



Haywood Road Preschool
Haywood Road Community Centre
Haywood Road
Mapperley
Nottingham
NG3 6AB

Telephone: 07981050338/0115 7468047
haywoodroadpreschool@gmail.com

Parent Helper Policy

COVID-19 SAFETY DETAILS CAN BE FOUND IN THE FULL RISK ASSESSMENT ACTIONED

At Haywood Road Preschool we encourage parents to help at Preschool by volunteering to help in a session or with the clearing away where we operate a rota system.

We feel this strengthens the partnership between parents and Preschool, enabling parents to see exactly what happens at Preschool and what their child/children do during the session.

Parents are reminded that their role as a volunteer is to supplement the preschool staff and, as such, they should not need to discipline any other child than their own.

As parent's helpers are volunteers, it is important that they do not take any child to the toilet or remain in a room with a child other than their own and without a member of staff. This is in adherence with our Safeguarding Children Policy.

If the volunteer will be attending the setting frequently then a Volunteer induction is to be carried out and placed on file

Parents are informed that full confidentiality must be followed by all parents during their involvement and information is to be given regarding compliance with the Data Protection Act 1998 and General Protection Regulation (GDPR) (EU) 2016/679



Policy and procedure for lost children

Policy

It is our policy to offer the highest quality care of the children at all times, and we do this by:

1. Keep a register for all sessions.
2. Making sure that each child is entered on the daily register when they arrive and when they leave.
3. Making sure that all staff are aware of the number of children in the session.
4. Having regular head counts of the children during the session.
5. Having enough staff available to meet ratios and to provide appropriate care throughout the sessions.
6. Having additional adults available on trips and outings.
7. Ensuring that the preschool is safe and secure for both inside and outside play.
8. By carrying out regular risk assessments and being aware of any possible hiding places.
9. Providing one to one support for children whose behaviour requires close attention in order to ensure their safety.

Procedure

Our procedure if there is a concern about a missing child is as follows:

1. One worker will check immediate surrounding area straight away, whilst all remaining staff will gather the children in the group and conduct a headcount and a register.
2. If a child is missing, the time is to be recorded and it will be clarified when the child was last known to be present in the setting.
3. Staff will be organised to carry out a thorough search of the building and the whole area whilst continuing to care for all children in the group. If necessary, additional workers will be called in.
4. We will contact you if your child is not found immediately. If your child is found straight away, we will explain to you what happened when you come to collect your child at the end of the session.
5. We will contact the police if your child is not found immediately.
6. We will make sure the preschool phones are kept free throughout the situation.
7. We will ensure that a Manager is informed and involved.
8. After the incident we shall review our staffing and procedures and you will be fully involved in this process.
9. We shall inform OFSTED of the incident and of the procedures that were followed 0300 1231231



Policy and Procedure for the late collection of children

Policy

It is our intention to work in partnership with parents/carers and in the best interests of the children.

Therefore, we will:

- Have clear session times for Preschool
- Make sure that information about session times is shared and agreed with you.
- Make sure that any alterations to the regular session times are shared and agreed with you.
- Be ready for children to be collected on time at the end of the sessions
- Be available for you to discuss any problems about Preschool session times and to be as flexible as possible.
- Maintain confidential records detailing your phone numbers, emergency contacts and to update them with you regularly.
- Ensure that children are cared for and reassured in the event of late collection.

Procedure

Our procedure is as follows if children are late being collected without prior agreement or explanation.

1. After 10 minutes staff will try to contact you on your home phone number or mobile number. If we are unable to make contact, then staff will try your emergency contacts and arrange for them to come and collect your child.
2. Three emergency contact numbers must be collected during visit day.
3. At least 2 staff members need to remain with the child however after 3pm this will drop to 1 member of staff who will wait outside with your child. This ensures all safeguarding requirements are met.
4. All these numbers will be tried repeatedly for at least half an hour.
5. We would persist in trying to contact you for at least an hour (and longer if staff were available) and will if possible, remain on the preschool premises. If no contact was established and no message received from you, then we would contact the Multi-Agency Safeguarding Hub (MASH).

MON-THU 8.30AM-5PM FRI 8.30AM – 4.30PM- 0300 500 80 90

OUT OF HOURS- 0300 4564546



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Throughout this process we would ensure that your child was never left alone, was cared for and reassured, and that staff were available to stay with them.



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Policy for Allegation of Abuse by a Member of Staff

Advice and support would be sought at all times by the Committee at Preschool from OFSTED and the PLA (Preschool Learning Alliance) in the event of a member of staff being accused of abuse.

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations are being made. These should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously these investigations should be carried out within as short time as possible.

We would follow the 'Disciplinary and Grievance Procedure for Preschool Employees', a copy of which is attached and which all staff members have a copy.

Your information will be handled following the guidelines of the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 1998



Professional Abuse Procedure

The staff and management of Haywood Road PreSchool intend to create within the setting an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We also intend to ensure that as far as practicable the staff are protected from unfounded allegations.

The Senior Officer responsible for dealing with allegations against a member of staff or volunteer is: Manager Caroline Gardner and in her absence Lyndsey Copson the deputy manager

Where a person has behaved in a way that:

- * has harmed a child or may have harmed a child.
- * committed a criminal offence against or related to a child.
- * behaved in a way that indicates that he/she is not suitable to work with children.

Any concerns or allegations about the behavior of the member of staff or volunteer should be raised confidentially with the Senior Officer.

- The following details will be recorded immediately:

- * Name of the child involved
- * When and where the alleged incident took place
- * The names of any witnesses
- * Details of the incident - including what was done and said
- * What steps; if any were taken to calm or defuse the situation
- * Any force used

- The Senior Officer will ensure that:

- * The registered person is made aware of the allegation
- * The member of staff concerned is informed that the allegation has been made against them.
- * The person making the allegation is aware of the likely course of action to be taken by the setting.
 - * The member of staff will be suspended pending investigations.
 - * The child's parents will be informed as necessary.



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The Senior Officer will inform Multi-Agency Safeguarding Hub (MASH) and continue to liaise with the relevant agencies.

MASH -033 500 8090 in an emergency or 0300 500 80 90

Out of hours MASH Emergency Duty Team- 0300 4564546

If the allegation proves to be unjustified, once investigated by MASH, it will then be dealt with under our usual disciplinary procedures if appropriate.

Where the action is taken to suspend the staff member, all relevant parties will be confidentially informed as far as consistent with the safeguarding children procedures.

Where no action is deemed necessary the Manager will implement an action plan detailing how to ensure relevant staff support and training particularly in respect of child development, behavior management and safe guarding children.

Where a member of staff is dismissed or moved to a position where they do not have contact with children as a result of the allegations, the named Officer will ensure that they are referred for inclusion on the Protection of Children Act List (POCA): 01325 392030

In order to protect staff/volunteers from unfounded allegations of abuse we will ensure that:

- When recruiting staff, we will ensure that any gaps in Employment History are questioned and adequately accounted for and that references are taken up for all staff before positions are confirmed.

- Only staff who have been DBS checked will be allowed to take children to the toilet, change nappies and change children's clothing.

- New staff members will be informed of the Behavior Management and Safeguarding Children policies of the setting.

- Where staff are left unsupervised with a small group of children - e.g. during small group activities, these are held in an open room.



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- During outdoor play, on the patio area where one member of staff is out with a small group of children, the door remains open and there are windows that allow views onto the patio area for other members of staff.

- When down on the grass area there is always two members of staff present.

- All staff are encouraged and supported to attend appropriate training in Child Development, Safeguarding Children and Behavior Management.

For further information on our strategies for protecting children and staff please refer to our Safeguarding Children Policy.

Your information will be handled following the guidelines of the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 1998



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Recruitment of ex-offenders policy statement

As an organisation we use the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Haywood Road Preschool complies fully with DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Haywood Road Preschool is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender,

or gender reassignment, religion or belief, sexual orientation, responsibilities for dependants, age physical/mental disability, marriage and civil partnership status, pregnancy or maternity status or offending background.

Our written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for an interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with Haywood Road Preschool and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Haywood Road Preschool to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.



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We ensure that all those in Haywood Road Preschool who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



Safeguarding Children Policy

Within our preschool we consider it to be our responsibility to ensure that each child is protected from child abuse. We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

We are aware of possible factors or indicators of abuse and would always get advice and support and act to protect the child if we were sure there was serious cause for concern. Child abuse happens to children of both sexes, at all ages and in all cultures, social classes and both to children with and without disabilities. We recognise that there are different types of child abuse: physical, emotional, sexual and neglect.

We follow the guidelines as discussed in the booklet, 'What to do if you're worried a child is being abused' and they are as follows:

Exclude known abusers

* All appointments, both paid and voluntary, at Preschool will be subject to satisfactory police check through the Disclosure and Barring Service (DBS). Refer to the Suitable Person Policy for other procedures followed on recruiting staff.

Seek and supply training to staff

* We will seek out training opportunities for all adults involved with

Preschool to ensure they recognise the symptoms of possible child abuse. The designated person will review the training needs of all staff on a regular basis.

*Regular in-house reviews and update training to be actioned

Prevent abuse by means of good practice

* Adults working with the children will not be left alone for long periods of time with individual children or with a small group.

* Adults who do not have a DBS and an employee Health and suitability

Declaration will not take the children unaccompanied to the toilet.

* Children will be encouraged to develop a sense of independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the confidence and the vocabulary to resist inappropriate approaches.

* The layout of the room will permit constant supervision of all children.



*Visitors are asked to state the reason for their visit when signing in and a list of safeguarding guidelines to follow during the visit.

We make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse and crimes, through forced marriage or honour-based violence, may be victims of child trafficking and are at risk of experiencing peer on peer abuse. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may meet.

Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the Nottinghamshire Safeguarding Children Partnership procedures.

Respond appropriately to suspicions of abuse

- * Changes in children's behaviour/appearance will be investigated.
- * Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to Multi Agency Safeguarding Hub (MASH) and OFSTED.
- * All suspicions and investigations will be kept confidential, shared only with those who need to know.

Keep records

- * Any worrying changes to a child's behaviour, physical condition or appearance will be recorded. Refer to the 'Immediate Action' section. Records are kept securely.

Liaise with other bodies

- * Preschool operates in accordance with local authority guideline Confidential records kept on children whom we are worried about will be shared with MASH
- * If a report on a child is to be made to the authorities, the child's Parents/Carers will be informed at the same time as the report made, unless the child may come to further harm.
- * Records will also be kept of the local NSPCC or children's social care contact, or other contacts as appropriate.

Support families

- * Preschool will take every step possible to build up trusting and supportive relationships between families and staff in the group.
- * Where abuse at home is suspected, Preschool will continue to welcome the child and family while investigations proceed.
- * Confidential records kept on the child will be shared with their family.
- * With the proviso that the care and safety of the child must be paramount, Preschool will do all in its power to support and work with the child's family.



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* Access to all policies including safeguarding children is made available to all parents/carers via our information leaflet

The Safeguarding Children policy is discussed with Parents/Carers at their child's induction visit and is easily accessible on the Parents notice board.

The named person/s responsible at preschool for safeguarding children are: Caroline Gardner (Manager and Designated Safeguarding Lead) or Lyndsey Copson (Deputy Manager and Designated Safeguarding Lead) Lynsey Dean (Shadow Deputy Manager and Safeguarding Lead)

Responsibilities of childcare provider

Based on the procedures of the Nottinghamshire Safeguarding Children Partnership.

Immediate Action.

If you are worried a child is being abused in any way, you must:

- * Take any necessary immediate action to protect the child.
- * Ensure immediate medical attention if necessary.

- * Discuss your concerns with your supervisor (where appropriate) and if you still have concerns refer to Nottinghamshire Multi Agency Safeguarding Hub (MASH)

Mon-Thurs 8.30am-5.00pm Fri 8.30am-4.30pm- 0300 500 80 90 in an emergency or 0300 500 80 80

Out of hours' referrals: Emergency Duty Team – 0300 4564546

Nottinghamshire Police 101

* If you are not satisfied with the actions taken by preschool you have an individual duty to report your concerns to Children's Social Care yourself.



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Details can be found on the office notice board

- * Make a written record, including diagrams of your observations and any explanations given.
- * Write down exactly what the child says, what actions concern you and what you have said in response.
- * Explanations, however puzzling, should be accepted and accusations should not be made.
- * The recording of full and clear information is essential. It is needed to make an appropriate referral to Children's Social Care, and to keep as evidence.
- * Sign and date your record.
- * Obtain a witness wherever possible.
- * Retain your original notes in case they are needed in court.
- * If you suspect that the child has been harmed by assault or failure to protect the child, you must contact without delay the MASH office or the Emergency Duty Team if out of hours.
- * Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.
- * It is particularly important not to make any suggestions to the child regarding how the incident may have happened or ask the child to repeat their information unnecessarily, therefore do not question the child except to clarify what they are saying.
- * Do not make assumptions about whom the allegations might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children.
- * You should inform Ofsted that you have made a child protection referral by contacting:

Ofsted - 0300 1231231 enquiries@ofsted.gov.uk



Safety Policy

COVID-19 SAFETY DETAILS CAN BE FOUND IN THE FULL RISK ASSESSMENT ACTIONED

The safety of children at preschool is paramount. All children are always supervised by an adult and are never left alone in a room or outside area. All the Preschool staff are assessed for health and suitability following Ofsted guidance. Preschool is inspected by Ofsted to ensure it meets the standards of childcare set by the Government.

Only 4 under 3's to one member of staff ratio and 8 over 3's to one member of staff ratio at any time are allowed per session.

Before the children arrive all the Preschool activities, including the outdoor area and toilets, are assessed for any possible health and/or safety risks.

A staff member registers all children on arrival and checks out each child at the end of the session. Parents/carers should wait for staff to call their child before taking them. A responsible person should collect children over the age of 16 and staff should be informed if a different adult than usual is collecting a child and the appropriate password is checked. A member of staff is on duty at the door as children arrive every session. Once the staff member leaves the door it is locked, and late arrivals must ring the bell. Only members of staff are permitted to answer the door.

The gate is kept locked during the sessions and the external door locked. Parents/carers must remember to close gates and doors as they leave the building even though staff regularly check them. Parents/carers are not permitted to allow anyone access to the building.

In the unlikely event of an unauthorised person accessing the building during the session, we would question them about the purpose of their visit. If they refused to leave, we would use the whistle and follow the fire evacuation procedure to ensure the children evacuated the building and contact the police as soon as possible. There is also an intruder policy which will also be incorporated.

All low windows are fitted with safety glass and all windows that open are above child height.

Outdoor play is fenced off from the road and no child or adult is allowed to climb on any walls.

All toys and equipment are checked daily for weakness or damage and any broken equipment discarded immediately and checks recorded on the daily check list.

There is space for adults and children to move safely between activities around the room fire exits are kept clear at all times.



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Children are not allowed in the kitchen under any circumstances and hot drinks must be consumed in the kitchen unless a safety cup is being used.

Fire drills are carried out at least once every half term with all the staff and children. Fire extinguishers are checked and serviced annually.

Each member of staff is to carry a fire whistle to be able to alert staff quickly.

All children are encouraged to walk, not run and to be aware of others. They are discouraged from pulling, pushing or other anti-social behaviour, which may result in an accident.

Regular checks of play areas take place to ensure health and safety guidance is adhered to and clear walk ways maintained.

Water or paint spillages on tables and floors are mopped immediately.

Children are supervised on the climbing frame and encouraged to use the equipment safely.

Children must sit properly on chairs with all four legs on the floor.

Children are not allowed to walk around with scissors or drinks / food.

Water in the toilet washbasin is to be controlled by a member of staff due to the non-control of the hot tap high temperatures and checked for cleanliness frequently

The named person responsible for Health and Safety at preschool is Caroline Gardner



Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information Policy

As an Organisation using the DBS Disclosure service to help assess the suitability of applicants for positions of trust, Haywood Road Preschool complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. and other relevant legislation pertaining the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.



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Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep a photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.



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Smoking, vaping, alcohol and drugs policy staff and parents and carers

Haywood Road Preschool's site is a smoke free area, please refrain from smoking or vaping on the site. Staff are not permitted to smoke or vape on the building grounds and must leave the vicinity to smoke or vape. If we believe you are unfit to collect your child due to alcohol consumption or being under the effects of drugs we will ask for you to contact another adult to collect your child. We have a duty to safeguard your child and we will if necessary request the support of the police and children's social care. Should we suspect that this is related to prescribed medication we would be under the same duty of care, and will endeavour to support you to safeguard your child. Under no circumstances would we permit you to take a child to a vehicle we suspect you will attempt to drive in an unfit condition to drive safely.

Drug use including cannabis is not permitted around children, if your child's belongings or your child have an odour of cannabis we will discuss this with you in the first instance. Should this happen again we will inform the Multi-agency safeguarding hub (MASH) for advice and if requested we will make a referral to children's social care, who will then proceed with safeguarding protocols to protect your child.

Referrals to children's social care are logged by us and stored securely in locked storage, this information may be shared with schools or other settings your child attends or is moving on to.



Social Media Policy

This policy sets out the guidelines that the Staff and Supply Team and Committee Members should follow for all online communications.

Online communications include

- Facebook
- Twitter
- Instagram
- Tumblr
- Myspace
- MSN
- Personal Websites
- LinkedIn
- Snapchat

This list is not exhaustive; and if you use other formats of Social Media accounts then please speak to the Management team.

Social Networking sites allow for more personal information to be accessed by the public than ever before.

With this in mind, because of the very nature of our business we have a strict policy regarding our employees' use of Social Networking sites.

Whilst we do not forbid staff from using social networking sites, we need to impose certain restrictions on an employee as to their profile content in relation to Haywood Road Preschool and the passing of certain work related information and must comply within the law with regard to copyright, plagiarism, the Data Protection Act 1998 and General Data Protection Regulation (GDPR) (EU) 2016/679

PROCEDURES

- Preschool holds the employee individually responsible for reading, knowing and complying with any social networking terms of service document of the sites they use.
- Staff must not list the name Haywood Road Preschool on any social networking site.
- Staff must not identify themselves as an employee of Haywood Road Preschool. A social networker becomes to some extent a representative of their workplace and everything posted has the potential to reflect on the group and its image.



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- Personal and Confidential information regarding the staff team and the children (and their families) who attend/have attended Haywood Road Preschool is not to be discussed or referred to on such sites, even in Private messaging. This includes coded messaging.
- Staff must not log onto social networking sites during their working hours, the exception to this is during breaks and this should be away from the areas where children are.

FRIENDSHIP AND TAGGING

- Staff must not have, accept or request parents of children who CURRENTLY attend the setting or their known family members to be their network friends. The only exception to this is other members of staff and committee officers (chair, treasurer and secretary) which is necessary for the sharing of preschool information.
- All Preschool staff must comply with the Data Protection Act in and out of work time.
- Staff must never share or post photographs that show any child from the setting in any form; on personal social networking accounts/websites/blogs; even with parental consent and even if the format has no connection with the setting (e.g. taken at a social occasion).

HAYWOOD ROAD PRESCHOOL FACE BOOK GROUP

We currently have 2 Face book groups. Haywood Road Preschool is only to be used for generally advertising our preschool and our events, Friends of Haywood Road Preschool is a closed group of staff and parents / carers sharing information, ideas etc. Photographs are only used showing the children in such a way that their faces are obscured with no identifying features such as name labels etc. The chair and a member of the staff team are the administrators and the management team are aware of these posts before they take place. Anyone involved with the posts has a DBS check in place and have completed Safeguarding training.

The staff team is

The permanent members of staff

Temporary members of staff

Supply members of staff (including parents of children who currently attend Haywood Road Preschool)



Special Educational and Disability (SEND) policy

Principles

Haywood Road Preschool is committed to providing inclusive experiences for all children, as outlined on our Equal Opportunities Policy.

- In accordance with our Equal opportunities Policy we believe that all children benefit from mixing with a wide variety of children and adults. We actively seek to include children from all cultures and backgrounds, including disabled children and those with Special Educational Needs.
- The feelings and opinions of the child are valued and responded to.
- Children with Special Educational Needs have a right to a broad and balanced curriculum and to be educated alongside other children.
- We believe that parents/carers have a vital role to play in supporting their child's learning.

Aims

- To work closely with parents/carers, keeping them informed about their child's learning and encouraging them to work in partnership with Preschool.
- Wherever possible, to share learning objectives with all children, including those with Special Educational Needs and Disability, to involve them in evaluating their progress and setting new targets.
- To ensure that teaching methods, resources and learning goals are adapted to meet the individual needs of the child.
- To identify children with Special Educational Needs as early as possible and to support their learning and play.

Working in Partnership with Parents/Carers

- We believe that children thrive when staff and parents/carers work together. Parents/carers have a unique knowledge of their child and we encourage them to share this knowledge with their child's key person. The key person will talk to parents regularly, to share their child's progress and to discuss any concerns they may have, parents will be invited to review meetings and to contribute to their child's Individual Education Plan (IEP) and Education Health Care Plan
- Information on support agencies is available at our Preschool.

Admission Arrangements

To enable us to have a full picture of the child's needs we would, in addition to our usual admission arrangements, talk to parents about their child's Special Educational Needs and Disability and to gather background information from them and any professionals working with their child, and if appropriate arrange a meeting.



Our Preschool is aware of funding arrangements should there be a need for additional support.

Our SENDCo and their Role

Our Special Educational Needs Co-ordinator is Caroline Gardner. In addition to the day-to-day management of our Special Needs Policy she is responsible for:

- Ensuring liaisons with parents and other professional in respect of children with Special Educational Needs.
- Advising and supporting other practitioners in our Preschool.
- Ensuring appropriate Individual Educational Plans and Education Health Care Plans are in place.
- Ensuring that relevant background information about individual children with Special Educational Needs is collated, recorded and updated.

If any parent is concerned about their child's development, they are encouraged to talk to their child's Key person, the SENDCo or the Manager.

Involving Children in their Learning

Children who are capable of forming views have a right to receive and make known information, to express an opinion and to have that opinion taken into account.

Whenever possible children's opinions and views will be sought. They will be encouraged to be involved in setting their learning targets and in evaluating their progress. Their likes and dislikes will be taken into account when planning their learning.

Facilities and Access

Haywood Road Preschool is based within a community centre and has been running here since 1969. Several features have been installed since to bring us in line with the Disability Discrimination Act of 1995. At the entrance we have a ramp to enable ease of access and we also provide a wide toilet with handrail to ensure access and independence for all. In the event of facilities not being sufficient to support inclusion of a child with Special Educational Needs, we would ensure any maintenance necessary would be reviewed and where necessary undertake, again in accordance with the Disability Discrimination Act of 1995 and SEND code of practice 2020.

Identification, Assessment and Review Procedure – the Graduated Approach

Haywood Road Preschool follows the Graduated Approach as recommended in the DfE's SEND code of Practice. This is outlined at the end of this policy document.



The child's key person will monitor all areas of the child's development and any concern raised will be discussed with the parents. These concerns will be noted by staff and arrangements made to observe and record the child's achievements and progression both at home and at Preschool.

Information will be shared and if the concerns are confirmed then the SEND provision will be agreed. All the above measures will be undertaken in accordance with our Confidentiality Policy.

EARLY YEARS ACTION

- The SENDCo, parents/carers and Key person will complete an Individual Education Plan (IEP) or EHCP identifying interventions that are additional to or different from those provided as part of the usual curriculum. The views and preferences of the child will be taken into account and we will have a graduated approach to meet their needs.
- The SENDCo will make arrangements to review the child's progress with the parents/carers and key person, at least every term to agree next steps. If progress continues to be a concern it may be helpful to implement provision at EARLY YEARS ACTION PLUS.
- The SENDCo will gather any additional information.

EARLY YEARS ACTION PLUS

- SENDCo, parents/carers and key person agree a more detailed IEP or EHCP, which includes advice from external agencies. The IEP or EHCP will identify interventions that are additional to or different from those provided at EARLY YEARS ACTION. The view and preferences of the child will be taken into account.
- The SENDCo will make arrangements to review the child's progress with the parents/carers and key person, at least every term.
- The SENDCo will gather any additional information.

If the child's progress at EARLY YEARS ACTION PLUS is cause for concern then it may be necessary, in consultation with the parents/carers and any supporting agencies to consider discussing statutory, multi-disciplinary assessment with the LEA.

Resources



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There is a wide variety of toys and equipment already available at Preschool. When purchasing new equipment we consider the needs of all children with a disability or Special Educational Needs. We will explore ways to making specialist equipment or toys available if needed.

Some children with SEND may benefit from extra adult help. Every effort will be made to secure additional funding from the Education Inclusion Fund should this be considered necessary.

Inclusion Strategies

We ensure that any child with SEND engage equally in the activities of the Preschool together with children who do not have SEND.

Children with SEND will be fully included in all aspects of the Preschool provision. When planning special events or outings their needs will be considered and arrangements made for them to ensure inclusion.

Arrangements for Curriculum Access

We endeavour to ensure that all children within Preschool including those with SEND are provided with a balanced and broad based foundation stage curriculum.

We aim to meet individual needs by planning the curriculum appropriately. We use a range of teaching/learning styles and equipment to ensure all children are able to access activities. We use a short term planning sheet, which combines curriculum objectives with the child's targets detailed on their IEP EHCP.

Links with External Agencies

Links with Health Services, Children's Social Care and Education Services.

There may be occasions when we need to seek advice from other professional outside of Preschool e.g. from Health, Education or Children's Social Care. We will discuss this fully with parents/carers before contacting any agencies.

We recognise the value of working co-operatively with other professionals and sharing information, however our policy on confidentiality will still apply.

We are able to share concerns with Early Years Specialist Teachers from the Inclusion Support Services who visit regularly.

DLA will be contacted to arrange for additional support funding.



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Transition Arrangements

Arrangements for sharing information with schools or other providers of nursery education.

In order to ensure a smooth transition, our Preschool will, with parent/carers' consent, make arrangements to share all relevant information with the child's next placement. This could include written records, personal likes/dislikes in the form of reports, visit and meetings.

Staff Development and Training

We recognise the value of ongoing training and our staff regularly attend training on Special Educational Needs and Disability either in house or by attending courses provided by an external agency. Any information about SEND gathered by the SENDCO will be made available to all staff.

Complaints Procedures

We value the partnership between parents/carers and staff but should a problem arise parents/carers are asked to discuss this fully with the Manager and/or SENDCO. Any complaint will be treated in accordance with our complaints procedure and the same policy will be adhered to.

Arrangements for Reviewing, Monitoring and Evaluating the Effectiveness of this Policy

The effectiveness of our policy will be reviewed annually by seeking the opinions of parents/carers and staff. Amendments will be made to ensure it reflects our current practice and any local or national developments.



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Staff and Manager Illness Procedure

If a member of staff is too unwell to attend work, they should contact the Manager or deputy manager as soon as possible, but this should be no later than 7 o'clock of the morning that they are expected to work.

If illness falls on a none working day but may affect your next working day then notice of possible future absences should be highlighted to the Management Team as soon as possible so that staff cover can be placed on standby.

All staff have two contact numbers for the Manager which they should use to contact her. This should be verbally.

It is then the Managers responsibility to arrange cover to ensure the correct ratios are adhered to, that being either another member of staff who is not due in that day or one of the supply members of staff.

The ill member of staff should phone the Manager every day that they are due in with as much notice as possible until they are back at work.

If the Manager is too ill to work then the Deputy Manager should be notified as soon as possible and then cover sorted, (the same procedure as above). The Manager also needs to ensure that there is a key holder available to open in the morning.

Ensure that you have available to you the Mangers/Deputy's or shadow Deputy's contact details.

The Preschool Chair needs to be notified of Managers absence.



Staff Fire Drill Procedure

- A whistle will be blown for 10 seconds to alert the staff, children and visitors of a fire or fire drill. It should always be treated as an emergency.
- The whistle needs to be blown through the walkie talkie for children and staff in the creative room or outdoor areas to hear.
- Staff are to reassure the children whilst escorting them out of the building in a safe and controlled manor via the safest emergency exit. If play is in the sensory or grass areas children will be led round to the fire assembly point.
- Records of fire drills are to be maintained and drills are to be carried out for each of the session days termly.
- It is the responsibility of the Manager and Deputy (or shadow deputy if either the Manager or Deputy are absent that day) to collect the evacuation trolley from the kitchen and ensure they have the preschool register and phone.
- Once everyone is out of the building they should be lined up against the black railing by the park, this is the fire assembly point.
- Once everyone is believed to be out of the building or at the fire assembly point, they need to be counted as soon as possible this includes staff and visitors.
- Small room children and staff will vacate the room via the nearest clear exit and make their way to the fire assembly point.
- In the event of an actual fire the children, staff and visitors should then proceed out of the iron gate near the sheds onto the park grassed area.
- If necessary the children can be escorted for collection at the park grassed area.



Suitable Person Policy

Rationale

All adults working in Haywood Road Preschool are committed to providing high quality care for the children.

Our primary concern is the safety and welfare of the children and every member of staff is suitable for his or her role and responsibilities.

Employees have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained.

Implementation of the policy at Haywood Road Preschool.

The Manager must ensure that:

- Parents are aware of the policy for recruiting suitable persons to work in the Preschool.
- All the adults who care for the children understand the National Standards relating to Sessional Day Care.
- Any adults providing care have childcare qualifications and experience relevant to their roles within Preschool.
- Staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in childcare. This will include drawing up and implementing an action plan to develop the skill base of staff.
- The safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work at Haywood Road Preschool. Adults employed to work in the Preschool are vetted for their suitability to work with children in accordance with the Protection of Children act (POCA) and the DfE's requirements. ALL STAFF ARE DBS CHECKED.
- Employee Health and Suitability Declaration must also be completed.
- Any adult that has not been checked will be accompanied by a member of staff at all times.
- All adults working in the Preschool are physically and mentally fit to care for children.
- The care provided for the children at Preschool is consistent, safe and meets the particular needs of individuals.

The Manager

- Holds a relevant childcare qualification (NNEB, NVQ level 3 or equivalent, or higher) which enables him or her to carry out the role competently.



- Is responsible for the everyday management of the Preschool and meets the requirements of National standard 1 and Statutory framework for the Early Years Foundation Stage (EYFS)
- Ensures that all staff, students and volunteers are aware of the code of conduct for the Preschool and that they behave in accordance with it.

Recruiting Suitable Staff

Recruitment

- When recruiting suitable staff, we advertise the position(s) on Indeed website, Local Council and the Early Years website.
- A job description is drawn up, which details the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting.
- Applicants are asked to complete an application form, giving details of their qualifications and experience in childcare. All applicants are requested to fill in the application form and send it with their C.V and a covering letter to the Chairperson/Manager.
- We hold interviews for those applicants who provide a satisfactory written application. This process of short listing applicants is done by at least 2 committee members, but ideally three.
- We ask applicants who are called for an interview to provide the original certificate(s) of their relevant qualifications (not photocopies).
- We require the applicants to provide 2 referees who can confirm their recent experience of working with children. These referees will be contacted and are requested to write a written reference. Applicants are told about the job offer subject to having adequate references.

Through the Interview Process

- We check that applicants know and understand the requirements of the Statutory Framework for the EYFS and POCA, taking into account the roles and responsibilities of the post.
- We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.
- Interview to be done by minimum of the Manager and one committee member (ideally three interviewers). One person to have completed the Safer Recruitment course.

Offers

- Appropriate checks are carried out to ensure the suitability of prospective staff through the procedures of:
 - Police Checks (DBS)
 - Protection of Children Act List (POCA)
 - Statutory Framework for the EYFS
 - Working together to safeguard children
 - Pathway to provision



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- Once the successful candidate has been chosen a written offer is sent to them.
- New staff will have an induction day to go through procedures and policies including emergency procedures as well as Health and Safety procedures. The induction programme is run by the Manager or the deputy Manager. If a new Manager is being appointed an overlap time of a minimum of one week is set up with the retiring Manager and the new Manager to ensure a smooth transition for the staff and children.

Students and Volunteers

- A qualified member of staff supervises all the students and volunteers working within the Preschool.

Training and Qualifications

- We offer a period of induction to all new staff, students and volunteers.
- A qualified, experienced member of staff acts as a supervisor and mentor to all students and volunteers.
- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- A staff appraisal scheme is in place so that employees have regular opportunities to discuss their individual training needs with the Manager.

Links, References and Regulations

Links to other policies: -

- Organisation
- Care, Learning and Play
- Safety
- Health
- Equal Opportunities

Documentation

Reference to OFSTED Standard 1:- Adults providing day care, and looking after children are suitable to do so.

Children Act Regulations relating to our Policy

OFSTED must be informed of any changes to the person in charge and also of any factors that might affect their suitability to work with children.

Details of the name, addresses and telephone numbers of all staff and other persons who are regularly in unsupervised contact with children are kept on the premises.

References

OFSTED (2001) Sessional Day Care: Guidance to the National Standards London: DfES



Whistleblowing Policy

Whistleblowing

It is important that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation's business, is reported and properly dealt with. We encourage all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured. Whistleblowing relates to all those who work with, or within, the early years setting, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the whistleblowing procedure outlined below.

- Report any concerns to your manager. If this is not possible, then report your concerns to.
- All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- You should be mindful and report any wrongdoing, which could include:
 - abuse of a child or vulnerable person
 - a child, parent, employee or volunteer being put at risk of harm
 - unsafe working practices
 - a failure to comply with statutory or legal obligations
 - a criminal offence which has or is about to be committed
 - the use of unsafe equipment
 - falsification of financial records
 - bribery and/or corruption which has taken or is about to take place
 - covering up wrongdoing or malpractice
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualifying disclosure (something that it is in the public interest to disclose) will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure, the early years setting's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a malicious, vexatious or false allegation, this will be a disciplinary offence and disciplinary action will be taken against you.



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- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to a trustee.



Accident & Incident Policy

Parents/Carers will be informed of any accidents during a session and may be asked to sign an accident form.

Serious accidents will result in parents/carers being notified immediately and if needed appropriate emergency services will be contacted.

All the relevant contact numbers for the children are obtained on admission to preschool. If a child becomes ill during a session, parents/carers will be notified and asked to collect their child as soon as possible. Emergency contacts will be notified if the parent/carer is unavailable.

Termly update information sheets will be sent out to parents.

If a child arrives with an injury, it will be recorded and parents/carers will be asked to sign an 'accident at home' form.

Physical Intervention should only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to the property, or in what would reasonably be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour should be recorded and parents should be informed about it on the same day.

Any incident that occurs at Preschool, which is not covered by another policy, will be recorded on an incident form which parents/carers will be asked to sign. It will be filed in the child's records.

Headings on the form we use:

Accident form	When a child/children have an accident at preschool
Incident form	When a child/children is injured or has injured another through an intentional act, or in the event of physical intervention.

A running daily log of incidents maybe sometimes be used for children with persistent behaviour occurrences to establish triggers.



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Accident at home form	To be completed by parents/carers on arrival if a child has an injury or had an accident before arriving at preschool
Head injury notification	To be given to parent/carer to keep if a head injury has been sustained.

All Accident/incident forms will be recorded on a running log for monitoring by the Manager and action taken should it be necessary.

All information will be handled in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) (EU) 2016/679



General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.

Achieving positive behaviour

Policy statement

Our setting believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

Procedures

All staff have a responsibility for our programme for supporting personal, social and emotional development, including issues concerning behaviour.

- Practitioners are responsible for managing children's behaviour in an appropriate way by
- keep her/himself up-to-date with legislation, research and thinking on promoting positive behaviour and on handling children's behaviour where it may require additional support;
- Access relevant sources of expertise on promoting positive behaviour within the programme for supporting personal, social and emotional development.
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of - and respect - those used by members of the setting.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- We familiarise new staff and volunteers with the setting's behaviour policy and its guidelines for behaviour.
- We expect all members of our setting - children, parents, staff, volunteers and students - to keep to the guidelines, requiring these to be applied consistently.
- We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key person. We work with parents to address recurring inconsiderate behaviour, using our observation records to help us to understand the cause and to decide jointly how to respond appropriately.



Strategies with children who engage in inconsiderate behaviour

- We require all staff, volunteers and students to use positive strategies for handling any inconsiderate behaviour, by helping children find solutions in ways which are appropriate for the children's ages and stages of development. Such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings so that they can learn a more appropriate response.
- We ensure that there are enough popular toys and resources and sufficient activities available so that children are meaningfully occupied without the need for unnecessary conflict over sharing and waiting for turns. .
- We acknowledge and praise considerate behaviour such as kindness and willingness to share.
- We support each child in developing self-esteem, confidence and feelings of competence, giving them a sense of value.
- We support each child in developing a sense of belonging in our group, so that they feel valued and welcome.
- We avoid creating situations in which children receive adult attention only in return for inconsiderate behaviour.
- When children behave in inconsiderate ways, we help them to understand the outcomes of their action and support them in learning how to cope more appropriately.
- We never send children out of the room by themselves, nor do we use a 'naughty chair' or a 'time out' strategy that excludes children from the group.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques intended to single out and humiliate individual children.
- We only use physical restraint to prevent physical injury to children or adults and/or serious damage to property.
- Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the setting leader and are recorded in the personal file and physical restraint file.
- The child's parent(s) is/are informed on the same day.
- In cases of serious misbehaviour, such as racial or other abuse, we make it clear immediately that the behaviour and attitudes is unkind, by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's inconsiderate behaviour, except to safeguard other children.

Children under three years

- When children under three behave in inconsiderate ways we recognise that strategies for supporting them will need to be developmentally appropriate and differ from those for older children.



- We recognise that babies and very young children are unable to regulate their own emotions, such as fear, anger or distress, and require sensitive adults to help them do this.
- Common inconsiderate or hurtful behaviours of young children include tantrums, biting or fighting. If these occur frequently staff try to find the underlying cause and staff remain calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.
- If tantrums, biting or fighting are frequent we try to find out the underlying cause—such as a change or upheaval at home, or frequent change of carers. Sometimes a child has not settled in well and the behaviour may be a result of ‘Separation anxiety’.
- We focus on ensuring a child’s key person is building a strong relationship to provide security to the child.

Rough and tumble play and fantasy aggression

- Young children often engage in play that has aggressive themes, such as superhero and weapon play. Some children appear pre-occupied with these themes, but their behaviour is not necessarily a precursor to hurtful behaviour or bullying: although it may be inconsiderate at times and may need addressing using strategies as above.
- We recognise that rough and tumble play are normal for young children and acceptable within limits. We regard these kinds of play as pro-social and not as problematic or aggressive.
- We will develop strategies to contain play that are agreed with the children, and understood by them, with acceptable behavioural boundaries to ensure children are not hurt.
- We recognise that fantasy play also contains many violently dramatic strategies, eg. Blowing up and shooting and that themes often refer to goodies and babies and as such offer opportunities for us to explore concepts of right and wrong.
- We are able to tune in to the concept of the play, perhaps to suggest alternative strategies for heroes and heroines, making the most of ‘teachable moments’ to encourage empathy and lateral thinking to explore alternative scenarios for conflict resolution.

Hurtful behaviour

We take hurtful behaviour very seriously. Most children under the age of five will at some stage hurt or say something hurtful to another child, especially if their emotions are high at the time, but it is not helpful to label this behaviour as ‘bullying’. For children under five, hurtful behaviour is momentary, spontaneous and often without recognition of the feelings of the person whom they have hurt.

- We will help them manage these feelings as they have neither the biological means nor the cognitive means to do this for themselves.
- We understand that self-management of intense emotions, especially of anger, happens when the brain has developed neurological systems to manage the physiological processes that take place when triggers activate responses of anger or fear.
- Therefore we help this process by offering support, calming the child who is angry as well as the one who has been hurt by the behaviour. By helping the child to return to a normal state, we are



helping the brain to develop the physiological response system that will help the child to be able to manage his or her own feelings.

- We do not engage in punitive responses to a young child's rage as that will have the opposite effect.
- Our way of responding to pre-verbal children is to calm them through holding and cuddling. Verbal children will also respond to cuddling to calm them down, but we offer them an explanation and discuss the incident with them to their level of understanding.
- We recognise that young children require help in understanding the range of feelings they experience. We help children recognise their feelings by naming them and helping children to express them, making a connection verbally between the event and the feeling. "Adam took your car, didn't he, and you were enjoying playing with it. You didn't like it when he took it, did you? Did it make you feel angry? Is that why you hit him?" Older children will be able to verbalise their feelings better, talking through themselves the feelings that motivated the behaviour.
- We help young children learn to empathise with others, understanding that they have feelings too and that their actions impact on others' feelings. "When you hit Adam, it hurt him and he didn't like that and it made him cry."
- We help young children develop pro-social behaviour, such as resolving conflict over who has the toy. "I can see you are feeling better now and Adam isn't crying any more. Let's see if we can be friends and find another car, so you can both play with one."
- We are aware that the same problem may happen over and over before skills such as sharing and turn-taking develop. In order for both the biological maturation and cognitive development to take place, children will need repeated experiences with problem solving, supported by patient adults and clear boundaries.
- We support social skills through modelling behaviour, through activities, drama and stories. We build self-esteem and confidence in children, recognising their emotional needs through close and committed relationships with them.
- When hurtful behaviour becomes problematic, we work with parents to identify the cause and find a solution together. The main reasons for very young children to engage in excessive hurtful behaviour are that:
 - they do not feel securely attached to someone who can interpret and meet their needs – this may be in the home and it may also be in the setting;
 - their parent, or carer, does not have skills in responding appropriately, and consequently negative patterns are developing where hurtful behaviour is the only response the child has to express feelings of anger;
 - the child may have insufficient language, or mastery of English, to express him or herself and may feel frustrated;
 - the child is exposed to levels of aggressive behaviour at home and may be at risk emotionally, or may be experiencing child abuse;
 - the child has a developmental condition that affects how they behave.



- Where this does not work, we use the Code of Practice to support the child and family, making the appropriate referrals to a Behaviour Support Team where necessary.

Bullying

We take bullying very seriously. Bullying involves the persistent physical or verbal abuse of another child or children. It is characterised by intent to hurt, often planned, and accompanied by an awareness of the impact of the bullying behaviour. This behaviour rarely occurs in children under the age of five years old.

However, if a child bullies another child or children:

- we show the children who have been bullied that we are able to listen to their concerns and act upon them;
- we intervene & explain to the child doing the bullying why her/his behaviour is not acceptable, and praise for good behaviour;
- we give reassurance to the child or children who have been bullied;
- we recognise that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstance causing them to express their anger in negative ways towards others;
- we recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies do not achieve genuine regret;
- we discuss what has happened with the parents of the child who did the bullying and work out with them a plan for handling the child's behaviour; and
- we share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.



Admissions Policy

When a child starts preschool it may be the first time they have left their parents/carers. Some children cope with the new situation and environment better than others. We respect each child's individuality.

The preschool is open to every family in the community. The waiting list is not operated on a first come first served basis, but by date of birth.

We will discuss settling in requirements with you.

When leaving your child for the first time we recommend you leave them with a member of staff. If your child becomes very distressed after you have left you will be contacted.

We ask you to visit the preschool before your child commences via an appointment and that you stay for an hour to introduce them to the new environment, the staff and the general routine. You will not be charged for this session.

We suggest that only nappy changing bags are brought into preschool. Any toys, personal objects, creams or medications will be removed and given to you at collection time. Any soiled bags of clothing will be handed over at this time too.

We keep records of at least 3 emergency contact numbers, medical information, dietary requirements and any other relevant information. The more information we have to aid familiarity, the better.

If you have any worries about your child not settling, please do not hesitate to discuss this with staff. We are here to help and are all parents so we understand what you go through.

Waiting List Procedure

- Applications are accepted on completion of an Application Form which is placed on the waiting list in date of birth order following the guidance of the preschool learning alliance.
- As places become available they are offered to children in preschool who have requested changes, then to those on the waiting list in date of birth order. If places are still available they will be offered on submission of an application for a child age 2 or above or to children on the waiting list as they turn 2 years of age.
- All children in preschool will be given a Places for Next Term form. Parents are asked to return the form within 2 weeks from date of issue, stating their session requirements for the next term. The letter should be signed and a 4 weeks notice period is required for any further changes.
- All replies are collated to form the child list for the following term.
- Any requests for changes will be filled as available, firstly to funded children, then to all other existing children in date of birth order ensuring the child to staff ratio of up to 12 children under 3 per session is adhered to. A Places Next Term slip is then issued to confirm the new sessions.



- Any remaining places will be offered to children on the waiting list in date of birth order. Contact will be made by phone call, text message or voicemail and will be tried at various times of day over differing days, recording each time contact is tried. If we have tried all reasonable methods over an appropriate period of time and still no contact, with approval of the manager, we will move to the next applicant. Each applicant will be offered the available places even if they have requested different days or starting dates to allow for change in circumstances.
- If all children who are old enough have been contacted from the waiting list, children in the late applicants section of the list are then contacted in date of birth order.
- The waiting list is now reopened with any remaining late applications added to the list in date of birth order and the process starts over again.
- Our main intake is in September however children may start at any time during the term if spaces allows this.
- Children/families in special circumstances may be put to the committee to decide if/when we can fit them in.

Offering a place

- The applicant is contacted by email and offered all available places to choose from.
- Once they have accepted a place a Starting Preschool letter is sent within 2 weeks of the call. This confirms the sessions accepted, visit date, start date and a request for photographs and birth certificate to be brought to the visit. Also included is an "All About Me" form to gain information to help children to settle into preschool and expectations to be appropriate.
- A note is made in the diary of the visit and start dates, staggering in new starters to allow support to be given.
- The new names are placed on the child list for the next term
- All information is passed to the manager for preparation of new starter information packs, name cards, register and water bottles.

All information will be handled in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) (EU) 2016/679

Details of our retention of records time periods is available on request.



Cash handling Procedure

Storage of all cash within Preschool is kept within a secure, locked cash box, the Manager and the Deputy Manager have the keys to the cash box. During the session the cash box is kept in the staff only area and at the end of the session it is stored within a locked storeroom.

Child Fees and general Payments

Cash Payments

- Take the cash from the Parent/Carer
- Count it, then write out a receipt stating, child's name, amount, type of payment, date and signature of Manager or Deputy Manager.
- Log the amount, method and date into fees book
- 1 copy of receipt to parent, 1 placed in cash box with cash and 1 left in the receipts book.
- Place cash and receipt in cash box.

As and when required the cash is removed and checked against the fees list and then sent to the Treasurer. This is the responsibility of the Manager.

Petty Cash

The petty cash is given to the Manager by the Treasurer along with the receipt log sheet. It is kept in the cash box but separate from other cash in there. It is the Manager responsibility to collect the receipts, log them, deduct the amount on the log sheet and take the money out and give it to the correct person (that is owed the money). When the float becomes low or has gone the Manager will give the Treasurer the receipts. Log sheet and any cash left over and request more for a new float.

Payments can be made by the manager to staff via the online CAF account which requires two authorising (chair and Manger currently) before payment can be processed, receipts then are to be given to the Treasurer for their records.

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There is very little cash handled by preschool and bank transfer is the required method of payment for fees, snack contributions and additional supplies for starting precool.



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Complaints Policy

Any parent/carer with a complaint about any aspect of the running of Preschool or the care their child receives is asked to firstly approach the Manager or another member of staff, whichever is most appropriate.

Approach can be verbal however via email or letter form ensures that it is recorded word for word correctly without any misinterpretations.

The Manager will log the complaint along with any correspondences made between Preschool and the parent/carer.

If they are not satisfied that their complaint has been dealt with correctly or within 28 days, they may then contact a member of the Committee.

If the complaint has not been resolved within Preschool, they may wish to take it further by contacting:

OFSTED
Piccadilly Gate
Store Street
Manchester
M1 2WD enquiries@ofsted.gov.uk
Telephone: 0300 123 1231

A copy of the Complaints and Grievances Procedures for staff is available upon request from the Manager or the Chairperson.



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Confidentiality Policy

All information relating to children at Preschool is treated in the strictest confidence. Details are shared with staff and relevant outside agencies (where appropriate). We seek permission from parents/carers for information to be shared with other practitioners and settings.

All personal details relating to the children are stored in a file system ensuring staff member's effective access in case of an emergency. They are never within reach of anyone other than staff and during none preschool hours are in a locked room, the keys of which are only held by the Manager, deputy Manager and one other designated person.

Any information relevant to child protection issues must be passed onto the Multi-Agency Safeguarding Hub (MASH)

Confidential information regarding children will not be discussed publicly by staff.

If a confidential matter needs to be discussed then we will arrange for this to be done in a private area.

All staff are to sign a confidential agreement form once the policy has been given and read.

All information will be handled in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) (EU) 2016/679

Details of our retention of records time periods is available on request.



Equal Opportunities Policy

The Early Years Alliance (EYA) is committed to helping provide equality of opportunity for all children and families. As a member of the EYA our Preschool believes that no child, individual or family should be excluded from the Preschool's activities because of their age, gender, sexuality, family status, socio-economic status, disability, ethnicity, culture, religion or belief. The Preschool ensures that all individuals who wish to work in or volunteer within the Preschool will have an equal opportunity to do so.

Our Aim

- To ensure that all children and adults are encouraged and able to achieve their full potential
- Respect and value differences between people
- Prepare children for life in a diverse society
- Acknowledge the existence of prejudice and take steps to prevent it
- Make our environment a place where everyone feels welcomed and valued
- Improve our knowledge and understanding of beliefs, cultures and disabilities
- Access staff training when the opportunities arise

Admissions and waiting lists

See relevant policy

Families

We welcome families equally; all faiths, cultures and religious backgrounds. We advertise our service in the community and support families for whom English is an additional language

We reflect the diversity of members of our society in our publicity and promotional materials. We endeavour to provide information in clear, concise language, whether in spoken or written form

We do not discriminate against any children, parents or carers on any grounds, during enrolment we ensure that all parents and carers are made aware of our equalities policy

Resources

These will be chosen to reflect our multicultural world which gives children an appreciation of diversity in society. Weekly planning ensures that activities and play equipment offer children opportunities to develop in an environment free from prejudice, stereotyping and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Special needs

The Preschool recognises the wide range of special needs of children and families in the community and will consider what part it will play in the meeting the needs of these individuals. Access to Preschool meetings and events will take into account the needs of people with disabilities. The



Preschool will also consult with their appointed special educational needs and disabilities co-ordinator (SENDCo) when assessing the needs of each individual.

Discriminatory behaviour

Any such behaviour will not be tolerated and may result in disciplinary action.

Meetings

Any meetings regarding the management of the Preschool will be communicated via email, noticeboard and newsletter to ensure that families have an equal opportunity to be involved in the administration, planning and organisation of the Preschool.

Employment

We are an equal opportunities employer; vacancies are advertised and all applicants are interviewed and assessed against explicit and fair criteria. All job descriptions include a commitment to equality and diversity as part of their roles and responsibilities.

Training

We ensure that all staff have knowledge and understanding of equality and diversity and the characteristics of protected groups.

This policy is reviewed on a regular basis and staff are kept up to date with any legislative and policy changes.

The legal framework for this policy is: **The Equalities Act 2010**

Legislation to provide protection against discrimination for people who share the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual orientation

The named person responsible at Preschool for Equal Opportunities is Emma Bingham.



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Guidelines for preparing snacks & drinks

COVID-19 SAFETY DETAILS CAN BE FOUND IN THE FULL RISK ASSESSMENT ACTIONED

- Wash hands thoroughly in warm water and anti-bacterial handwash
- Wear plastic gloves if you have an open wound
- Wear apron provided in kitchen supplies box Clean table and preparation area with anti-bacterial spray and yellow cloth
Prepare food using the designated chopping board and sharp knife provided
- Ensure that there is sufficient whole or partly prepared fruits available which would encourage independence eg skins left on sliced bananas.
- Ensure spreading products are always available e.g. jam, dairy free butter
- Ensure milk is used within use by date and has been kept at the correct temperature in the fridge (below 5 C)
- Only take a few milks at a time to ensure not left in a warm environment
- Check to see that there are no allergies to any food or drink on offer for that day
- Apply one pea sized blob of the hand gel of each child getting them to rub it in before taking fruit or drink
- If hands are obviously dirty (e.g. paint or the children have been to the sensory garden – then they must go to the bathroom to wash hands using anti-bacterial wash and water)



Haywood Road Preschool Invasion Policy

In the event of an unwelcome intruder either known to preschool or not trying to access the setting we will adopt the following procedures after the whistle (if possible) has been sounded

1. We will call 999/112 and ask for assistance, we will not participate in confrontation which we deem to be at risk of escalation
2. The staff team will try to usher the children into a different space and lock any doors where possible
3. The children will be encouraged to hide or remain behind a form of screen, for example tables, doors or kitchen units
4. All staff wear walkie talkies so if safe to do so these will be used to communicate
5. Children will be reassured and encouraged to keep voices low or to not speak
6. The staff will cooperate with police and emergency services and follow any advice
7. The perimeter around the setting is fenced and gated and these gates are locked and the manager, deputy, and shadow deputy all carry keys for these gates so if required this could provide a safe exit to an outdoor space
8. The preschools email system contains all parents and carers contact information and this can be accessed via other people's technology by using a password
9. The setting has an emergency trolley which contains medication, care plans and supplies for trips away from the setting and if possible this will be collected
10. If we are required to stay in a room away from the incident whilst the police assist we will sing songs, tell stories and distract the children and offer reassurance

Once we are able to move freely we will resume play while we contact parents and carers to advise or update them



Health and Hygiene Policy

COVID-19 SAFETY DETAILS CAN BE FOUND IN THE FULL RISK ASSESSMENT AND OUTBREAK MANAGEMENT PLAN

Records are kept on all health matters, for example immunisation records, special needs, dietary requirements, chronic illness and disability. All permanent members of staff and most members of supply staff are qualified in Paediatric first aid. Good hygiene practice is carried out to prevent risk of cross infection from child to child/adult and from adult to child.

Washing up is carried out in hot water and detergent.

Any plastic cups or plates used are washed as necessary and personal named drink bottles are sent home and returned daily.

Painting tools are to be kept separate from lunch/snack time pots.

Snacks are to be checked daily for decay and cleared out each Friday.

Kitchen towel dispensers are used.

Dishcloths are colour coded:

- YELLOW dishcloths are used for kitchen and snack area
- BLUE disposable cloths are used for cleaning activity tables, floors etc.
- Disposable Antibacterial wipes are used for toilet areas/mats

Hands are washed in fresh warm soapy water before and after handling food.

Children use anti bacterial gel to clean their hands before eating.

Children are encouraged to wash their hands after using the toilet and paper towels are provided.

Tissues are provided and children are encouraged to blow their noses, hand gel to be used after blowing their nose and children are encouraged to cough into their elbow area or tissues.



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Spare clothes are available in case of accidents and polythene bags are provided for soiled garments.

Cuts or open sores are washed with water.

Spillages of blood or bodily fluids are wiped (wearing disposable gloves) and flushed down the toilet. Floors or affected surfaces are then cleaned with antibacterial spray and the cloth then disposed of in a bin. Significant bodily fluids will be disposed of via the Nottinghamshire County Council safe disposal criteria

Nappy or clothes changes are completed in the toilet area. The member of staff changing the child wears a blue disposable Apron and gloves. (face masks provided if needed)

Dirty nappies are disposed of in white nappy bin immediately.

The change area is wiped down before and after with anti-bacterial wipes.



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Infection and Illness Policy

Parents/carers will be informed of any incidents of infectious diseases where appropriate and information on the symptoms of the disease will be displayed.

If a child becomes ill during a session, parents/carers will be notified and asked to collect their child as soon as possible. Emergency contacts will be notified if the parent/carer is unavailable.

If your child is affected by head lice, please do take appropriate action as recommended by your doctor or pharmacist and do let Preschool know.

If your child is ill due to sickness or diarrhoea, they must not return to Preschool for 48 hours after the last attack.

If your child has been diagnosed with a very contagious virus e.g. Coronavirus, then current NHS/Government guidelines for quarantine need to be applied.

Parents maybe asked to sign a declaration form during Pandemics covering symptoms.

Preschool staff can administer medication if it is deemed appropriate and necessary by staff. Written consent by the parent/career is needed, as well as full instructions on how to administer the medication.

Emergency medication, such as an inhaler for asthma, can be kept at Preschool while the child attends, a signed letter authorising action by the staff and full instructions are required.

All nappy creams or skin condition cream can be administered after a consent form has been actioned by the parent/carer and must be kept safely in the medical box labelled with the child's name,

If your child is required to carry an autoinjector of epinephrine, please ensure that you have contacted your local GP to arrange a nurse to attend preschool to assist in staff training.

All medication is kept well out of the reach of children and names attached to items.



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ILLNESS	SYMPTOMS	INCUBATION; DURATION	TREATMENT	CONTAGIOUSNESS
Bronchitis	Frequent coughing. Labored breathing, Possible fever.	1-7 days, 2-4 days	Consult your doctor. If the child has fever, make sure he rests, give him plenty of juice and use a vaporizer.	2 days before symptoms appear to 2 days after.
Chicken pox	Fever. Discomfort. Itching. Pink or red spots on the chest, stomach and back, which may spread to the scalp and face. Spots change to blisters, which eventually crust.	10-21 days; 7-10 days	Consult your doctor. Rest is essential. Relieve itching with calamine lotion or oatmeal powder baths. Trim the child's nails. Keep his utensils and dishes separate.	1 day before spots appear to about 6 days after. The child should be isolated until blisters crust and dry.
Common Cold	Sneezing, stuffed or runny nose, sore throat, watery eyes. Possible cough, chills, low fever	1-7 days; 2-14 days	If the child has a fever, make sure he rests, give him plenty of juice and use a vaporizer. Keep him warm and avoid chilling. Consult doctor if the symptoms persist or worsen.	2 days before the symptoms appear to 2 days after.
Croup	Labored breathing, hoarseness, loud hacking cough. Often comes on at night.	2-6 days; 4-5 days	Consult your doctor. Use a vaporizer. Keep the child on a light, low fat diet.	2 days before symptoms appear to 5 days after.
E. Coli	Ranges in severity. Sudden onset of watery diarrhea (frequently bloody), abdominal cramps, sometimes with vomiting and a low-grade fever.	1-8 days; 1-3 days.	Severe complications may cause hospitalization.	Onset of illness to 4 weeks after.
Fifth Disease	May have facial rash followed by a lacelike rash on the trunk, arms, and legs. Sometimes with sore throat, runn nose, and low grade fever before the rash begins. Rash may disappear and reappear	4-20 days; 1-3 weeks.	No specific treatment. Acetaminophen may relieve some symptoms. Pregnant women should not be exposed.	A few days prior to the rash appearing.



German Measles (Rubella)	Chills. Low fever (sometimes high). Runny nose, painful swelling of glands behind the ears. Usually there is a slightly raised fine red rash, which begins on the face, then spreads over the entire body	14-21 days; 3-6 days	If the child has a fever, make sure he rests, give him plenty of juice and use a vaporizer. Keep the child's hands clean. Launder his linen and clothes separately.	7 days before symptoms appear to 5 days after. Pregnant women should never be exposed to this illness.
Hand, Foot & Mouth Disease	Fever, sore throat and the appearance of small blister-like sores in and around the mouth, on palms, fingers and soles of the feet.	3-5 days; 1 day to several weeks after illness gone.	Exclusion is NOT necessary. Cover mouths when sneezing or coughing, dispose of tissues with throat and nose discharges, wash hands.	Until blister-like sores are not present while sick. For weeks after though feces.
Head Lice (Pediculosis)	Blood-sucking insect that lives on the scalp. Itching behind ears and above neck.	Eggs (nits) hatch in 7 days & lay eggs in 10 days; As long as eggs and lice live.	Examine all people regularly after outbreak, children allowed back after first treatment. Launder clothing/bedding in hot water (130 F) for a minimum of 20 minutes. Vacuum carpet and furniture. Disinfect combs & brushes.	As long as nits or eggs are alive.
Influenza (virus, flu)	Chills, drowsiness, weakness, sudden high fever, headache, achiness, sore throat, no appetite, possible nausea and dizziness.	1-3 days; 3-7 days	Consult the doctor. If the child has fever, make sure he rests, give him plenty of juice and use a vaporizer. Keep his utensils and dishes separate.	1 day before symptoms appear to 7 days after.
Measles	Early symptoms include low fever, slight hacking cough, fatigue, discomfort, eye irritation. Around the 4 th day, fever and cough worsen and a rash of faint pink spots	10-15 days; 8-12 days	Consult your doctor. If the child's eyes are sensitive to light, keep the room dim. If he has fever, make sure he rests, give him plenty of juice and use a vaporizer. Keep his utensils and dishes separate.	4 days before rash appears to 5 days after.



	appear on the neck and cheek, then spreads to the rest of the body			
Mumps	Swollen glands on one or both sides of the jaw. Mild headache. Fever.	12-24 days; 6-10 days	Consult your doctor. Rest is essential. Apply cool compresses to the cheeks. Do not give the child citrus juices. Keep his utensils and dishes separate..	Varies
Pink Eye (conjunctivitis)	Scratchy filling in one or both eyes, and redness in the whites of the eyes. Possible discharge gluing eyes shut.	24-74 hours	See your doctor. Use good personal hygiene, clean soiled articles with hot soapy water. Disinfect objects with bleach/water solution.	Spreads by direct contact with secretions from the eye(s).
Pneumonia	Coughing, fever, rapid breathing, discomfort, chills, weakness. Possible nausea and vomiting. Sudden fever lasting several days	2-14 days; About 7 days	Consult your doctor. Make sure the child rests. Give him plenty of juice. Use a vaporizer. Keep in on a light, low fat diet.	Varies
Roseola	Sudden fever lasting several days. After fever is gone, a rash of flat or raised spots appears on the chest, stomach or back, then spreads to the rest of the body	10-14 days; 5-6 days	Consult your doctor	1 day before symptoms appear to 6 days after
Scabies	Caused by a mite that burrows into the skin. Thread-like lesions (3/8" long) usually between fingers, elbows, palms, wrists, armpits, buttocks and genitalia. Itch especially at night.	2-6 weeks 1 st infection, or 1-4 days reinfected; until mites are gone.	See your doctor. May return to daycare one day after treatment. Dry clean or launder garments, bed linens and other things touched with 48 hours prior to treatment. Non cleanable items should be placed in a plastic bag for 4 days. Vacuum.	Until all mites and eggs are destroyed. Generally occurs after 1 st or 2 nd treatment (treatments are 1 week apart).



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Scarlet Fever	Painful sore throat. Fever, nausea and vomiting. Within 3 days a fine rash appears on the neck, armpit and groin, then spreads over the body.	1-5 days; 6-8 days	Consult your doctor. Make sure the child rests. Give him plenty of fluids. Check other family members for symptoms	1 day before symptoms appear to 6 days after
Strep Throat	Painful sore throat. Fever. Nausea and vomiting.	2-5 days; About 6 days	Consult your doctor. If the child has fever, make sure he rests and give him plenty of juice. Check other family members for symptoms.	1 day before symptoms appear to 6 days after.



Information Sharing Policy

We recognise that parents have a right to know that information they share will be regarded as confidential as well as being informed about the circumstances, and reasons, when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when;

- It is to prevent a crime from being committed or to intervene where one may have been committed, or to prevent harm to a child or adult
- Not sharing it could be worse than the outcome of having shared it.

The decision should never be made by an individual, but with the support of the management and the committee. The three critical criteria are;

- Where there is evidence that the child is suffering, or at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering or at risk of suffering significant harm
- To prevent significant harm arising to children and young people, or serious harm to adults, including the prevention, detection and prosecution of serious crime.

If we wish to share information for which we do not have consent, this would only be done if the above factors applied, and we would record any decisions made and with whom we would be sharing the information. We follow the procedures for reporting concerns and record-keeping.

We will ensure consent is obtained from parents/carers to share information with external agencies or other settings and explain what instances and what type of information we would share, for example when a child is transferring to another setting or school.

Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider or school.

Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for and shared only with those who need to know.

Reasons for information being shared, or not, are recorded.



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Our paramount commitment is to the safety and well-being of the child. Please also see our safeguarding policy.

All information will be handled in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) (EU) 2016/679

Details of our retention of records time periods is available on request.



Information sharing

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

‘Sharing information is an intrinsic part of any frontline practitioners’ job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals’ lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death.’

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)

Policy statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice that is given to parents at the point of registration. The six principles state that personal data must be:

- 1.Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- 2.Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- 3.Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- 4.Accurate and where necessary, kept up to date.
- 5.Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
- 6.Processed in a way that ensures appropriate security of the persona data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or



- not sharing it could be worse than the outcome of having shared it.

[Group provision: The responsibility for decision-making should not rely solely on an individual, but should have the back-up of the management team. The management team provide clear guidance, policy and procedures to ensure all staff and volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to any safeguarding concerns.]

The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

Procedures

Our procedure is based on the GDPR principles as listed above and the seven golden rules for sharing information in the Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. We also follow the guidance on information sharing from the Nottinghamshire Safeguarding Children Partnership.

1. Remember that the General Data Protection Regulations 2018 and human rights law are not barriers to justified information sharing as per the Children Act 2004 but provide a framework to ensure that personal information about living individuals is shared appropriately.

- Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information both within the setting, as well as with external agencies.

2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their consent, unless it is unsafe or if I have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain this further.

In our setting we ensure parents:

- Receive a copy of our Privacy Notice and information about our Information Sharing Policy when starting their child in the setting and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
- have information about our Safeguarding Children and Child Protection Policy; and



- have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.

3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

- Our staff discuss concerns about a child routinely in supervisions and any actions are recorded in the child's file.
- Our manager routinely seeks advice and support from their line manager about possible significant harm.
- Our Safeguarding Children and Child Protection Policy sets out the duty of all members of our staff to refer concerns to our manager or deputy, as designated person, who will contact children's social care for advice where they have doubts or are unsure.
- Our managers seek advice if they need to share information without consent to disclose.

4. Advice includes; Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

- We base decisions to share information without consent on judgements about the facts of the case and whether there is a legal obligation.
- Our guidelines for consent are part of this procedure.
- Our manager is conversant with this and they are able to advise staff accordingly.

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

In our setting we

- record concerns and discuss these with our designated person and/or designated officer from the management team for child protection matters;
- record decisions made and the reasons why information will be shared and to whom; and
- follow the procedures for reporting concerns and record keeping as set out in our Safeguarding Children and Child Protection Policy.



6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

- Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

- Where information is shared, we record the reasons for doing so in the child's file; where it is decided that information is not to be shared that is recorded too.

Consent

When parents choose our setting for their child, they will share information about themselves and their families. This information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most cases, as well as the kinds of circumstances when we may not seek their consent, or may override their refusal to give consent. We inform them as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our prospectus.
- Parents sign our Registration Form at registration to confirm that they understand this.
- We ask parents to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- We give parents copies of the forms they sign.
- We consider the following questions when we assess the need to share:
 - Is there a legitimate purpose to us sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons for us not to seek consent, is there sufficient public interest for us to share information?



- If the decision is to share, are we sharing the right information in the right way?
- Have we properly recorded our decision?
 - Consent must be freely given and informed - that is the person giving consent needs to understand why information will be shared, what will be shared, who will see information, the purpose of sharing it and the implications for them of sharing that information as detailed in the Privacy Notice.
 - Consent may be explicit, verbally but preferably in writing, or implicit, implied if the context is such that sharing information is an intrinsic part of our service or it has been explained and agreed at the outset.
 - Consent can be withdrawn at any time.
 - We explain our Information Sharing Policy to parents.

Separated parents

- Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we will consider this carefully.
- Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

All the undertakings above are subject to our paramount commitment, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)
- What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2015)

This policy was adopted by		<i>(name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair, director or owner)		



Intimate care, nappy changing and toilet policy

The bathroom door is to remain open at all times

No child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.

Nappy changing times are key times in the day for being close, promoting security, communication, exploration and learning. Toilet training is promoted as a prime opportunity to learn independence and self help skills. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom provision and hygiene practices to accommodate children who are not yet toilet trained.

Procedures

1. All staff undertake changing and cleaning the children.
2. Changing areas must be clean and safe to lay young children if they need changing.
3. Each young child has their own items in their bags, including nappies/pullups and wipes.
4. Members of staff are never to leave the child unattended whilst changing.
5. Gloves and aprons are to be used by staff for the changing procedure.
6. All members of staff are familiar with the correct hygiene procedures and carry these out when changing nappies.
7. All staff are to ensure changing times are relaxed and a time to promote independence.
8. Young children are encouraged to take an interest in using the potty or toilet, even if they're just sitting on it to talk to another child who may be using the toilet.
9. All children are to wash their hands using soap and have paper towels to dry.
10. Children should be allowed time to explore the water and soap during washing.
11. All staff are to be gentle when changing. They should avoid pulling faces or negative or inappropriate comments about the child or their nappy contents.
12. Older children are encouraged to access the bathroom when they have the need independently and are shown correct hygiene and handwashing.
13. Nappies and pullups are disposed of hygienically in a separate, lined bin. Any wet or soiled clothes are to be bagged up appropriately and placed in the child's bag to take home. The parent is then informed of the incident on collection.
14. Children are not to be left in wet or soiled nappies or clothing as this is neglect and a disciplinary matter.
15. Settings have a duty of care to all children's personal needs.

Nappy Changing Procedure

1. You must wash your hands before and after each nappy change
2. Clean the changing mat with antibacterial spray or wipes
3. Put on a BLUE apron, gloves and have all necessary equipment to hand
4. Collect the child who requires changing
5. Encourage them to find their bag



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6. Encourage the child to be independent and help with the removal of clothing etc
7. Put any soiled nappies in the appropriate nappy bin/bag along with gloves
8. Replace nappy/clothing as appropriate and send the child back to play
9. Do not leave the bathroom unattended with any changing items out
10. Sanitise the changing mat
11. Complete information on the changing log

If a child is toilet training and has had an accident, be aware of maintaining a positive self – esteem, especially in front of any other children.

Do not take any toys into the bathroom.

Never leave a child unattended in any changing area.



Lunch club guidance for parents

COVID-19 SAFETY DETAILS CAN BE FOUND IN THE FULL RISK ASSESSMENT ACTIONED

Lunch club can be a great opportunity for children to improve their social skills, introduce new foods they see others eating and promote independence. All children are given antibacterial hand gel to sanitise their hands and then lunch boxes are handed out. Each child is given a plate and the 'main course' items and drink are plated for them with remaining items left in the lunch box and placed under their chair. Items are replenished as the child finishes their plate.

Here are a few guidelines to good lunch club practice;

- Include cool blocks as we have no facility to chill lunch boxes.
- Name boxes, drinks bottles and internal pots to ensure they are returned to you. This is especially important as often children have the same boxes.
- If a drink is not included water will be offered.
- Small items such as grapes and tomatoes should be cut in half or small pieces to reduce the choking hazard.
- Children are encouraged to be independent eating lunch. Staff will help to open any packets so please try to include items that promote independence.
- We have no facility to heat up food so only cold/ambient foods please.
- Time is limited and we encourage children to chat and be sociable during lunch. Please bear this in mind when filling a lunch box and considering the amount of food provided. We will tell you if a child is consistently eating all their food quickly and more may be appropriate.
- Avoid high risk items such as shellfish, rice and chicken, especially in hot weather.
- Do not include sweets and lollipops in lunch boxes.
- WE STRONGLY REQUEST THAT YOU DO NOT SEND YOUR CHILD WITH NUTS OR NUT BASED PRODUCTS as some children have unknown allergies to these which could be life threatening, if we have a child with an allergy to nuts we will inform you as we may need to extend the list of foods to exclude.

Suggestions that may be appropriate for lunch club boxes are given below. The list is endless but these are just a few ideas to start with;

- Filled sandwich, wrap, bagel, pitta or croissant
- Cold pasta salad
- Hummus or dip with vegetable and bread sticks
- Chunks of cheese, mini scotch eggs or sausage rolls
- Chunks or sticks of vegetable such as cucumber, tomato, pepper, carrot



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- Yoghurts, fromage frais, fruit and jelly pots
- Flapjacks, cupcakes, malt loaf slice
- A portion of fruit such as sliced grapes, Satsuma, small apple, small banana

Please ask if you have any queries about lunch club to help your child settle and enjoy the experience.



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Mobile phone and camera policy

All staff mobile phones and cameras are kept in the kitchen or in the office at all times during the preschool session. During Outbreak Management we will alter procedures if required so that the separation of children can be possible and independent communication possible, no lone staff member has access to their phones.

Checking of personal mobile phones is only to be actioned during break times and before or at the end of the sessions once the children have left the premises.

Preschools mobile phone is to be kept in the kitchen during each session

Should a member of staff be waiting for an important personal call then this should be discussed with the Manager before the session begins so arrangements can be made for the member of staff to have time out to receive it in the kitchen.

The preschool camera is kept at preschool and photos downloaded onto the preschool laptop or taken directly to be printed. The camera is not taken into the toilet area at any time.

During an outing, a staff mobile phone is taken for emergency calls only and is not used unless there is an emergency. The preschool camera may be taken for recording events for children's profiles or displays. There are always at least 2 members of staff in attendance during any outing.

Visitors are reminded whilst signing in that they should not use their mobile phones or cameras at preschool without prior permission and that calls should be taken or made in the kitchen.

If during an outdoor session a member of staff may need to be contacted by their child's school, college or other their phone will be with the preschool phone in the wall area.

All information will be handled in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) (EU) 2016/679

Details of our retention of records time periods is available on request.



Off the premises & outings policy and procedure

At Haywood Road Preschool we:

- Check risk assessment have been completed in advance of trips and view route maps on the reverse of the risk assessment sheet.
- Ensure parental consent has been obtained with emergency contact numbers included
- Make sure each child has the appropriate clothing/equipment/medication with them.
- Ensure the trip bag check list has been actioned and contains the correct equipment.
- All children to wear a Pre-school high vis waist coat.
- One member of staff must have a relevant first aid certificate.
- Ratios must be adhered to:

In some instances, a higher ratio of adults to children may be needed.

- Parents must be notified if delayed back to Preschool.
- Encourage adults to take part in as many outings as feasible.
- Ensure that all children have equal opportunities to participate in outings.
- Encourage parental participation in outings, wherever possible.
- Ensure children use the bathroom prior to the outing.
- Calmly gather children together in an appropriate area.
- Ensure children walk in an appropriate manner.
- Space staff appropriately with students/volunteers/parent helpers amongst the children with a staff member at the front and back of the group.
- Foster independence by encouraging the children to act responsibly.
- Ensure children and adults act in a responsible manner.
- Encourage children to hang up coats, unpack etc.... independently, on their Return to Preschool
- Follow up the outing with appropriate activities to consolidate learning.
- If a child is lost we refer to our lost child policy.



Outbreak Management Plan

At Haywood Road Preschool the staff team along with the chair and committee provide a safe, supportive and enjoyable environment in which the contribution of all children is valued and where the foundations are formed for a life-long enjoyment of learning.

We are child led and plan all activities based around our children's interests and development needs. Our staff are here to motivate, support and develop children's potential and to help them to become involved, engaged and to learn through play.

To maintain this mission statement from the 1st of September 2021 the following outbreak management plan will be implemented reflecting the previous risk assessments that staff, parent, children and committee put together from June 2020 when we returned to provision following the lock down and restrictions review for covid-19.

We have maintained a high level of reading, assessing and implementing data, support guidance and information from Public Health England (PHE) Nottinghamshire County Council (NCC), Department for Education (DfE) and Early Years Alliance (the agencies). It incorporates information from keeping children safe in education, working together to safeguard children and the pathway to provision. This also maintains and acknowledges our commitment to follow the guidance and statutory framework from Ofsted set out in the previous risk assessments that were previously implemented, retained and adapted to reflect the Early Years Foundation Stage (EYFS) and the introduction of the new statutory framework and EYFS from September 2021 when we return from the summer break.

To fully comply with legislation we are also following guidance from the Information Commissioner Office and Data Protection Act.

We do realise that this document is lengthy but it needs to reflect the changes from the 16th of August 2021 and the government guidance for Early Years settings and schools. If while reading the outbreak management plan you determine the need to add or update any details please let us know as the opinions of the team, children, parents and carers along with our committee offer an overall viewpoint for us all to work in partnership with to keep us all safe and well. Any sections that require immediate responses from you are highlighted in red.

Preschool Bubbles and groups

Due to the nature of the building and space available we have consistently maintained one whole group working protocol, therefore if a child is suspected or confirmed to have covid-19 we will inform all staff, parents and any visitors to the setting that they need to take a rapid lateral flow coronavirus test (LFT's) and follow any guidance. If the test is positive a polymerase chain reaction test (PCR) must be obtained before resuming contact with the setting. If this is positive guidance will be provided by NHS test and trace and this must be followed including the advice about contact with their children and the setting.

Children attending more than one setting

Advice about restricting this has been lifted and contact with these providers and any testing they complete must be updated to preschool's management team.



Please let us know if your child attends another childcare setting, including childminders.

Testing for early years settings staff and volunteers

We will continue to obtain and use covid-19 tests and we will inform Haywood Road Preschool's management team and committee of any action required and necessity to report information to the agencies mentioned earlier. Staff have continued to test across the 2021 summer break and one confirmed case of covid-19 was reported to the management and Val Holland the chair who took the necessary steps regarding sharing the information. Due to the timing no reporting to the parents and carers was required as the timing ensured no contact with children or adults had occurred. Staff will maintain twice weekly testing until otherwise advised or if a previous positive test means that testing will not provide a negative result.

Adult tests positive

They and their children should isolate for 10 days please advise preschool so we can activate necessary protocols to ensure minimisation of the outbreak.

Adult or child has symptoms

Please obtain testing and inform preschool so we can activate necessary protocols to ensure minimisation of the outbreak.

These may include operating as a preschool in separate rooms and staff teams until the results are confirmed. Resources will not be shared including snack preparation and toileting resources and separate entrances and exits will be used. This will be updated once attendance and mixing of the children and staff is confirmed. We remain vigilant with hygiene, contact and tracing of information regarding visitors so we can obtain information and provide it. Please ensure you complete an up to date data collection sheet so we have mobile and email contact for you.

If there is a significant outbreak for example 5 children and or adults or 10% of the current child and workforce list (DfE, 2021) we will seek advice via the DfE helpline on 08000468687. In the event of hospitalisation we will also seek help and advice via the help line using option 1. If numbers of cases should rise along with consultation with medical advice, we will also endeavour to offer provision outdoors, where this is difficult we will ensure that our processes for ventilation and rigorous cleaning are maintained, therefore please ensure your child brings warm, waterproof clothing and shoes throughout the academic year.

Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive, and provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contact

We can also access information for variants of concern.

This our outbreak management plan and it includes

- PPE in a container which can be used for isolating a child while they await collection.
- Equipment and resources storage to avoid cross contamination so that play and education can continue – this will be stored in separate parts of the building to avoid contact whilst collecting resources.



- Access to outdoor spaces will be decided and adhered to ensure contact is not made with the other group.
- Staff will not work alone with the children, therefore their mobile phones or walkie talkies can be used to speak to others on the team, this will ensure that the registers, medication and accident etc logs can be completed and emailed to parents and carers if minimal contact is advised.

These processes should only be required for short periods of time whilst testing is undertaken further protocols can then be decided once results are obtained. Additional staffing may be required to ensure child and staff safety, morale and the ability to spend time informing agencies, parents and the committee of processes and needs.

Visitors to the setting

We will permit visits from new children's parents and carers to assist with settling children in and the sharing of essential information and paperwork. Should an outbreak occur visits will be reviewed and visitors will be advised as soon as possible to avoid inconvenience, while maintaining discretion.

Dropping off and collection of children

We will continue to facilitate this at the door, this allows fresh air and minimises the transmission of other illnesses including colds and flu which have similar symptoms and could cause confusion across the Autumn and Winter. Please check your emails regularly as we will continue sending updates and photographs of play so you can communicate with us this way too.

There will be a parent and carers evening event in the Autumn term and each key person will open up time slots for catch up's and the exchange of progress information and provide an opportunity to discuss concerns.

Individual risk assessments will still be undertaken for vulnerable staff, including any pregnant colleagues and covid-19 will be addressed in the assessments.

Face coverings

Staff and visitors will no longer be required to wear a mask in communal areas, but they can continue to do this if they wish to. Guidance that reintroduces the need to wear masks will be adhered to and therefore this will be regularly reviewed.

Non-attendance of children

Inline with our safeguarding policies, procedures and practices we will continue to contact parents and carers of children who are absent. The contact will be made by telephone or email and a reply alleviates concern and the need to contact support agencies. Any vulnerable children will be offered support during absences related to covid-19, with advice taken on how we can continue to provide education and care where relevant.

Reporting Data

As previously mentioned we will continue to collect and supply data to relevant agencies at this time there is no requirement to provide personal, identifiable data.



Risk assessments

These are an ongoing process of procedures within preschool and are developed and implemented by the whole Haywood Road Preschool team, covid -19 guidance is reflected in the daily checklist and these will remain in place. Factored in to these assessments are the emails, bulletins and guidance received by preschool from the DfE, NCC and PHE regarding covid-19 and other notifiable medical conditions and concerns.

Malleable materials and singing

Guidance has lifted and this is reflected in preschools in the moment planning processes

Children with covid-19 symptoms

If a child develops a symptom you will be asked to collect them and seek guidance on testing, they can not return to preschool if they have a high temperature as this indicates infection and therefore they need to isolate. If after a test or period of isolation a cough or loss of taste and smell remains they may return as these symptoms can remain for a longer period of time. Discretion and decisions made on a case by case basis will remain a fundamental element of our decision processes, to retain fairness we will seek advice from our chair Val Holland who will consult the wider committee with regard to legislation and guidance.

Closures due to covid-19

This will only take place in conjunction with advice from directors of public health but will happen quickly to ensure limiting of the outbreak and to control risk to health.

Charges of fees made if a child needs to isolate or preschool closes has become a contentious subject so these decisions will be made after seeking legal advice from the Early Years Alliance, preschool is a charity and our funding received by Nottinghamshire County Council already falls below our hourly rate so we have to remain mindful of running costs.

Further information is available from the

Competitions and markets authority and National Day Nursery Association.

Reference List

Competitions and Markets Authority (Gov.UK). July 2020. Guidance Nursery and Early Years Sector: Covid-19 restrictions and consumer law advice.

Department for Education. August 2021. Contingency framework: education and childcare settings.

National Day Nursery Association 2020. Nursery Business Support for Covid-19.

Nottinghamshire Early Childhood Services

The Free Entitlement Funding, 38 weeks funded
 Timetable of funded weeks for the financial year 2021-2022 (including Spring 2021)

Spring Term 2021 - 3 & 4 yr DOB range 01/01/2016 - 31/12/2017; 2 yr DOB range 01/01/2018 - 31/12/2018

	1	2	3	4	5	6	7	8	9	10	11	X		
	January				February				March					
M	4	11	18	25	1	8	15	22	1	8	15	22	29	
T	5	12	19	26	2	9	16	23	2	9	16	23	30	
W	6	13	20	27	3	10	17	24	3	10	17	24	31	
T	7	14	21	28	4	11	18	25	4	11	18	25		
F	8	15	22	29	5	12	19	26	5	12	19	26		
S	9	16	23	30	6	13	20	27	6	13	20	27		
S	10	17	24	31	7	14	21	28	7	14	21	28		
												11	15 hrs x 11 weeks = 165 hours	30 hrs x 11 weeks = 330 hours
												165	330	

Summer Term 2021 - 3 & 4 yr DOB range 01/04/2016 - 31/03/2019; 2 yr DOB range 01/04/2018 - 31/03/2019

	X	1	2	3	4	5	6	7	8	9	10	11	12	13	X										
		April				May				June				July				August							
M		5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23			
T		6	13	20	27	4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	
W		7	14	21	28	5	12	19	26		2	9	16	23	30	7	14	21	28		4	11	18	25	
T	1	8	15	22	29	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	
F	2	9	16	23	30	7	14	21	28		4	11	18	25		2	9	16	23	30	6	13	20	27	
S	3	10	17	24		1	8	15	22	29	5	12	19	26	31	3	10	17	24	31	4	11	18	25	
S	4	11	18	25		2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29
												13	15 hrs x 13 weeks = 195 hours	30 hrs x 13 weeks = 390 hours											
												195	390												

Autumn Term 2021 - 3 & 4 yr DOB range 01/09/2016 - 31/08/2018; 2 yr DOB range 01/09/2018 - 31/08/2019

**If setting not open until 1st Sept then any other days at half term or Christmas hols can be counted as part of the 14 weeks in Autumn if setting open*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14					
	September				October				November				December						
M	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	
T	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	
W	1	8	15	22	29	6	13	20	27	3	10	17	24		1	8	15	22	29
T	2	9	16	23	30	7	14	21	28	4	11	18	25		2	9	16	23	30
F	3	10	17	24		1	8	15	22	29	5	12	19	26	3	10	17	24	31
S	4	11	18	25		2	9	16	23	30	6	13	20	27	4	11	18	25	
S	5	12	19	26		3	10	17	24	31	7	14	21	28	5	12	19	26	
												14	15 hrs x 14 weeks = 210 hours	30 hrs x 14 weeks = 420 hours					
												210	420						

Spring Term 2022 - 3 & 4 yr DOB range 01/01/2017 - 31/12/2018; 2 yr DOB range 01/01/2019 - 31/12/2019

	1	2	3	4	5	6	7	8	9	10	11	X							
	January				February				March				April						
M	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25		
T	4	11	18	25		1	8	15	22	1	8	15	22	29	5	12	19	26	
W	5	12	19	26		2	9	16	23	2	9	16	23	30	6	13	20	27	
T	6	13	20	27		3	10	17	24	3	10	17	24	31	7	14	21	28	
F	7	14	21	28		4	11	18	25	4	11	18	25		1	8	15	22	29
S	1	8	15	22	29	5	12	19	26	5	12	19	26		2	9	16	23	30
S	2	9	16	23	30	6	13	20	27	6	13	20	27		3	10	17	24	31
												11	15 hrs x 11 weeks = 165 hours	30 hrs x 11 weeks = 330 hours					
												165	330						

1 School Holiday	2 Public Holiday	3 Administration Day	Headcount Day for schools and academies (2nd Thursday of term)	Totals:	Weeks: 38	Universal hrs: 570	Uni & Ext hrs: 1140
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The flexibility of the funding affords some local deviation from this timetable, e.g. stretched offer

Note: Autumn Half term is now 2 weeks

* Autumn term: If setting not open until 1st Sept then any other days at half term or Christmas hols can be counted as part of the 14 weeks in Autumn (if setting open during hols). This is a matter to be arranged between parents and settings. NCC will pay for 210 or 420 hours in Autumn so flexible approaches are acceptable to enable children to access their paid for hours. Similarly, in summer, if your setting is closed for public holiday on Monday 3rd May, you may wish to offer the funded hours to parents instead, at any other time, e.g. in May half term or summer hols if your setting is open, in lieu of public holidays. Similarly 3rd January public hol in Spring 2022. i.e. we are paying you for the May & August public holidays and August administration day, and January 2022 public hol, but you can utilise the funding elsewhere if you wish.

X.N.B. THESE WEEKS ARE NOT FUNDED

In addition to funded weeks columns, please see max funded hours per term columns.

Each term we will pay out the funding to all providers on the basis of the maximum calculated hours per term (green and blue boxes above), unless you tell us your setting is open for fewer weeks than the standard weeks in the funded weeks timetable.

PVI Task and Payment Timetable 2021-22				
(please note these are subject to change - any new release of this calendar may override these payment dates)				
	Spring	Summer	Autumn	Spring
2121				2022
Start date of term for funding purposes	04/01/2021	19/04/2021	01/09/2021	03/01/2022
Last date of term for funding purposes	26/03/2021	23/07/2021	17/12/2021	25/03/2022
No. weeks in term	11	13	14	11
1st Actual task opens	08/12/2020	17/03/2021	12/07/2021	06/12/2021
1st Actual task closes	20/12/2020	31/03/2021	08/08/2021	19/12/2021
2nd Actual task opens	04/01/2021	19/04/2021	01/09/2021	04/01/2022
Payment 1 received by providers	70% 04/01/2021	30% 19/04/2021	30% 01/09/2021	30% 04/01/2022
2nd Actual Task closes (new date)	24/01/2021	02/05/2021	19/09/2021	23/01/2022
Payment 2 received by providers	30% 01/03/2021	30% 10/05/2021	30% 04/10/2021	35% 01/02/2022
Payment 3 received by providers	n/a	20% 07/06/2021	20% 01/11/2021	35% 01/03/2022
Amendment task opens (new date)	22/02/2021	07/06/2021	01/11/2021	21/02/2022
Payment 4 received by providers	n/a	20% 05/07/2021	20% 06/12/2021	n/a
Amendment task closes (new date)	30/03/2021	27/06/2021	14/11/2021	25/02/2022
Amendment payment received by providers	22/03/2021	23/07/2021	17/12/2021	26/03/2022
Non funded weeks →	Xmas hols	21/12/2020-03/01/2021	Easter hols	05/04/2021-16/04/2021
	HT	15/02/2021-19/02/2021	HT	31/05/2021-04/06/2021
	X	29/03/2021-02/04/2021	Summer hols	29/07/2021-31/08/2021
	* 1 non-funded week running into Easter Hols ↑		HT	18/10/2021-19/10/2021
			Xmas hols	20/12/2021-03/01/2022
			HT	14/02/2022-18/02/2022
			X	28/03/2022-01/04/2022
			* 1 non-funded week running into Easter Hols ↑	

Please note there is no August payment

For spring term 2021 we will pay 2 main payments of 70%-30%. From summer 2021 onwards we are likely to revert to monthly payments but will keep this under review and issue an amended calendar if the pattern of payments changes.

If you miss a task submission date, you miss a payment and you will have to wait until the next time we process a batch of payments.

Payments will not be made at any other times than those detailed above.

If you take an extra child between payments, the payment will be made during the next available payment run, according to our published payment calculation process (which are issued on a termly basis via portal message)

Retention periods for records



Providers must be aware of their responsibilities under the Data Protection Act 1998 (EYFS, 3.69).

The table below sets out the requirements for retaining different types of records and information in relation to children and the management of the provision. It is acceptable to scan documents and keep them electronically in order to save space, as long as the scanned versions are as legible as the original. The files should be labeled with the destroy dates and those that contain confidential information should be password protected.

Where there are data protection issues owing to records containing personal data, paper records must be disposed of securely at the end of their life via confidential waste bins or cross-cut shredders.

Children's records	Retention period	Status	Authority
Children's records - including registers, medication record books and accident record books pertaining to the children	A reasonable period of time after children have left the provision (e.g. until after the next Ofsted inspection or at least three years)	Requirement	Statutory Framework for the Early Years Foundation Stage (given legal force by Childcare Act 2006)
	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection and SEND records. Records in relation to safeguarding concerns will also need to be kept in accordance with the Local Safeguarding Children Board's requirements	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)

Personnel records	Retention period	Status	Authority
Application forms and interview notes for unsuccessful candidates	6 months to a year	Recommendation	Chartered Institute of Personnel and Development (CIPD)
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	CIPD
	Records of unfounded allegations of a child protection nature must be kept until the person's normal retirement age or 10 years after the date of the allegation; allegations found to be malicious must be removed from personnel files.	Requirement	Keeping Children Safe in Education, DfE 2016
DBS check information	Original DBS disclosures: a maximum of 6 months Providers must be able to show Ofsted they have kept a record of DBS disclosures and the DBS Code of Practice permits them to retain the following details: the date of issue of the certificate; the name of the subject; the type of certificate requested; the position for which the certificate was requested; the unique reference number; details of the recruitment decision taken.	Recommendation	Disclosure and Barring Service/Ofsted

Personnel records (cont'd)	Retention period	Status	Authority
<i>Pay</i>			
Wage/salary records (including overtime, bonuses and expenses)	6 years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Maternity Pay (General) Regulations 1986
Parental leave records	5 years from the birth/adoption of the child or 18 years if the child receives a disability allowance	Recommendation	CIPD
Statutory Sick Pay (SSP) records	6 years after employment ends	Recommendation	CIPD
Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (as amended)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after employment ends	Recommendation	CIPD
National Minimum Wage Records	3 years after the end of the pay reference period following the one that the records cover	Requirement	National Minimum Wage Act 1998
Pensions scheme and member records	6 years from the automatic enrolment staging date	Requirement	The Pensions Regulator
	12 years from the ending of any benefit payable under the policy	Recommendation	CIPD

Personnel records (cont'd)	Retention period	Status	Authority
<i>Health and Safety</i>			
Staff accident records (for organisations with 10 or more employees)	3 years after the date of the last entry in the book (separate rules govern the recording of accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	CIPD
	For the life of the assessment plus 3 years	Recommendation	Information and Records Management Society (IRMS)
Financial records	Retention period	Status	Authority
Accounting records (e.g. cash books, invoices, receipts)	3 years from the end of the financial year for private and charitable companies, 6 years for public limited companies	Requirement	Companies Act 2006
	6 years for charities	Requirement	Charities Act 2011

Administration records	Retention period	Status	Authority
Employers' liability insurance records	For as long as possible	Recommendation	Health and Safety Executive
Visitors books/signing in sheets	The current year plus 6 years	Recommendation	IRMS
Policy documents	For the life of the policy/setting plus 3 years	Recommendation	IRMS
Complaints	At least 6 years after the date of resolution of the complaint	Recommendation	IRMS
Minutes/minute books	At least 10 years from the date of the meeting for companies	Requirement	Companies Act 2006
	At least 6 years from the date of the meeting for Charitable Incorporated Organisations	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012
	Permanently	Recommendation	CIPD

For further advice, please contact:

Information Services

T: 020 7697 2595

E. info@pre-school.org.uk

W. www.pre-school.org.uk/information-and-advice

Pre-school Learning Alliance

50 Featherstone Street

London EC1Y 8RT

Roles and Responsibilities at Haywood Road Preschool

MANAGER – Caroline Gardner; Special Educational Needs and Disability Coordinator (SENDSCO), Health and Safety Officer, Designated Safeguarding Lead, Fire Marshall, Paediatric First Aid trained.

Degree in SEND, Foundation Degree in children and young people services, NVQ level 3 in childcare.

DEPUTY MANAGER – Lyndsey Copson; Designated Safeguarding Lead, Fire Marshall, Paediatric First Aid trained, key person, Homelink.

NVQ level 3 in childcare.

SHADOW DEPUTY MANAGER – Lynsey Dean; Designated Safeguarding Lead, Paediatric First Aid trained, Language Lead, Equality and Diversity planning lead.

NVQ level 3 in childcare.

PRACTITIONER – Katie Robinson; Paediatric First Aid trained, Health and Well-Being Lead, Equality and Diversity planner.

NVQ level 3 in childcare.

PRACTITIONER – Janine Brierley; Paediatric First Aid trained, Home link, working towards SENDSCO qualification

NVQ level 3 in childcare.

SUPPLY STAFF

Keely Gee; Paediatric First Aid trained, safeguarding trained

NVQ level 3 in childcare.

Wendy Howden; Paediatric First Aid trained, safeguarding trained

NVQ level 3 in childcare.

Elizabeth Dwyer; Level 3 in childcare and SENDCo

Zainab Fowler; Level 3 in childcare

Both Elizabeth and Zainab have previously held safeguarding and paediatric first aid qualifications

Haywood Road Pre-school

Haywood Road Community Centre Haywood Road
Mapperley Nottingham NG3 6AD
Telephone 07981 050338
www.haywoodroadpreschool.co.uk
Reg Charity 1020744
Ofsted No 596574

Child's details update sheet for Sept 2021

Child's Name-

Parents/carers contact details-

Emergency contact details (these details need to be different from parents/carers and will only be used should we fail to contact a parent/carer) –

Current Address-

Current medical/allergies - e.g. requires inhaler



Haywood Road Preschool First Aiders

- *Caroline Gardner - Due Feb 2024**
- *Lyndsey Copson - Due Nov 2022**
- *Lynsey Dean - Due March 2024**
- *Emma Bingham - Due June 2021**
- *Katie Robinson - Due March 2024**
- *Janine Brierley - Due June 2022**
- *Wendy Hadwen - Due March 2024**

Updated May 2021

Haywood Road Preschool Permission to share information policy 2021

All information will be handled in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) (EU) 2016/679

Details of our retention of records time periods is available on request.

I give permission for Haywood Road Preschool to pass on information relating to my child to external agencies or other settings or schools that my child attends or will attend where that information relates to the progress my child has made or any additional needs that my child may have.

Name of child.....

Parent / carer name.....

Signed.....

Date.....

Permission to seek emergency medical treatment

I give my permission for Haywood road Preschool to obtain urgent treatment, which may include surgery recommended by a doctor or dentist, to proceed without delay for an acute condition or alleviation of pain.

Name of child.....

Parent / carer name.....

Signature.....

Date.....

Updated July 2021

PAYMENT POLICY - FEES 2021

1. Payment

- a) Fees will be invoiced half-terminly in advance (see term dates overleaf). Payment is due within **14 days** from receipt of invoice, unless an alternative arrangement is agreed with the Management Committee. Invoices are sent by email however you can request paper copies if preferred.

Please make sure you inform preschool of any changes to your email address. It is the parent/carer responsibility to ensure contact details are correct for receipt of invoices via email.

- b) Payments can be made by bank transfer only or with childcare vouchers.
c) The bank account details for direct bank transfer are:

CAF BANK Account number: 00029940 Sort Code: 40-52-40

Please use your child's name as reference for any payments made in this way.

2. Outstanding fees

- a) If payment has not been made **14 days** after the receiving the invoice parents will receive a written reminder that fees are outstanding.
b) If, after a further **5 days**, parents have still not paid their fees a **£25 charge** will be added to the invoice total.
c) Should fees continue to be unpaid, we may, regrettably, be forced to offer the child's place to another on our waiting list. We reserve the rights to ultimately refuse admission if fees remain unpaid. (If the parent has contacted us already to make alternative arrangements, allowances can be made).

If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative payment arrangement with parents in genuine financial difficulties.

3. Notice

4 weeks' notice is required for any changes you wish to make to decrease the sessions your child attends. You may take your child out of preschool within this notice period this, but the sessions will still be charged for.

4. Absence

No refund is made for sickness or absence from the Pre-school.

5. Forced Closure

All fees will be discussed with you if Preschool is forced to close due to:

- Any natural weather occurrences
- National outbreak of a viral pandemic
- Contagious illnesses, viruses or infections or any other medical risk to public health

Please sign this form and return to confirm that you agree to the payment policy terms and conditions for Haywood road Preschool-

Name of Parents/Carers

Signature

Date

Thank you



Haywood Road Preschool
Haywood Road Community Centre
Haywood Road
Mapperley
Nottingham
NG3 6AD

haywoodroadpreschool@gmail.com
Telephone 07981 050338
Ofsted Registration number 253214
Registered charity number 1020744

During your child's/ children's transition to school we will be asked to share information regarding their development with their prospective school staff. If you would like to discuss why we will share the information and how it is recorded please speak to Caroline Gardner (Manager) and Lyndsey Copson (Deputy Manager) for further information and clarification. To comply with General Data Protection Regulations (EU) 2016/679 we would also like to make you aware that you are able to make a data subject access request (S.A.R) which we will respond to within 14 working days. The SAR details the information collected concerning your child. This will outline in greater detail the information we will share, we will also clarify why this may not be possible if there are safeguarding information sharing concerns. You can also speak to the chair of the committee regarding our current information sharing policies and procedures.

My child/children will be leaving in July and will be attending

School/Academy

My child/children will be deferring their place and will leave
Haywood Road Preschool during the

_____Term

I understand the details regarding the sharing of information and give my permission.

Signed _____