student. Please refer to the settings safeguarding policy for more information.

8.4 **Staff personal mobile phones should be kept in a cupboard out of reach.** Only Sunflowers devices should be used by the children or staff for accessing cameras or the internet. (Please see the safeguarding policy for more information). Children's phones are also to be kept in their bags and not used during the club's times. Any child not following these rules will have their mobile looked after by staff until they are collected. Smart watches linked to phones should be set to silent/notifications off- to use just as a time piece.

9 DISCIPLINARY ACTION

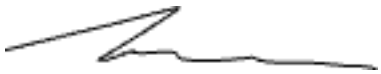
9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Complaints Procedure

Sunflowers Pre-School and Out of School Clubs is committed to providing the highest quality childcare and will strive to ensure any concerns or comments whether positive or negative are reflected on and dealt with accordingly. If at any point despite conversations in private or via email/telephone with the manager parents/carers are still dissatisfied with the outcome, this is the procedure to follow: -

- In the event of a concern raised by a parent/carer the manager must be informed as soon as possible or ideally asked to speak to that parent/carer immediately.

- The manager will strive to resolve any matters verbally reassuring if necessary and indicating the steps that will be taken from that point.
- If matters cannot be resolved straight away or if things need to be investigated the manager will carry out an investigation and report back to the parent/carer within 24 hours unless there is a justifiable reason for needing longer.
- The manager will need to consider the safeguarding procedures of the setting and GDPR data protection restrictions when discussing information back to the parent/carer.
- If the parent/carer is still not satisfied with the response at this stage they can make a more formal complaint in writing. This will be recorded, and further investigation will be needed with a formal meeting to sit and discuss a possible action plan with the parents/carers going forward.
- If the parent/carer still isn't satisfied with how the complaint is being dealt with they can report the complaint directly to OFSTED via an online reporting form or by the following number- 0300 123 1231
- There is a poster for parents with more information on the notice board in Sunflowers Pre-School.

Policy date: 05/09/2018	Review date: 05/09/2019 01.09.2024 01.09.2026
Written by: Louisa Cowler (Manager)	

Confidentiality and Data Protection Policy

At Sunflowers Pre-School and Out of School Clubs, we understand that we may meet confidential information. This policy explains how we respect this. For more information on what and how we store your data please see our Privacy Notice (GDPR compliance)

- If your child attends Sunflowers and Thorley Hill Primary School, please be aware that there will be confidential information sharing between these two settings.
- We do not discuss children or their families with anyone who is not involved in the child's care including other parents/carers in the setting unless there is a safeguarding concern or have parental consent, for example, a referral to speech therapy.
- Any concerns/queries you may have about any aspect of your child's journey with us should be addressed with the Manager initially to attend to especially if it is concerning other children or a member of staff.
- Photos, videos and information regarding children, parents/carers and staff should not be shared on any social media sites. The e-safety policy should be adhered to always and acceptable use policy statement should be signed by all staff.
- Any safeguarding matters that we record are kept in a confidential file and only discussed with the manager and if necessary then on to relevant organisations. Please refer to our safeguarding policy.
- Sunflowers will comply with all requirements of the Data Protection Act, the new GDPR from May 2018 and the Early Years Framework.
- All information regarding personal information or records we keep are kept both electronically and on paper, depending on what is most appropriate and necessary. Arrangements to see any information kept by us of your child can be made with the Manager.
- Any paper documents are kept in a locked filing cabinet when the nursery building is not in use and saved securely electronically.
- Any discussions with other professionals take place within a professional framework and not on an informal basis.
- Our staff induction process includes an awareness of the need for confidentiality and data protection.
- At times, we may have to allow other organisations such as OFSTED or the local authority access to relevant information as part of an inspection or audit that we are required as part of our registration to adhere to.

Policy date: 01/03/2018 Updated annually	Review date: 01/09/2027
Adopted by: Louisa Cowler	Role: Sunflowers Manager

Sunflowers Pre-School, Thorley Hill Primary School,

Park Lane, Bishop's Stortford, Herts, CM23 3NH

Tel: 07752 562206

Email: sunflowers.preschool17@gmail.com

www.sunflowerspreschool.co.uk

OFSTED URN- EY546049

I confirm that I have read and understood Sunflowers Pre-School and Out of School Club's Confidentiality/Data Protection Policy and Privacy Notice (GDPR compliance)

Parent's/Staff signature: _____

Print name: _____

Child's name (if applicable): _____

Date: _____

E-Safety Policy

This policy includes sub-sections on: Safe use of photographs/video and Acceptable use policy. Sunflowers accepts that the internet and social media are inherent to people's lives and is important for sharing information as well as being a useful learning tool. However, we are also aware that this global network comes with it its own risks and challenges. We therefore have set out the following guidelines to protect the children, staff and parents/carers who use our setting. Manager, Louisa Cowler has responsibility for ensuring this policy is adhered to always, but all staff and volunteers need to support this by following these guidelines.

Shared use with Thorley Hill Nursery

- At the end of the morning nursery session the computer will be logged off and Sunflowers Pre-School can be logged on by the manager or deputy manager.

Use of Internet

- Staff are permitted to use the internet on the computer in the building and the ipads providing it is for the educational benefit of the children in their care.
- This may include gathering information, images or to use an age-appropriate learning programme or video footage for the children.
- Any new websites should be checked before the children are in the setting to ensure there are no inappropriate adverts etc.

Use of email

- Email can be accessed using the computer and ipads for work purposes but only emails sent through the pre-school's account- sunflowers.preschool17@gmail.com
- Permission must be sought from the manager or deputy manager before the email account is accessed by any member of staff/volunteer.
- Staff are not allowed to contact parents via their own personal email or other contact details.
- Emailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the manager. All staff should read and adhere to the settings data protection policy.

Safe use of photographs/video

Tapestry

- At Sunflowers Pre-School we use an online learning journal called Tapestry. On a child's entry parents/carers sign a permission form to say they give permission for us to use their email to set up an account for them and to send their child's observations and other information using this online tool.

- Another aspect of this form is for them to sign to say they will not share any of this information on social media or for anything other than their own personal viewing.
- Staff are aware that they are only to use the tapestry app on the ipads to complete observations on children and only have access to children that attend Sunflowers Pre-School and Out of School Clubs. Manager Louisa Cowler checks and approves all observations before they are sent to parents/carers and added to that child's journal.

Photo/video/children's work use

Photos and work of children and on occasion videos may be used in the following ways: -

- For displays in the building to celebrate children's learning.
- For the Sunflowers Pre-School and Out of School Clubs Facebook page- only photos of the children playing without faces will be used in this promotion.
- For promotional resources- only photos of the children playing without faces will be used for this purpose.
- If, on occasion we would like to use photos of the children for media publication, specific permission form parents/carers will be sought beforehand.
- Full names are never publicised in any way, even on work displayed on walls.
- To safeguard the children all photographs are taken only on the ipads from the setting or the Sunflowers work phone of 'no face' photos for promotional use. These photos are only stored for as long as is deemed necessary and only on the computer/ipad in setting.

Parents taking photos

- We appreciate that parents/carers may want to record their children at special events, e.g. plays. However, with respect for each other's privacy we ask that any photos/videos taken do not get shared onto social media and are only for parents/carers personal use.
- Any reports of parents not complying with this request will be further investigated by the manager.

Staff personal use

- **Staff are asked to leave their own personal mobile phone in a safe storage place when arriving at Sunflowers.** All staff should let next of kin/children's schools etc know the pre-school work number and that they won't be able to access their phone during work hours.
- If a member of staff needs to make a personal call, they may use the Sunflowers work phone or access their personal phones on a break off site.
- Notifications and link to phones via smart watches must be silenced/switched off during work time. Use for time keeping only.
- When off site for an outing this policy also applies.
- All visitors and volunteers will also adopt this use of personal phones.

Social media

- Sunflowers understands that there may be occasions when a member of staff is friends with a parent on Facebook or other social media sites. However, it is important they are aware of the implications and risks and take appropriate precautions.
- When staff use social media sites no disparaging remarks should be made about the setting, employer or colleagues of Sunflowers or Thorley Hill Primary School. Any posts should be respectful and professional.

- There should be absolutely no reference made regarding any children, parents/carers of these settings for any reason. Any cases of this not being abided by will be considered a breach of the setting's confidentiality policy, the staff code of conduct and staff contracts. Therefore, may result in disciplinary action.
- Be aware that if your privacy settings are not set to 'friends only', anyone can search for you and access your profile. We advise that full names and addresses also be avoided being published publicly too.
- If you are concerned about any aspect of social media or feel at any point you are being a victim of a form of cyberbullying, please contact the manager as soon as possible.

Policy date: 01/09/2018 Updated: 07/09/2022, 01/09/2023, 01/09/2024, 01/09/26	Review date: 01/09/2027
Adopted by: Louisa Cowler	Role: Sunflowers Manager

Sunflowers Pre-School, Thorley Hill Primary School,

Park Lane, Bishop's Stortford, Herts, CM23 3NH

Tel: 07752 562206

Email: sunflowers.preschool17@gmail.com

www.sunflowerspreschool.co.uk

OFSTED URN- EY546049

Acceptable Use Policy Statement

This policy should be used in conjunction with the e-safety policy and lays out the points that all staff should be aware of and abide by always. If you have any concerns or need clarification please talk to the e-safety lead and manager, Louisa Cowler.

1. I will comply with the Sunflowers e-safety policy.
2. I understand that the settings ICT system is not for my own personal use and if used for a purpose not permitted may result in disciplinary action.
3. I will only use the settings email/internet for professional purposes.
4. I will not install any new hardware/software/apps without the permission of Louisa Cowler.
5. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. I will only take, store and use photos/videos of children in the setting in line with the e-safety policy.
7. I will make sure my online activity both inside and outside the setting will not bring my professionalism or the settings reputation into disrepute.
8. I agree to follow this acceptable use statement and to support the appropriate, safe use of ICT throughout the setting.

Full name: _____

Signed: _____

Position: _____ Date: _____

Special Educational Needs and Disabilities Policy

Introduction

This Special Educational Needs and Disabilities Policy takes account of the Education Act 1996, the Special Needs and Disability Regulations 2014, the Children and Families Act 2014, the Special Educational Needs and Disability Code of Practice 2014, the Equality Act 2010, the policy of the Local Education Authority and Thorley Hill Primary School's SEND policy.

A child or young person has special educational needs (SEN) if they have a learning difficulty which calls for special educational provision to be made for them. As an early year's provider in the private, voluntary and independent sector we must have regard to the 2014 Code of Practice.

Children will have a learning difficulty or disability if they:

- Have a significantly greater difficulty in learning than most children of the same age.
- Have a disability that prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority.
- Are under compulsory school age and are likely to fall within the definition above when they reach compulsory school age or would do if special educational provision was not made available for them.

Children's special educational needs are generally considered to fall into one or more of the following categories.:

- communication and interaction
- cognition and learning
- social, emotional and mental health
- sensory and/or physical needs.

There may often be an overlap between special educational needs and disability. Therefore, a child may be defined as having a special educational need (SEN), a disability, or both a special educational need and a disability (SEND).

Our Ethos

At Sunflowers Pre-School we aim to deliver high quality provision for all children and are committed to providing a broad, balanced and fully inclusive curriculum. We believe that each child is unique and has the right to learn and develop to their full potential. We provide a positive and caring environment where children are supported according to their individual needs. We pride ourselves on our Partnership with Parents which plays a key role in a child's development.

We follow the following fundamental principles:

- To recognise each child's individual needs through gathering information from parents/carers and others who may be involved at the time of admission as well as through our own observations and assessments.
- To ensure a child with SEND is recognised and has their individual needs met.
- To ensure all staff understand their responsibilities to children with SEND and have regard to the guidance given in the SEND Code of Practice 2015.
- To ensure that whenever possible the views of the child are sought and considered.
- To ensure that parents are involved at all stages, recognising that they have a vital role to play in supporting their child's education.
- To promote good practice by ensuring confidentiality and privacy for parents/carers and children, and by respecting the need to seek permission when making assessments or seeking the views of outside professionals regarding their child.
- To promote the importance of working in partnership with parents, health professionals and outside agencies for the good of the child.
- To ensure all children with SEND are offered full access to a broad-balanced and relevant education, including an appropriate curriculum for the Early Years Foundation Stage.

Admissions Policy

- Sunflowers Pre-School adheres to the admission policy of the LEA and endeavours to provide appropriate support for pupils with a range of special educational needs.
- Parents can discuss with the Manager and/or the SENCO whether additional resources, training or changes to the room layout may be required.

Access for the Disabled

- Sunflowers Pre-School is equipped with wide doorways, one level access and disabled toileting facility. The needs of the pupils will be considered to ensure full access to the foundation stage curriculum.

Identification, Assessment and Provision in Early Education Settings

- Parents are invited to share information as part of the admission process, including any areas of concern highlighted by the child's two-year check.
- The Government's Early Learning Goals set out what most children will have achieved by the end of the Early Years Foundation Stage (the end of the school reception year). Children will progress at different rates during the EYFS and some children may not reach the goals by the end of their reception year. These children will need differentiated learning opportunities and regular monitoring within our setting to help them make progress. In addition, the 'Early Years Outcomes' is an aid to enable practitioners to understand the outcomes they should be working towards.

Special Educational Provision means…

- For children of two or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools or by relevant early years providers. For a child under two years of age, special educational provision means educational provision of any kind.
- A child under compulsory school age has special educational needs if he or she has a significantly greater difficulty in learning than most others of the same age.

English as an Additional Language

- Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.
- Information will be provided to parents for support on admission.

The Special Educational Needs and Disabilities Coordinator (SENDCO) –

The EYFS framework requires early years providers to have arrangements in place for meeting children's SEN, including the expectation to identify a SENCO. At Sunflowers Pre-school the SENDCO is *Tracey Corner*, who has completed Early Years SENCO training with Hertfordshire County Council.

The SENDCO will have responsibility for:

- Encouraging all members of staff to take responsibility for the provision of children with SEND and ensuring they are familiar with the SEND Code of Practice, and this SEND Policy.
- Supporting colleagues in identifying children's additional needs.
- Supporting staff in the development of their inclusive practice, advising them with regard to differentiation and the Graduated Approach.
- Liaising with parents and, when necessary, and with the parent's permission, seeking additional advice from other professionals regarding a child's specific needs and how best to provide support within the setting.
- Ensuring that relevant background information about individual children with SEND is collected, recorded and updated at any professional meetings.
- Taking the lead in reviewing progress, planning further assessments and support as well as liaising with other agencies as appropriate e.g., health professionals, Inclusion Development Officer or Children's Centres.
- Supporting staff in the writing and reviewing of Individual Learning Plans and discussing these with all staff to ensure that strategies and approaches are consistent.
- Identifying any training opportunities that will benefit members of staff working with children with SEND.
- Monitoring and reviewing practice and provision and making reasonable adjustments if necessary, promoting value, diversity and difference.
- Providing parents/carers with information about services offered by the local authority.
- Providing support with transitions to the next setting.

Initial Concerns

- Observation and monitoring of the children at Sunflowers Pre-school means that any signs of developmental delay are noted early. If during this process, we note a child is having difficulties in any area of their development their Key Person will make observations and will, with the support of the SENCO, plan and implement simple strategies and interventions to support the child, such as breaking a task down into more achievable steps or using other resources to support the child. Such differentiated approaches could be enough to build the child's confidence and help develop areas they are having difficulties with.
- If, following such differentiation, the child continues to have difficulties and staff feel that there is still cause for concern, parents will be invited in to discuss these concerns with a staff member.
- Parents will be invited to contribute their own knowledge and understanding of their child and raise any concerns they may have. Working in partnership, the child's Key Person, Parents and the SENCO will agree upon achievable targets for the child resulting in an Individualised Learning Plan which will form part of a graduated approach.

SEND Support

- A child in the setting may be identified as having Special Educational Needs and require SEN or SEND Support. The triggers for Support could be that the child:
    1. Makes little or no progress even when teaching approaches are particularly targeted to improve the child's identified area of weakness.

2. Continues working at levels significantly lower than those expected for children of a similar age in certain areas.
3. Presents persistent emotional and/or behavioural difficulties, which are not ameliorated by the behaviour management techniques usually employed in the setting.
4. Has sensory or physical problems and continues to make little or no progress despite the provision of personal aids and equipment.
5. Has communication and/or interaction difficulties and requires specific individual interventions to access learning.

- When a child in our setting is not making the expected progress, it may be necessary to implement further special educational provision. This will be offered through a graduated approach.
- This targeted support recognises that there is a continuum of special educational need and, where necessary, and with parental permission, draws support from a range of specialist expertise to support the child. In our setting the different support mechanisms may include: An initial visit from the health visitor, referrals to outside agencies including speech therapists, paediatricians, educational psychologists etc. as well as support from the Early Years Team/LA support services for advice or equipment.
- Where a child also attends Thorley Hill Primary School's morning nursery appropriate professional information sharing should also take place.

SEND Support and The Graduated Approach

SEND support should take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes. This is known as the graduated approach. It draws on more detailed approaches, more frequent review and more specialist expertise in successive cycles to match interventions to the SEN of children and young people. (Code of practice 2015)

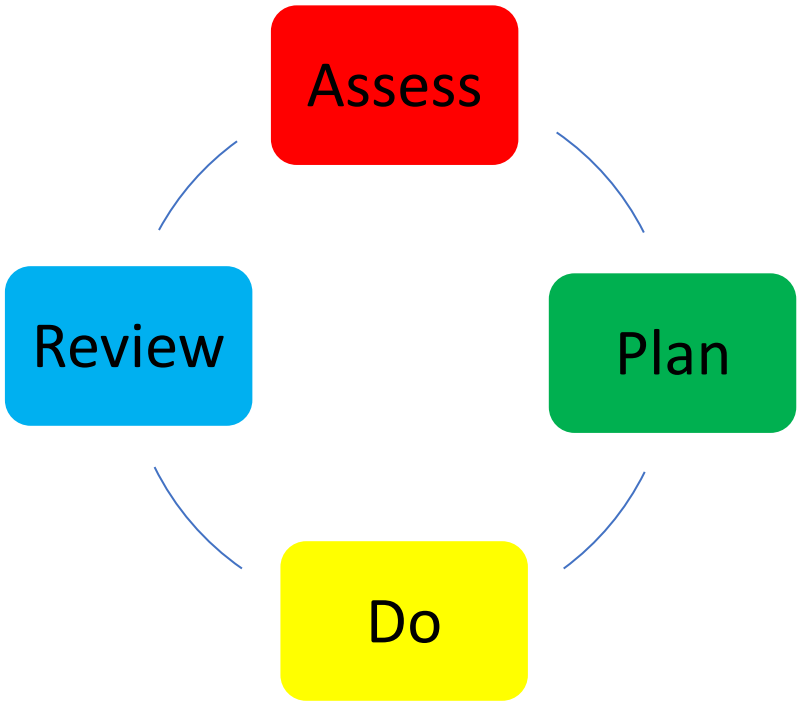
1. **Assess** – Early Years Educators, Key person and SENCO to observe, through focused observations, monitor and share findings with staff and parents.
2. **Plan** – Key person and SENCO to work in partnership with parents to produce an Individual Learning Plan with achievable targets for the child.
3. Do – Implement planned interventions and monitor progress.
4. **Review** – All parties to review the effectiveness of the interventions and support and evaluate the child's development and progress.

The Graduated Approach

Assessment is carried out by the child's Key Person, Parents, SENCO and Manager. Assessment may be qualitative (e.g., though observations) or quantitative (e.g., numerical). Early discussions with parents will help identify the child's strengths and needs. The SENDCO will contact outside professionals for further support if necessary.

A plan is created in consultation with all parties including parents and the child (where possible). This plan will outline specific targets/desired outcomes for the child. Support, interventions and activities will be planned which will help the child achieve these targets. Where appropriate parents should be able to reinforce these targets at home.

A review date will be set. All staff will be made aware of the child's



Requests for an Education, Health and Care Needs Asses

- For a very few children the help given by the early educat
  sufficiently effective to enable the child to progress satisfa
  in consultation with the parents and any external agencie
  statutory multi-disciplinary assessment may be appropria
  and Care Needs Assessment is made to the LA, the child w
  concern and the setting will have evidence gathered throu

The implementation of interventions will be the responsibility of all staff working with the child. The SENCO will support all staff by modelling strategies and signposting staff to additional training where necessary. Evidence will be collected by all those working with the child, and this will be monitored by the SENCO.

Annual Review

- Through an Education, Health and Care Needs Assessment the LA will decide whether a child needs provision through an Education, Health and Care Plan. The Education, Health and Care Plan will outline the provision necessary, the name of the setting where the provision is to be made and how the needs will be met; this may be through additional support or equipment and may have a cost implication to the LA. All EHCPs are reviewed at least yearly and all those involved are invited to consider whether any amendments need to be made.

The Local Offer

- As a setting we are aware of the Local Offer and will signpost parents to information about the provision they can expect to be available across education, health and social care for children and young people in the area with SEN or disability.
- The local offer for Sunflowers Pre-school can be accessed via our website (sunflowerspreschool.co.uk) or through the following link:

  https://directory.hertfordshire.gov.uk/Services/4096

Confidentiality

- We will respect parent's rights to confidentiality when supporting children with Special Needs; we will always discuss any possible referrals to other services with parents to seek their agreement before we make such referrals. All meetings with parents other than the normal parent staff contact will take place in private.

- Parents will be involved in setting all targets for their child. Support will be reviewed regularly, and parents will be invited to contribute to this review.
- All staff will need to be aware of the agreed targets for a child as they are all likely to be involved in supporting that child. However, all staff are also aware that their knowledge of these targets is privileged information which should not be shared with anyone without the permission of either the settings SENCO or Manager who would discuss any need to share information with the child's parent or carer.

Working in Partnership with Parents/Carers

- Parents/carers will be respected as those who have known the child longest and have the most knowledge about the child.
- From the time of a child's admission a partnership is formed with the parent/carers and continued throughout the child's time at Pre-School and through the progression into their next setting.
- If a child has difficulties in any area, parents/carers will be approached in a confidential manner by their key person, the SENCO or the Manager.
- Parents/carers are asked to inform key persons of any outside agencies involved with the child.
- Parents/carers will be kept fully informed of their child's time at Pre-School and their permission sought if outside professionals are contacted to observe and advise on interventions.

Transitions

- Transitions to new settings/primary school will be supported by the Manager, Key Person and SENCO.
- Information will be collected from parents regarding new settings, and we will support the child in preparing for their transition to ensure it is as smooth as possible.
- Transition records will be completed.
- Information sharing will take place with Parental permissions including phone calls made to the new setting/key person/SENCO.

Policy date: 16/10/2024	Review date: 01/09/2026
Adopted by: Louisa Cowler Tracey Corner	Role: Sunflowers Pre-School Manager Role: SENCO

Sunflowers Pre-School, Thorley Hill Primary School,

Park Lane, Bishop's Stortford, Herts, CM23 3NH

Tel: 07752 562206

Email: sunflowers.preschool17@gmail.com

www.sunflowerspreschool.co.uk

OFSTED URN- EY546049

Whistleblowing Policy

At Sunflowers Pre-School and Out of School Clubs, we aim to provide a safe, caring and stimulating environment for all children in our care. If a member of staff feels that a fellow colleague has behaved in an appropriate way, either towards a child or abuse of the staff code of conduct then the following procedure should take place: -

- Discuss your concerns with the Designated Senior Person immediately or if the concern regards them as soon as possible contact the Local Authority Designated Officer (LADO) on 0300 123 4043
- Any matter raised under this procedure will be investigated thoroughly, promptly, and confidentially. You will be kept informed of the outcome.
- You will not be victimised for making an allegation and all your employment rights remain intact.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If any allegations are made in a malicious, vexatious, or false manner then this will be considered a disciplinary offence and action will be taken against you.

Policy date: 01/09/2018 Updated annually	Review date: 01/09/2027
Adopted by: Louisa Cowler	Role: Sunflowers Manager

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Fire and Evacuation Procedure

Fire procedure

If you discover a fire (or one is reported to you) operate the nearest fire alarm point. In the event of the alarm failing shake the shaker (the red instrument that alerts the children to stop and listen) or sound the squeezy whistle if during clubs time and gather the children to line up at the safest fire exit. The alarm should alert Thorley Hill Primary School so that they exit the buildings too. In the event of the alarm failing a phone call to the school office should be made using the Sunflowers phone- Thorley Hill school office- 01279 654496.

The most senior member of staff should collect the yellow clipboard, (which has the children and staff register, EHCP's and emergency contact numbers); the Sunflowers mobile phone and red emergency box (which includes first aid and emergency blankets). Senior staff should make note of the number of children and staff in attendance by checking the notice board and register and ensure there is a headcount before exiting the building. One member of staff to check the toilets and other isolated areas if safe to do so if the number does not correlate.

Once out of the fire exit- Walk do not run, go to the nearest assembly point which is on **Thorley Hill Primary School's field.** Once outside the senior member of staff should **dial 999 and ask for the fire services (address below).** The senior member of staff will take the register to ensure they have all members of staff, visitors, and children. Any discrepancies should be immediately reported to the Fire fighters on arrival. **Do Not Re-Enter the Building (until told it is safe to do so by the emergency services.).**

The fire hydrant is located by the front entrance gates.

It is Thorley Hill's responsibility to bring out their boiler house key which will be needed to isolate gas and electricity supply. David Francis- caretaker- 07534 700865.

Evacuation Procedure

In the event of Sunflowers Pre-School and Out of School Clubs and if applicable Thorley Hill Primary School needing to evacuate the premises the fire alarm should be activated to alert everyone to the need to leave the building.

The same process should be followed as the fire procedure to ensure everyone exits safely and a roll call can be made in a safer place outside before travelling to our designated evacuation site of ***Richard Whittington Primary School, Thornbera Gardens.*** A senior member of staff is to lead the way with another member of staff at the back. Children to be encouraged to hold hands in pairs and move with purpose but with safety. The most senior member of staff should call

Richard Whittington Primary School to let them know we are on our way and for quick assistance when we arrive. School number- 01279 657778.

The Sunflowers Fire Marshal is Anna Farmer.

Policy date: 01/09/2018 Updated: Annually	Review date: 01/09/2027
Adopted by: Louisa Cowler	Role: Sunflowers Manager

Sunflowers Pre-School and Out of School Clubs, Thorley Hill Primary School,
Park Lane, Bishop's Stortford, Herts, CM23 3NH
Tel: 07752 562206 or 07999 478766
Email: sunflowers.preschool17@gmail.com
www.sunflowerspreschool.co.uk

Intimate Care Policy

Introduction and aims

Sunflowers pre-school and out of school clubs is aware that some children may require assistance from members of staff for personal care, including toileting, either due to their age and developmental level, or because of a disability or medical need. The main aim of the setting is to ensure that our children are safe, secure, and protected from harm.

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all children who need support with personal care, including toileting and continence management. It will also clarify for their families the support they can expect from the setting.

Principles

Sunflowers respect our children and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our children are:

Treated as individuals
That their right to safety, dignity and privacy is respected
Involved with and consulted about their personal care as far as they are able
Provided with consistency of care as far as possible

Our responsibilities

- We will work with parents/carers to promote toilet training unless there are medical reasons why this is not appropriate.
- Sunflowers will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks.
- All nappies/pull ups and wet clothes (from accidents) should be changed in the nursery building bathroom area or if in the Hub, the disabled toilet with door completely open. Staff helping children should make another member of staff aware of what they are always doing and stay visible.
- When changing nappies/pullups, the changing mat should be placed alongside the first two nursery toilet cubicles so that the child being changed is not visible from the main door and obscured from view for people walking past. This position should also be adopted when assisting a child to change their clothes.
- Staff to ensure they wear PPE where appropriate and fully sanitise the area and the child's and their hands after the intimate care has occurred.
- For specific needs the manager may decide that an individual care plan is created for that child. Relevant healthcare professionals and the parents/carers will be involved in creating this. The care plan will be reviewed at least annually or sooner if the child's needs change.
- For specific care plans certain staff members who have received training may be named to complete all intimate care associated with this child. This will be on the managers discretion and may differ for each plan.
- Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to the manager and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.
- A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present, and any care given that has differed from the care plan, together

with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.
- Staff will communicate carefully with children, using their usual communication method, to discuss their needs and preferences. Wherever possible the child's wishes, and preferences will be considered.
- Sunflowers will consider the religious views, beliefs and cultural values of the child and their family as far as possible when undertaking personal care.
- Sunflowers will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.
- Sunflowers will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.
- Sunflowers will act according to their safeguarding policy and procedures if there are any concerns for the child's wellbeing.

Parent/carer responsibilities

- Parents/carers must ensure that they provide all relevant information regarding their child's toileting needs to Sunflowers during the settling in period. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication or condition.
- Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.
- Parents/carers should work with Sunflowers to develop and agree a care plan if a specific need arises.
- Parents/carers must make sure that Sunflowers always has required equipment available for their child's intimate care or toileting needs. This may include the correct sized nappies/pull ups, wipes, nappy sacks and a bag of spare clothes.
- Parents/carers must ensure that school always has their emergency contact details.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- Safeguarding policy
- Child protection policy
- Confidentiality policy
- Health and safety policy
- First aid policy
- Inclusion policy
- SEND policy
- Bladder & Bowel UK and ERIC, The Children's Bowel & Bladder Charity (2019)

Policy created by: Louisa Cowler (Manager)	Date: 14/11/2022
Review annually	

Allergy Awareness Policy

Contents

1. Introduction
2. Roles and responsibilities
3. Allergy action plans
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5. Supply, storage and care of medication
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7. Staff training
8. Inclusion and safeguarding
9. Food
10. Trips
11. Allergy awareness and nut bans
12. Risk assessment
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1. Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein; however, most people will react to a small group of potent allergens.

Common UK Allergens include (but are not limited to):
Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Sunflowers Pre-School and Out of School Clubs will support children with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in the setting.

2. Role and responsibilities

Parent Responsibilities

- During the registration process, it is the parent's responsibility to inform the setting Manager of any allergies.
- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to us. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. GP/allergy specialist.
- Parents are required to complete an 'Individual Health Care Plan' for the setting. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the provider up to date with any changes in allergy management.

Staff Responsibilities

- The Manager ensures that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time.
- Children must always be within sight and hearing of a member of staff whilst eating. Where possible, staff should sit facing children whilst they eat so they can prevent food sharing and be aware of any unexpected allergic reactions.
- Before a child is admitted to the setting the Manager must obtain information about any food allergies that the child has. This information must be shared by

the Manager with all staff.

- At each meal or snack time the Manager must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.
- Staff must be aware of the children in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with considerable caution.
- The Manager will ensure that the up-to-date Individual Action Plan is kept on the register clipboard.
- A list of all children and their allergies/intolerances should be easily accessible.
- The register should have a brief allergy reminder column to remind staff of any children in that day with an allergy/intolerance.
- It is the parent's responsibility to ensure all medication in in date however the Manager will check medication kept on site on a termly basis and send a reminder to parents if medication is approaching expiry.
- The Manager keeps a register of children who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.

Child-centered approach

- Children are encouraged to learn about their allergies and be taught to ask an adult, 'is this safe for me?'
- Children should be taught to let an adult know if they are feeling unwell.
- Children are taught to not share any contents of their lunch/snack/light tea with each other.

3. Individual Health Care Plans

Individual Health Care Plans are designed to function as individual guides for children with food allergies/intolerances, providing medical and parental consent for providers to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto- injector.

If parents have their own allergy action plan devised with their GP/Health Clinic, this should take precedence over the IHCP and is to be followed exactly.

4. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- AIRWAY - swelling in the throat, tongue or upper airways (tightening of the

throat, hoarse voice, difficulty swallowing).

- BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing.
- CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. In younger children, anaphylaxis almost always involves skin reactions. In addition to swelling of the face, lips, tongue and eyes, hands and feet may also swell. The child may experience diarrhoea, and they may display sudden behaviour changes such as inconsolable crying, become clingy and refuse food. The child may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the child has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay. Action:

- Keep the child where they are, call for help and do not leave them unattended.
- LIE CHILD FLAT WITH LEGS RAISED – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY and note the time given. AAIs should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- CALL 999 and state ANAPHYLAXIS (ana-fil-axis).
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- If they are breathing but unconscious place child into the recovery position.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All children must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

<u>Staff to regularly refresh their knowledge via the emergency anaphylaxis procedure poster displayed in each building in use.</u>

5. Supply, storage and care of medication

Children in early years settings need adults to be responsible for their emergency medication. Their medication/anaphylaxis kit must be kept within 5 minutes of them, not always locked away or behind a locked door and accessible to all staff.

Medication should be stored in a suitable container and clearly labelled with the child's name and photo. The child's medication storage container should contain:

- Two AAIs i.e. EpiPen® or Jext®
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the Manager will check medication kept at provider on a termly basis and send a reminder to parents if medication is approaching expiry.

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a sharps bin if possible. Pharmacies will also dispose of them safely.

6. Staff Training

The named staff members responsible for coordinating training and the upkeep of this allergy awareness policy are:

Louisa Cowler- Manager
Nikki Shore- Out of School Clubs Leader
Tracey Corner- Pre-School Deputy Manager
Sarah Pointon- Pre-School Deputy Manager

All supervising staff will complete Allergy Awareness Level 2 training.

Allergy awareness Level 2 training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction, e.g. allergen avoidance, knowing who is responsible for what
- Managing individual health care plans and ensuring these are up to date

All Sunflowers staff have completed the 12-hour Paediatric First Aid training.

7. Inclusion and safeguarding

Sunflowers Pre-School and Out of School Clubs is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in provider so that they can play a full and active role in provider life, remain healthy and achieve their developmental milestones. The setting conforms to the Safer Eating requirements in Early Years Safeguarding 2025.

8. Food

All food businesses (including provider caterers or staff) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The light tea menu is available for parents to view in advance termly with all ingredients listed and allergens highlighted on the provider website at www.sunflowerspreschool.co.uk

The Manager will inform parents that supply their children food for lunch of any cases of a child with a serious food allergy without disclosing any personal details.

The Manager will ensure there is an allergy/intolerance indicator on the register and a clear list available for a quick view.

Sunflowers Pre-School and Out of School Clubs adheres to safer eating as set out in the Early Years Safeguarding September 2025:

- Information must be shared by the Manager with all staff involved in the preparing and handling of food.
- At each mealtime and snack time the provider/Manager must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.
- The manager must ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time.
- Children must always be within sight and hearing of a member of staff whilst eating. Where possible, staff will sit facing children whilst they eat so they can make sure children are prevented from food sharing and can be aware of any unexpected allergic reactions.

Sunflowers Pre-School and Out of School Clubs adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for children with food allergies should be clearly labelled with the name of the child for whom they are intended.
- The child, when old enough should be taught to also check with staff, before eating 'is this safe for me?'
- Where food is provided by Sunflowers, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food.

- Food should not be given to any food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking, science experiments and special events (e.g. cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of children and their age.

9. Trips off site

Staff leading provider trips will ensure they carry all relevant emergency supplies. Trip leaders will check that they have medication for children with allergies. If the mediation is not present, the child will be unable to attend the trip as it wouldn't be safe.

All the activities on the provider trip will be risk assessed to see if they pose a threat to allergic children and alternative activities planned to ensure inclusion.

10. Allergy awareness and nut bans

Sunflowers Pre-School and Out of School Clubs supports the approach advocated by Anaphylaxis UK towards nut bans/nut free providers. They would not necessarily support a blanket ban on any allergen in any establishment. This is because nuts are only one of many allergens that could affect children, and no provider could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for providers to conduct a risk assessment and adopt a culture of allergy awareness and education.

A 'whole provider awareness of allergies' is a much better approach, as it ensures teachers, children and all other staff are aware of what allergies are, the importance of avoiding the children's allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to reduce risk. Risk assessments may determine that a section of the provision needs to be kept free of a particular allergen. In this instance, when the child has left that area of the provision or the child's allergies change, the risk assessment must be reviewed, and restrictions lifted.

A clear indication of our nut free environment is included in our parent agreement that all parents sign to say they agree and will adhere to. Regular reminders are included in newsletters and Tapestry posts.

11. Risk Assessment

The Manager will undertake a risk assessment for the setting and each individual child with allergies both newly joining and newly diagnosed. The risk assessments will identify the control measures that are needed to be implemented to keep the child with allergies safe; this may be separate toys for a child with a milk allergy and is using anything that is likely to go into their mouth. The risk assessment will be used to help identify any gaps in our systems and processes for keeping allergic children safe.

12. Useful Links

Allergy information- https://www.allergyuk.org/

BSACI Allergy Action Plans - https://www.bsaci.org/professional- resources/resources/paediatric-allergy-action-plans/

Department of Health Guidance on the use of adrenaline auto-injectors in providers- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_providers.pdf

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) https://www.nice.org.uk/guidance/qs118

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834

Early Years Nutritional Guidance- https://assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early_years_foundation_stage_nutrition_guidance.pdf

Early Years Foundation Stage Framework- https://assets.publishing.service.gov.uk/media/6a5f8e4fb00f3323bf1a23a1/EYFS_group_and_school_based_from_September_2026.pdf

Policy Date: 21.09.2026	Written by: Louisa Cowler- Manager
Review Date: Annually from policy date	Signature: 