



Ofsted Report in June 2022 ~ Outstanding Nursery in ALL areas

"Our aim at Parsonage Farm Day Nursery is to provide a safe, stimulating, happy environment enabling children to develop and enjoy their early years from three months to five years of age."

**Our Address** - Parsonage Farm Day Nursery  
Church Street  
Ticehurst  
East Sussex  
TN5 7DL

**Telephone** - 01580 201263

**Owner of Nursery** - Caron Trohear  
**Nursery Manager** - Hannah Parker-Read  
**Operations Manager** - Ellen McLaughlin  
**Personnel Manager** - Kellie Compton

**Ofsted Number** - EY276134

**Our opening hours are:**

Monday to Thursday 08.00-18.00 and Friday 08.00-17.00

Parsonage Farm Day Nursery is open all year round except for bank holidays and between Christmas and New Year.

The attached policies were all reviewed and agreed July 2023.  
These will be reviewed in July 2024.

These policies and procedures were adopted by Parsonage Farm Day Nursery by a representative group of staff.

Signature ..... Date .....

## Parsonage Farm Day Nursery Daily Routine

07.30-08.00 - Early Bird start. Available at an extra cost, to be booked in advance.

08.00-08.30 - Nursery opens followed by breakfast club.

For breakfast the children have a choice of Weetabix, Cornflakes, Rice pops or porridge. We also have fruit and toast available.

08.30-12.00 - Individual morning class routines take place.

12.00-13.00 - Lunch time, we serve a hot cooked meal supplied by 'Zebedee's' for all children aged over 12 months, following a 3 weekly menu which gives the children a healthy variety.

13.00-16.00 - Individual afternoon class routines take place.

13.30-14.30 - Pig Pen children have outdoor provider classes.

- Mondays - Dance with Ami Piper School of Dance
- Tuesdays - Active Sports fun with Allan
- Wednesdays - Happy Face Yoga with Evie
- Thursdays - Fun time French with Sabrina
- Fridays - Let's get cooking with Pig Pen

16.00-16.30 - Tea time, we provide a light meal based upon finger foods, details are displayed on the 3-weekly menu.

16.30-18.00 - Afternoon class routines continue until we close at 18.00 (17.00 on a Friday).

Class daily routines are displayed in each classroom.

Each class has a morning and an afternoon snack. Morning snack is milk and or water along with fruit and vegetables.

Afternoon snack is milk and or water with a savoury carbohydrate snack.

Children should always come prepared for outdoor play as we use our outdoor areas every day.

### At Parsonage Farm Day Nursery we aim to:

- Provide high quality care and education to all children in a safe and stimulating environment.
- Work in partnership with parents and carers enabling children to learn and develop to their full potential.
- Offer children and their parents/ carers a service that promotes equality and values diversity.
- Encourage children to learn from each other and familiar adults through child led and adult initiated activities.

## EYFS - The Early Years Foundation Stage

At Parsonage Farm Day Nursery our practice is based on the government's Early Years Foundation Stage. Revised in September 2021 and inspected as such by Ofsted on a regular basis. The EYFS is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

### What is the EYFS Framework - why do we have one?

The Early Years Foundation Stage (EYFS) framework sets the standards for learning, development and care for children from birth to 5.

In the Early Years Foundation Stage, Development Matters was produced by Early Education with support from the Department for Education. It is non-statutory guidance which supports all those working in early childhood education settings to implement the requirements of the Statutory Framework for the EYFS.

The EYFS statutory framework sets the standards that all early year's providers must meet to ensure that children aged 0 to 5 learn and develop well and are kept healthy and safe.

In 2021 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare.
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about **your child's progress** through the EYFS.
- Expected milestones that your child should reach at age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children develop the **3 prime areas** first. These are: **Communication and Language, Physical Development and Personal, Social and Emotional Development**.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas. These are **Literacy, Mathematics, Understanding the World, and Expressive Arts and Design**.

These 7 areas are used to plan your child's learning. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is like the curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be flexible so that staff can follow your child's unique needs and interests.

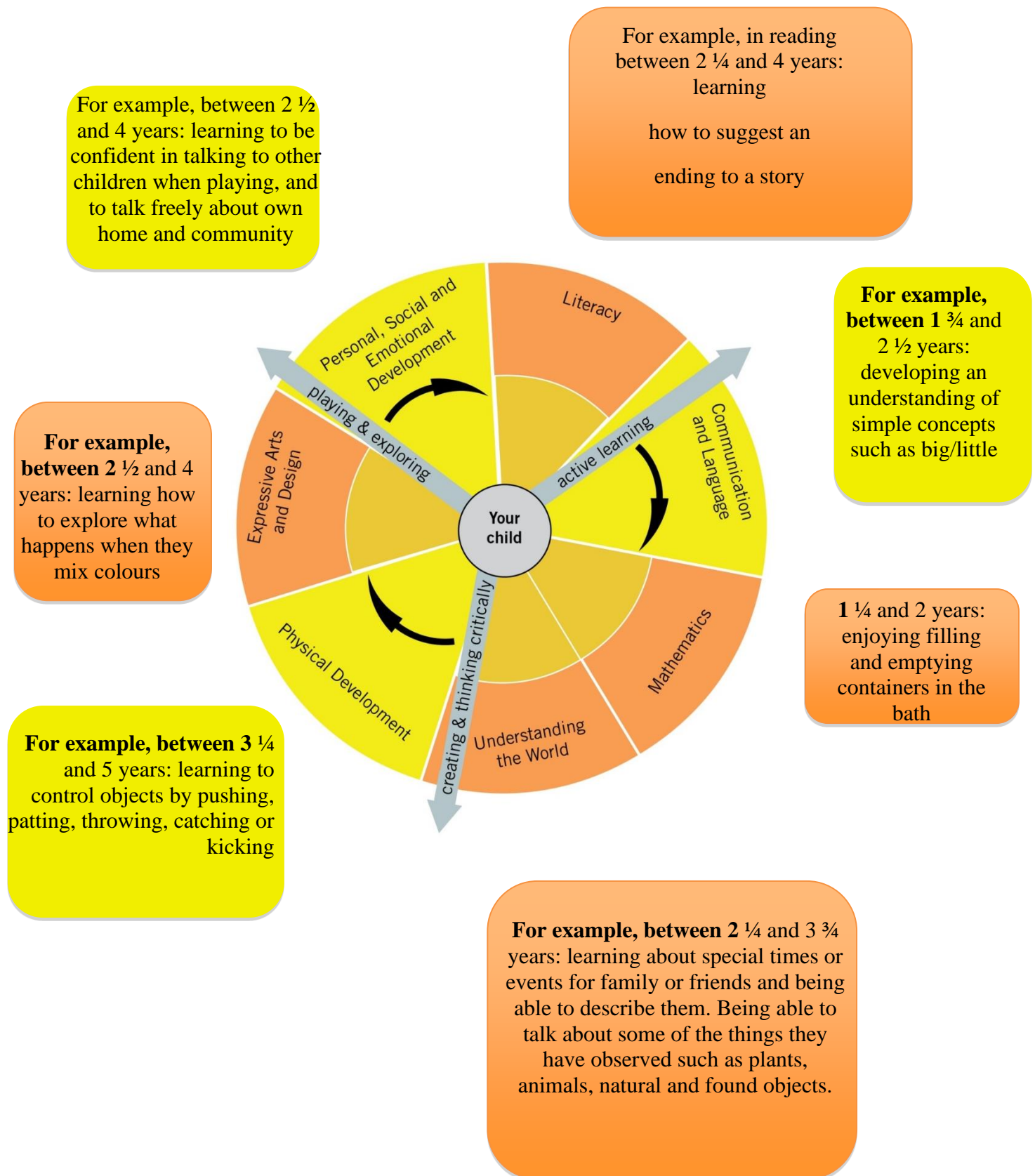
Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

The Characteristics of Effective Learning and the prime and specific areas of learning are all interconnected. They should also underpin everything that practitioners offer in the environment. The characteristics describe how a child learns.

The characteristics of effective learning are split into three main areas and then three sub sections within each area. These are '**playing and exploring**' which shows how the child is engaging, '**Active learning**' which shows the motivation behind the child's learning, and finally '**creating and thinking critically**' this shows the thought processes behind learning and new achievements.

When children are left to explore a stimulating learning environment on their own, they will learn through playing and exploring. However, this is not enough. Children need support from a skilful practitioner, who has the knowledge of when to intervene and give guidance. This support will help children make significant progress in their learning. Practitioners must not push children; they must look closely at their emotional and intellectual abilities and find out what they can do. When planning activities or experiences practitioners must remember the different ways in which children learn and reflect these in practice.

The diagram below gives examples of the areas of learning and development and shows the links between the way in which your child learns and what they learn.



## What does it mean for me as a parent?

**Ensuring my child's safety** - Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of statutory welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a child-minder can look after, and things like administering medicines and carrying out risk assessments.

**Quality** - You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at [www.ofsted.gov.uk/inspection-reports/find-inspection-report](http://www.ofsted.gov.uk/inspection-reports/find-inspection-report).

**Where can I go for further information?** - You can find further information on the Early Years Foundation Stage which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The foundation years website also includes a range of resources and contacts.

## As a mum or dad, how can I help with my child's learning?

All the fun activities, family time, days out, holidays, that you do with your child at home are important in supporting their learning and development and have a really long-lasting effect on your child's learning as they progress through nursery and then school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to talk to and read with your child, it will make a real difference to your child's confidence and development as a young learner.

## 27 Month Integrated Progress Review (IPR) -

At around 27 months your child's Health Visitor will be in contact with you to arrange their IPR. Once completed the Health Visitor will email securely Part 1 of the IPR to nursery. Our 2 Year Lead will then complete Part 2 of the IPR in line with the current East Sussex Procedure. We will arrange a time to share Part 2 with you and then with your permission it is returned to the Health Visitor securely. The table below reads information provided by East Sussex.

What is the Integrated Progress review?	What does this mean for you and your child?	What happens next?
The Integrated Progress Review will look at the health, development and learning of your child and can give you advice and guidance.	As a parent, you know your child best, so we want you and your child to be part of this review.	Along with an appointment for you and your child to see the Health Visitor you will receive a copy of the Ages and Stages Questionnaire (ASQ) for you to complete before your visit.
The Integrated Progress Review includes a questionnaire called the Ages and Stages Questionnaire.	This is the time that you can tell your Health Visitor and your Nursery, Playgroup or Childminder all about your child.	You can ask someone to help you with this for example, a family member, your Health Visitor or your Nursery, Playgroup or Childminder.
The Integrated Progress Review takes place with you and your child and the Health Visiting Team and then with the Nursery, Playgroup or Childminder.	You can share with them anything that may concern you about your child, for example if you think they have a problem hearing or talking.	Your Health Visitor will start the Integrated Progress Review when they meet with you to discuss the ASQ.
It means your child can be offered support as early as possible if needed.	If extra support is needed to help your child with their health, development or learning we need you to be part of the decision making.	Your child's Nursery, Playgroup or Childminder will arrange to meet with you to discuss your child's progress and complete the Integrated Progress Review.
		Remember to take your child's Red Book with you to the Nursery, Playgroup or Childminder.

### When your child is 5 -

At the end of the EYFS - in the summer term of the reception year in school - teachers complete an assessment which is known as the EYFS Profile. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time. Another important part of the EYFS Profile is your knowledge about your child's learning and development, so do let your child's class teacher know about what your child does with you: such as how confident your child is in writing their name, reading, and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers.

All the information collected is used to judge how your child is doing in the 7 areas of learning and development. Finding out at this stage how your child is doing will mean that the teacher your child has in their next school year - year 1 - will know what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and if they are already getting it. The school will give you a report of your child's progress, including information from their EYFS Profile.



## [TAPESTRY = Online Learning Journey Parents' Guide](#)

### [Introduction -](#)

All children attending Parsonage Farm Day nursery have a personal on-line Learning Journey which records photos, observations, and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us. It's a fantastic system allowing us to work in partnership with yourselves and to observe and plan for your child's development. We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments or commenting on observations made by us. We also use Tapestry as our form for letting parents/carers know about nursery news, events, and notices.

### [Where do I start?](#)

Once you have given us an email address, we will set up an account for you. You will receive an email from Tapestry and it will give you a link to click through and set up your account. To login go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile).

### [Changing your settings -](#)

#### **On the computer:**

At the top right of your screen, you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey - just tick or un-tick the relevant box if you would like to change this setting.

#### **On iphone/ipad:**

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right-hand side of the application. This enables you to change password and/or email address.

### [Viewing my child's Learning Journey -](#)

Once logged in, you will see your child's observations on your home screen in a list - selecting any one of these will open the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

### [Adding an entry to my child's Learning Journey -](#)

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

### [Key Person -](#)

It is a requirement of the EYFS that every registered childcare setting must assign a Key Person to your child when they start. You will be told who this Key Person is and they will help your child to settle and will then be responsible for ensuring that the care your little one receives meets all their needs.



The Key Person will be your first point of contact with the nursery and is also responsible for exchanging information with you. You will get verbal updates most days, and regular written summaries about how well your child is progressing in their learning and development. When your child joins the setting, we will try to gain as much information about your child and you as family. We would ask you to complete some forms "All about me", "All about us" and a family tree. This information will be used to create activities based on your child's likes and interests, while also covering the areas of development.

It will be the Key Person who observes your child regularly as they are playing and learning, they will pay attention to how your child learns, what they enjoy playing with and what they need more support with. They will also keep a record of the observations they have made usually in a Learning Journey that documents your child's progress through the Early Years Foundation Stage. The Key Person will use their observations to plan further learning opportunities that are based on your child's individual interests and needs. This is because they know that children learn best when the experiences they have are challenging and enjoyable, allowing them to play and explore, to concentrate and to develop their own ideas.

A Key Person's responsibilities stretch beyond meeting the basic needs of your child and exchanging information with you. From the moment that you are introduced the Key Person should make you feel that their setting is a safe place that you can trust, they are your insight into your child's world whilst they are away from you, whilst establishing the professional boundaries and expectations upon which your on-going relationship is based. Your feedback is valued and will be listened to as part of the partnership between you, your child, and the Key Person.

Each child's Key Person is displayed on the classroom notice board and in the lobby. If your Key Person isn't available for any reason, the Room Lead is very much included in all aspects of your child's learning and wellbeing and will be on hand to talk to.

We complete a Transition Report that will go with your child when they leave to join a reception class.

## Admissions

It is our intention to make our setting accessible to children and families from all sections of the local community.

Our aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### Methods;

- Information about our setting is available in written and spoken form and if required can be provided in another language.
- Our setting and practices make it clear we welcome all carers.
- We operate a waiting list for each of the rooms giving priority to those who already attend followed by length of waiting.
- We operate under an equal opportunities policy.
- We are flexible and try to accommodate the needs of our children and families.

## Equipment and Resources

We believe that high quality early years care and education are promoted by providing children with safe, clean, attractive, developmentally appropriate resources, toys and equipment.

We provide children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes.

### Methods;

- Provide play equipment and resources that are safe.
- Provide a sufficient quantity of equipment and resources for the number of children.
- Provide resources that promote all areas of children's learning and development.
- Provide resources that promote positive images of cultures and abilities and non - discriminatory and stereotypical.
- Provide equipment that promote continuity and progression and sufficient challenge for the children.
- Provide materials that are clean, in good condition and safe for the children to use.
- Regular checks will be made of the resources and equipment to ensure they remain in good condition and appropriate.
- Activities will be planned to use a variety of resources and new equipment will be purchased regularly.

## Young Person at Work

### The Risk Assessment;

The Management of Health and Safety at Work Regulations require that young people are protected at work from risks to their health and safety which are a consequence of the following factors:

- Physical or psychological; capacity.
- Pace of work.
- Temperature extremes, noise or vibration.
- Hazardous Substances.
- Lack of training and experience.

### Outcomes of Risk Assessment;

In carrying out the risk assessment Parsonage Farm Day Nursery identify the measures needed to take control or eliminate health and safety risks. In many cases it is likely that we will find that the risks to young people are adequately controlled as we comply with other specific health and safety laws, e.g. the Control of Substances Hazardous to Health regulations (COSHH).

### Training and Supervision;

Young people will need training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training should include a basic introduction to health and safety, e.g. first aid, fire evacuation procedures etc.

As well as training, we need to keep in mind that young people are also very likely to need more supervision than adults. Effective supervision will also help to monitor the effectiveness of the training young people have received, and there will be clear benefits in assessing whether a young person has the necessary capacity and competence to do the job.

At Parsonage Farm Day Nursery we have in place a general young person's risk assessment which is reviewed yearly, unless an issue or problem was to arise. We also carry out termly individual young person's risk assessments which are specific to the said young person.

## Student Placement

At Parsonage Farm Day Nursery, we recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings.

As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training.

We provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

### Methods;

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require students under 17 of age to be vouched for their good character by their school/college.
- Students under the age of 17 are supervised at all times and are not left alone with children.
- Short term placements are not counted in our ratios.
- Trainee staff deemed as competent may be included in our ratios.
- We have employers' liability insurance and public liability insurance cover all staff and students.
- Students must abide by our confidentiality policy.
- We will co-operate with students' tutors.
- Students are interviewed and inducted as are our staff.
- We communicate a positive message to the value of training and qualifications.
- When receiving students, the needs of the children are paramount.
- The training undertaken is checked to be bona fide.

## Health and Safety

At Parsonage Farm Day Nursery, we believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We make children, parents and staff aware of health and safety issues in order to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The member of staff responsible for health and safety is Ellen McLaughlin. Ellen has undertaken health and safety training and regularly updates her knowledge and understanding.

### Risk Assessments;

Our risk assessment process includes;

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked -

- Daily - morning and afternoon.
- Yearly - when a full risk assessment of the whole setting is carried out.

### DBS;

We ensure all staff employed have an enhanced DBS criminal records check.

### Children's Safety;

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded. We also record the arrival and departure times of staff, volunteers and visitors. Our security door prevents unauthorised access to our premises and prevents children from leaving the premises unnoticed.

We take precautions to prevent children's fingers from being trapped in doors.

### Slips, trips and falls;

- All floor surfaces are routinely checked to ensure they are clean and not uneven or damaged.
- If the floor is wet from being cleaned the staff are knowledgeable in the importance of displaying the 'wet floor' caution sign.
- All of our children are encouraged to walk inside and save their running for outside where there are fewer obstacles for them to bump into.
- Staff are all aware of keeping walkways, e.g. main corridor clear of obstacles.
- If trailing cables or wires are visible, deal with hazard or seek advice from Management.
- Staff are instructed to use correct equipment, e.g. a proper foot stool instead of a chair.

### Kitchen Safety;

Children do not have unsupervised access to the kitchen. All surfaces are clean and non-porous. We have separate facilities for hand-washing and washing up.

### Safe use of equipment and tools;

The staff at Parsonage Farm Day Nursery are instructed safely on how to operate the nursery equipment and any tools we have. All staff are advised that if they are in doubt to seek help from Management beforehand.

### COSHH (Control of Substances Hazardous to Health);

All of our hazardous products are stored out of reach of the children. All products used have a clear manufacturers label on them which states directions for use. We advise all our staff members to follow these directions closely and carefully remembering to ensure that they take the correct safety measures for example, to wear gloves and a disposable apron. [We also have a separate COSHH policy to be read.](#)

### Storage;

All resources and materials from which the children and adults select are stored safely. They are stacked or stored safely to prevent them from accidentally falling or collapsing.

### Electrical Equipment;

All electrical equipment conforms to safety requirements and is checked regularly. Heaters, electric sockets, wires, and leads are properly guarded, and the children are taught not to touch them. We have sufficient sockets to prevent overloading. Our lighting and ventilation is adequate in all areas including storage areas.

### Outdoor Areas;

All our outdoor play areas are securely fenced. Each play area is checked for safety and cleared of rubbish before it is used by the children. Where water can form a pool on equipment, it is emptied before children start playing outside. Our outdoor sandpits are covered when they are not in use and are cleaned regularly. All our outdoor activities are supervised at all times.

### Hygiene;

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations. Each classes daily routines encourage all children to learn about personal hygiene. Our toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

We aim to implement good hygiene practices by:

- cleaning tables between activities.
- checking toilets regularly.
- wearing protective clothing (e.g., wearing aprons and disposable gloves to change nappies).
- Providing tissues and wipes and ensuring sole use of flannels.

### Food and Drink;

Staff who prepare and handle food all receive appropriate training and understanding and comply with the standard food safety and hygiene regulations. We ensure that all food and drink is stored appropriately. Fresh drinking water is available to all children at all times. We aim to meet all our children's dietary requirements, with the assistance of their parents.



### Smoke Alarms;

We have smoke alarms fitted around the nursery which conform to BSEN standards. If any staff member notices any irregularity with any of the smoke alarms, they must report their findings to Management with immediate effect.

### Fire Extinguishers;

We have many fire extinguishers strategically placed around the nursery. We use two types of fire extinguishers;

- 1) Foam - which is used for; Wood, Paper, Fabrics, Petrol, Oils, Fats, Paints etc. (Not to be used on electrical fires).
- 2) Carbon Dioxide - which is used for; electrical fires and flammable liquid fires.

We advise in the case of an emergency and having to use a fire extinguisher that staff remember the word **PASS** when operating an extinguisher:

Pull the pin. Release the lock with the nozzle pointing away from you.  
Aim low. Point the extinguisher at the base of the fire.  
Squeeze the lever slowly and evenly.  
Sweep the nozzle from side to side.

(The instructions on how to use the extinguishers are also written on the extinguishers for referral if required).

Our extinguishers are serviced by T.W.F.P Ltd (Tunbridge Wells Fire Protection Ltd) yearly. If any staff member notices any irregularity with any of the extinguishers, it must be reported to Management with immediate effect.

### Lone Working;

Should at any point a staff member is to be asked to work alone, they must adhere to ALL Health and Safety guidelines. If they are uncomfortable with doing this, they must alert a senior member of staff.

### RIDDOR and COSHH;

RIDDOR = The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

COSHH = The Control of Substances Hazardous to Health Regulations 2002

At Parsonage Farm Day Nursery, we closely follow the RIDDOR and COSHH Law's. The Health and Safety Officer along with Management ensure the correct points are met for RIDDOR and COSHH within Parsonage Farm Day Nursery.

## Manual Handling

Parsonage Farm Day Nursery complies with the Occupational Health and Safety Act 1991, which requires us to follow the guidelines set out in this legislation.

Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, holding, or restraining any object or person.

### Procedures for managing and monitoring safe manual handling:

- Staff are encouraged to use their common sense and not to take unnecessary risks when handling large/heavy objects.
- When lifting a child or object weighing more than 15 kilos, staff are required to seek assistance.
- Manual Handling and correct lifting/back care training will be provided regularly.
- It is the responsibility of all staff to follow the procedures below and to assist by identifying manual handling hazards and risks.
- Regular checks to monitor use of manual handling at the nursery. Any difficulties noted will then be dealt with immediately.

### Managing risks for manual handling:

- Identifying risks - discuss issues with staff and check past incidents/accidents records.
- Assess risks - how much strain, pressure, stress, weight, force, grip, skill and duration is required for each activity.
- A risk assessment will be undertaken for any expectant student or staff member within the setting during their pregnancy.
- Control risks - when designing tasks in order to minimise injury, look at changing the way jobs are done, change the layout of the workplace, and change the equipment.

### Correct Lifting Procedures:

- IF IN DOUBT, DO NOT LIFT!
- Staff must never twist while lifting.
- When staff lift a child or object they should not stretch over and lift but lean close and raise as close as possible to their body.

### When lifting staff must:

- Place their feet apart in a striding position and keep their breastbone elevated.
- Bend their knees and brace their stomach muscles.
- Hold the child or object close to their body.
- Move their feet not their spine, to stand up.
- Prepare to move in a forward's direction.
- Staff should transfer heavy items to smaller containers to reduce weight.

### Staff should:

- Kneel where possible.
- Refrain from carrying children on their hip.
- Lift children with one arm under their buttocks and the other arm under their backs, with the child facing them.

The following dress code is strongly recommended for staff who are involved in moving and handling tasks:

- Flat, supportive footwear with non-slip sole. Open toed sandals should not be worn.
- Trousers or shorts for staff instead of dresses and skirts.
- Personal protective equipment e.g., gloves and protective aprons should also be worn in accordance with risk assessments and product/item information.
- Fingernails should be short so as not to cause any trauma to the person's skin.
- Staff should not wear jewellery, which may cause harm to themselves, or the person being moved. Examples of inappropriate jewellery include watches and rings with sharp edges, large hoop and dangly earrings.

Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do. Staff must therefore:

- Work within their own limitations and not carry out any activity for which they are not competent.
- Co-operate with their Manager in performing risk assessments for moving and handling.
- Look out for hazards.
- Use equipment provided e.g. waist level surfaces.
- Follow safe working practices.
- Not interfere with or misuse any equipment or aids that have been provided.
- Not use equipment that they have not been trained to use.
- Look out for hazards and report any unsafe situation to the Management team. For example:
  - faulty equipment: unsafe working practices
  - : environmental problems
  - : lack of staff
- Report pregnancy or any medical conditions, which may affect their ability to perform moving and handling to management.

## First Aid

At Parsonage Farm Day Nursery, there is always a First Aider present every day including a member staff trained in First Aid at work. All First Aiders have current first aid training in order to keep up to date with their skills and knowledge which contributes to a safer environment for both children and adults. Details of staff who have first aid are listed in all classrooms and in the office.

On site we provide a clearly labelled first aid box that includes all items suitable to current first aid training guidelines (available on request). It is checked regularly to maintain items within their expiry date, and to ensure we have sufficient stock.

If there is an emergency, a first aider will act according to their training and will call an ambulance. The parent/carer will be contacted as soon as possible, and the parent/carer will be advised on where to meet their child. All details will be given to the parent/carers on arrival at the hospital. A member of staff will stay with child until the parent/carer is happy for the staff member to return to nursery.

**Our Current head of First Aid is Ellen McLaughlin and Hannah Parker-Read**

## Covid 19 Policy

- From 1<sup>st</sup> June 2020 the Government have stated that the best place for Early Years children to learn and for their mental wellbeing to have social interactions with peers, carers and teachers will be at their educational settings.
- The government continues to prioritise the wellbeing and long-term futures of our children and young people and will not be closing early years setting, schools, further education colleges or universities. It remains very important for children and young people to attend, to support their wellbeing and education and help working parents and guardians.

At Parsonage Farm we take the health and safety of our children and staff very seriously. We will be following as reasonably practicable possible the guidance from the Government, Department for Education and Public Health England for Early Years settings during this pandemic. We will be making our setting as safe as possible so to control the spread of the virus by implementing effective cleaning and hygiene measures.

Children attending the setting will not be expected to social distance within the setting as adults would as per the current guidance. We will care for the children with our usual high standards and continue to nurture their early years development.

We ask all parents and staff to adhere to this policy and Government and Public Health guidelines in informing us of any child, family or household member who is symptomatic however slight or low you feel the potential risk is. Our aim is to minimise contact with individuals who are unwell by ensuring that those who have Covid 19 symptoms, or who have someone in their household who does, do not attend the setting.

We will be taking all measures in this policy to prevent any spread of Covid19 by staff and children. By allowing your child to attend nursery we will not be held responsible in the unfortunate and highly unlikely event that you child or family member contracts Covid19.

By allowing your child to attend nursery you are agreeing to adhere to our Covid19 Policy, Government and Public Health guidelines.

The guidance for Covid19 is continually changing as such this policy will evolve with it. All updates will then be shared with parents, carers, and staff.

### Drop off/Pick up

- Parents will not be permitted to enter the building, courtyards, or gardens without an appointment.
- Adult 2 metre social distancing is to be always adhered to. (Currently N/A)
- Parents are to leave promptly after dropping off and pick up and move away from the nursery boundaries whilst maintaining social distancing guidelines. (Social distancing currently N/A)
- Only 1 adult per family to get out of the car at drop off and pick up.
- All siblings who do not attend Parsonage Farm are to remain in the car.
- Only parents who are symptom free and or have completed the required isolation periods will

be able to drop off or collect their child.

- 1 parent to stand by the outside of their car to wait to be called forward to the entrance gates by a member of staff. Please be patient, if no staff member is visible, please call the office on 01580 201263 or use the outside doorbells.
- Children and parents to wash hands thoroughly on arrival at the setting, using the hands washing stations provided outside the gates. There will be an antibacterial hand gel on the wall above the hand washing stations for parents only to use before and after using the tap to wash their and their children's hands. (Currently N/A)
- Parents to drop off and pick up the children at the front gate to the outdoor area of each classroom. A member of staff will be at the front entrance to welcome children and take the register. Parents are not to enter or open the gate.
- On arrival at the nursery, we will ask if parents, children, or any member of the household have any of the symptoms of COVID-19 (high temperature 38 or above, a persistent cough, or loss of taste or smell). If the answer is yes, they will not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed (emailed to the setting) and agreed return with nursery or current isolation guidelines followed. (Currently N/A)
- No toys, teddys, jewellery/trinkets or blankets (or similar) to be brought in from home.
- When you arrive for pick up, please follow the drop off guidelines in reverse. If no staff member is visible, please call the office on 01580 201263 or ring the outdoor bell for your child's class. Do not pick your child up from over the wall/gate.

#### Attendance

- Only children who are symptom free (a continuous cough, a high temperature 38 or above, or a loss of, or change in, your normal sense of taste or smell -anosmia), have completed the required isolation period and had a negative PCR test can attend the setting. (Currently PCR tests are N/A)
- Any child who has taken any form of paracetamol or ibuprofen will not be allowed to attend nursery.
- If a child is unwell at all they will be unable to attend nursery until the child has fully recovered.
- If a child has someone in their household who has tested positive with Covid 19 they may not return to nursery for up to 10 days from the day a PCR test is returned positive. (Currently N/A)

#### Children's Wellbeing and Education, Play and Learning

- Children will be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue, ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. All nursery bins are lidded and emptied at the end of the day. These can also be emptied during the day should this be required.
- Provision will be as normal as possible. Staff know the children incredibly well so will be providing suitable activities and resources to enhance their learning.
- We will continue to follow the EYFS curriculum.
- Windows will always be kept open. Winter months are particularly colder therefore extra layers of clothing worn can benefit child's comfort. (Currently N/A)

- We welcome all parents to call at any time to check on their children or to discuss anything with their child's Room Lead or Key Person.

#### Resources to help children to learn about coronavirus and how to keep themselves and others safe.

- [Professional association for children and early years \(PACEY\): supporting children in your setting](#)
- [Dr Dog explains coronavirus](#)
- [2 metres apart activity \(PDF, 2MB\)](#)
- [Our hand washing song \(PDF, 958KB\)](#)
- [Bright Horizons: Talking to Children about COVID-19 \(novel coronavirus\)](#)

#### Staying in touch with parents or carers whose child is at home.

We will endeavour to continue to support the learning via communication from Room leads and Key Person on Tapestry, by telephone or email. Our aim in doing this is to support the parents and carers to provide a positive learning environment at home in this difficult time. Extra advice, ideas and help can be found at the following.

- <https://hungrylittleminds.campaign.gov.uk/>
- <https://www.bbc.co.uk/tiny-happy-people>
- <https://literacytrust.org.uk/family-zone/>
- <https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19>

#### Food Preparation, Snack and Lunches

- All children to bring in a named water bottle to be left at nursery (which they will use throughout the day).
- Staff and children to wash hands before food prep or eating.
- Staff and children to wash hands after eating.
- Adults to handle eaten food as little as possible.
- Children and adults to put their own food rubbish in the bin where age appropriate.
- Staff lunches to be taken outside adhering to social distancing or in the dedicated staff area in the lobby, maximum of 3 at one time with the door open. (Currently N/A)

#### Toileting, Nappy Changing and Cleaning up of Accidents.

- Children will be supported to do as much for themselves as possible, depending on their age and development.
- When changing nappies toilets are to be closed off to all other children not in their 'bubble'. (Currently N/A)
- When changing nappies staff are to wear apron and one pair of gloves as usual. Used nappy, gloves, apron and changer paper are to be bagged and placed in the allocated yellow bin.
- If a toileting accident happens, no one else should use the bathroom whilst it is being cleaned. The bathroom will be cleaned and disinfected using appropriate cleaning products before being used by anyone else.
- Children's own clothes to be used, please provide lots of named spare clothes in your blue nursery bag. This will remain at nursery and sent home each week if necessary.



### If a Child Starts Displaying Symptoms

- If a child begins displaying a continuous cough, a high temperature 38 or above, or loss of sense of taste or smell they will be sent home to isolate and to take a PCR test as per the current government guidelines. A parent or nominated person must be able to collect the child as soon as possible or within one hour of being contacted by the nursery at the very latest. (Currently no PCR tests available)
- A child awaiting collection will be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window be opened for ventilation.

If the child needs to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using appropriate cleaning products before being used by anyone else.

If a member of staff has helped someone who displayed symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. (Currently N/A)

- If a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the member of staff if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the staff member. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. If a member of staff has helped someone who displayed symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. (Currently N/A)

If clinical advice is needed, the setting staff, parent or guardian should call NHS 111 for children under the age of 5 years.

- See Protocol for responding to a suspected case of Covid19 East Sussex CC.
- For confirmed cases see Protocol for responding to a confirmed case of Covid19 East Sussex.
- See Stay at Home Government guidance through link below.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### If a Member of Staff Starts Displaying Symptoms

- If a member of staff begins displaying a continuous cough, a high temperature or loss of taste and smell, they will be sent home to isolate and test as per the current government guidelines.

- See Protocol for responding to a suspected case of Covid19 East Sussex CC.
- For confirmed cases see Protocol for responding to a confirmed case of Covid19 East Sussex.
- See Stay at Home Government guidance through link below.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### Testing – Currently N/A

All children who attended a childcare setting have access to a PCR test if they display symptoms of coronavirus. The aim is to enable children to get back to childcare, and their parents or carers not to need to self-isolate any longer than is necessary if the test proves to be negative. A negative test will enable children to get back nursery as long as they are otherwise well. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Please note that we may need to share personal contact details to assist with tracing.

Upon being notified of a positive Covid19 test result for a member of staff or a child we have a duty of care to notify the Local Authority and Ofsted.

### PCR Testing for close contacts of PCR positive confirmed cases (Currently N/A)

If a child has someone in their household who has tested positive with Covid 19 they may not attend nursery for up to 10 days from the day a positive PCR test is returned. It is advised that the child has a PCR test. If the child then tests positive this would extend their isolation period for up to an additional ten days from the date of the child's positive PCR test result.

We would like to take this opportunity to remind everyone that:

- Anyone who has had a positive Lateral flow test result, must self-isolate, report to track and trace and follow government guidance.
- The public health advice to everyone remains the same; the best way to stop the spread of the virus is to remember 'hands, face, space and fresh air', continue with regular lateral flow testing for those aged 11 and above and follow the restrictions in place.
- Schools and early years settings have played a key role in the pandemic, by enabling young people to continue with their education and development. All the COVID-19 secure measures put in place in educational settings have really helped reduce transmission and this additional testing is another tool to complement them.

### Asymptomatic Testing – Currently N/A

About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular lateral flow testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. It aims to rapidly identify people who have COVID-19 but have no symptoms who could be passing it on to others without knowing. We all need to play our part to help protect each other. This will help to identify positive cases more quickly and break the chains of transmissions.

### Staff Testing – Currently N/A

Nursery staff in the private, voluntary, and independent (PVI) sector now have access to lateral flow home testing kits through the COVID-19 education testing programme for asymptomatic testing. Testing commenced from Monday 22<sup>nd</sup> March 2021 and staff test twice weekly. All staff at Parsonage Farm Day Nursery are provided with tests to take home and carry out as and when instructed by

Management. Our staff must prove a negative test to come into the setting. Staff at Parsonage Farm who have not been able to maintain 2 meters distance at any location will take a lateral flow test every morning for 10 days. If staff have been in contact with someone who has tested positive, they will take a lateral flow test every day for 10 days from the day of contact. Staff members are instructed to upload their results onto the government website for track and trace.

### Collect Test Kits - Currently N/A

You can collect 2 packs of home test kits at a local collection point. Each pack contains 7 tests. Anyone 18 or over can collect. Most collection points are open from 1.30pm to 7pm. You can check online if the location is open or busy before you go. You do not need to make an appointment. Do not visit a collection point outside opening hours, as it may be used to test people with coronavirus symptoms outside these times.

### Order home test kits online - Currently N/A

You can order 1 pack of home test kits containing 7 tests for home delivery. Your tests should arrive within 2 days. <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

What does twice-weekly testing involve?

You will be asked to take a test twice a week (every 3 or 4 days apart) and you are required to report every result to NHS Test and Trace on the same day you take the test. You can report your result online or by calling 119.

If anyone tests positive or gets coronavirus symptoms, they should self-isolate immediately and follow the [stay at home guidance for households with possible coronavirus infection](#)

Pupils, students, and staff should also tell their school or college if they test positive. Please remember that although a negative result means the test did not find signs of coronavirus, this does not guarantee you do not have coronavirus, so you should keep following all [coronavirus advice](#) including:

- regular handwashing
- social distancing
- wearing a face covering where recommended

### PPE

- Visitors are asked to wear a facemask within the setting and the setting gardens. They are also asked to Lateral flow before attending their appointment. (Currently N/A)
- Staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:
- Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

If a member of staff has helped someone who displayed symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. (Currently N/A)

### Cleaning of Setting and Equipment

- Clean and disinfect frequently touched surfaces throughout the day, this includes tables, chairs, resources, equipment, doorknobs, door frames, light switches, countertops, handles, toilets, taps, and sinks.
- Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect the surfaces with our usual cleaning products.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- At the end of each day all nursery premises will be cleaned thoroughly with warm soapy water, then disinfect the surfaces and steamed where possible.
- Regularly clean electronics, such as tablets, touch screens, keyboards, telephones, and remote controls throughout the day using antibacterial wipes.

### Disposal of Potentially Contaminated Waste

- Cleaning waste and PPE from possible Covid19 cases should be double bagged and put in the appropriate signed yellow bin, marked Covid19 for at least 72 hours and then put in with the normal waste.

### Staff Attendance

- Staff should only attend the nursery if they are symptom free, have completed the required isolation period.
- Staff who have been in contact with someone who has tested positive with Covid 19, will be asked to take a lateral flow test every day for 10 days from the day of contact. If positive, the staff member will self-isolate for the required time advised by Track and Trace, they will follow the government guidelines regarding PCR testing. (Currently N/A)
- If someone in a staff members household tests positive for Covid 19, Management will be informed and the situation is accessed before the staff member can come into nursery. (Currently N/A)
- Consideration will be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day. (Currently N/A)
- All staff will receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of the children and themselves.
- All staff to wear their usual black uniform that is clean daily. Nursery aprons to be worn over the top of clothing. Hair must be worn up at all times.

### Staff Training

- All staff members have received appropriate instruction and training on Covid19 infection control, the standard operation procedure and risk assessments within which they will be expected to

operate. They have also completed refresher training on Domestic Abuse, Safeguarding and Mental Health through East Sussex CC.

### Visits

-Attendance to the setting should be restricted to children and staff as far as practically possible.

(Currently N/A)

-Visitors are allowed into the setting and the setting garden areas by appointment only. They are required to have a negative lateral flow the day of their appointment and wear a mask. All visitors have a pre-arranged appointment, and a record is kept which follows the guidance on maintaining records of visitors to support NHS Test and Trace. (Currently N/A)

### External Professionals

In instances where we require to use other essential professionals such as social workers, speech and language therapists, or other professionals to support delivery of a child's Setting Based Support Plan or EHC plan where possible we will aim to do this virtually. If they do need to attend in person, they will be required to:

- Follow PFDN policies and procedures.
- Take a lateral flow test before the visit.
- Keep the number of attendances to a minimum.
- Wash hands frequently.
- Where possible to do so, maintain social distancing.
- Be informed about the system of controls in the setting.

(Currently N/A)

### Holidays and Travel

All families and staff to follow Government guidance. [Travel abroad from England during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

### Sessions and Fees

- Children will attend their usual sessions - additional sessions maybe added if available.
- As per our Terms and Conditions all fees are to be paid in full within 5 working days of receiving your invoice in the first week of the month or charges will apply.
- As per our Terms and Conditions if you decide to hand in your notice, you will be required to pay your 6 weeks' notice for term time children or 4 weeks' notice for children who attend all year round.

### Resources to support child trauma and bereavement

You can access online many helpful guides that look at supporting children who have suffered trauma and bereavement. Winston's Wish have a section specifically for coronavirus.

<https://www.winstonswish.org/coronavirus/>

## **Additional Government Information**

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

[www.gov.uk/apply-coronavirus-test](https://www.gov.uk/apply-coronavirus-test)



## Sick Children

At Parsonage Farm Day Nursery, we work following the best practices to promote a healthy, clean, and safe environment for both children and adults. The purpose of this policy is to prevent the spread of infection throughout the nursery and to ensure that children are supported should they fall ill.

### Definition of a 'well child'

- A child who is happy and able to take part fully in nursery life.
- A child who does not have a temperature.
- A child who is not dependant on Calpol or Nurofen.
- A child who is not reliant on 1-1 care.

Should a child become ill whilst at nursery it is our policy to ask the parent/guardian to collect their child **AS SOON AS POSSIBLE WITHIN** the hour. This is to ensure that the child has their needs met in the most appropriate setting and to protect other children and adults from any risk of infection.

If a child falls ill whilst attending PFDN the following steps will be taken.

- Any staff member who suspect's a child is unwell or contagious must report this to a senior member of staff or to the Manager without delay.
- We will make sure the child is as comfortable as possible away from other children if needed.
- We will contact the parent/guardian to come to the nursery and take the child home. If parents/guardians cannot be reached, emergency contacts will be phoned. Please ensure we have at least 2 local emergency contact numbers who can collect the child within the hour.
- Parents/guardians will always be advised to seek medical advice from their doctor.
- Parents/guardians will be required to keep children at home if they have an infectious disease, temperatures or vomiting and diarrhoea (see full information below).
- Ofsted will be notified of any child suffering from a serious illness or notifiable disease. We will also telephone the Health Protection Agency where relevant. For example, if there was a case of measles at the nursery.
- If we hear from a parent that for example their child has chicken pox, then the nursery will inform all parents of the illness along with signs and symptoms to look out for. This information tends to be shared via Tapestry.
- **PLEASE NOTE: we kindly ask all parents to understand that it is our policy not to admit any child who has been given Calpol or any form of liquid paracetamol on the morning of their session.**



We understand that sometimes children can pick up infections beyond a parent's control. Our chart below is to advise the minimum period that a child should be absent from nursery. This also applies to staff members, students, and volunteers.

Illness or infection	Incubation / exclusion period
Temperatures	We ask all parents/guardians to keep their child away from nursery when they have a temperature until they are well again. A normal average temperature for babies and children (according to the NHS website) is about 36.4C, but this can vary slightly from child to child. Therefore, a temperature above or below can indicate a child is unwell. <b>Please be advised that if you give your child Calpol or another type of liquid paracetamol to control a temperature before the start of their session, we will ask you to take your child home.</b>
Sickness / Diarrhoea	If a child is sick or has diarrhoea at nursery parents will be contacted to take the child home immediately. Children <b>MUST</b> be away from nursery a minimum of 48 hours after the last bout of sickness or diarrhoea.
A child on antibiotics	Must wait at least 48 hours after the first dose of antibiotics has been given and the child is well enough to return to the setting.
Shingles	5-7 days after the appearance of the rash, and all the scabs must be crusted over.
Bronchiolitis	Until the child has fully recovered.
Conjunctivitis	Until the eye is treated and appears normal again and at least 48 hours after the first dose of antibiotics.
Chicken Pox	Until at least 5 days after the appearance of the last crop of spots, when they are fully crusted over and when the child feels well enough to return to the setting.
Covid 19	<p>If a child has symptoms or tests positive for COVID-19, they should stay at home for 3 days and adults are 5 days. This starts from the day after they did the test.</p> <p>Try and stay at home and avoid contact with other people if you:</p> <ul style="list-style-type: none"> <li>• have any symptoms of COVID-19 and have a high temperature or you do not feel well enough to go to Nursery/work or do your normal activities. Children can return to nursery once the temperature/ symptoms have cleared, and they are well and have not had or require medication/calpol or ibuprofen.</li> <li>• have tested positive for COVID-19 - this means it's very likely you have the virus.</li> </ul>

Impetigo	48 hours after treatment, and only once the sores are dry and healed. The areas affected must be covered.
Measles	Measles is infectious from 4 days before the onset of the rash, until 5 days after it appears. Exclusion from nursery should be 5-7 days from the onset of the rash. The most effective way of preventing measles is the measles, mumps, and rubella (MMR) vaccine. The first MMR vaccination should be given at around 13 months of age. Before a child starts school, they should have a booster jab.
Rubella (German measles)	7 days from the appearance of the rash and the child is well enough.
Mumps	Until all the swelling has gone, average of 10 days.
Pertussis (whooping cough)	5 days after the first dose of antibiotics has been given and the child is well enough.
Slapped cheek syndrome	2-3 days after seeking medical advice and being treated with over-the-counter medicine.
Hand, Foot and Mouth	5 days from start of symptoms and the child is well enough to return to the setting.
Thread Worm	To be collected from nursery so that treatment can be administered. Child can return 24 hours after the WHOLE family has been treated.
Head lice	With any suspected case of headlice we ask that parents/guardians get treatment immediately and would administer at least one treatment before returning to nursery. Please be mindful of how quickly head lice can spread.
Hepatitis A	Until the child feels well and for 5 days after the onset of the jaundice.
Meningitis viral	Until the child is well enough to return to the setting.
Meningitis (meningococcal)	At least 48 hours after treatment of antibiotics and only when child is fully recovered.
Meningitis (due to other bacteria)	At least 48 hours after treatment of antibiotics and only when child is fully recovered.
Ringworm	After the first course of treatment has been given.
Scarlett Fever	48 hours after the first dose of antibiotics has been given and the child is well enough to return to the setting.

Molluscum contagiosum	Is a viral infection that affects the skin. It is most common in children but can occur at any age. Usually, the only symptom is a number of small, firm, raised pimples (spots) that develop on the skin. They are not painful but can be itchy. It looks unpleasant but is generally harmless and will often be resolved in a few months. The virus however can spread through close contact or touching the same objects as someone who is infected. If your child contracts this condition, please make a member of management aware.
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## Teething Policy

If your child is suffering from teething, and they need medication to control the pain, please discuss your individual circumstances with your child's Room Lead or Management.

### Definition of a 'well child'

- A child who is happy and able to take part fully in nursery life.
- A child who does not have a temperature.
- A child who is not dependant on Calpol or Nurofen.
- A child who is not reliant on 1-1 care.

### Tips for helping your teething baby - taken from [www.nhs.uk](http://www.nhs.uk)

Teething can be distressing for some babies, but there are ways to make it easier for them.

Every baby is different, and you may have to try a few different things until you find something that works for your baby/child.

### Teething rings.

- Teething rings give your baby something to chew safely. This may ease their discomfort and distract them from any pain.
- Some teething rings can be cooled first in the fridge, which may help to soothe your baby's gums. The instructions that come with the ring should tell you how long to chill it for.
- Never put a teething ring in the freezer, as it could damage your baby's gums if it gets frozen.
- Also, never tie a teething ring around your baby's neck, as it may be a choking hazard.

### If your baby is chewing.

- One of the signs that your baby is teething is that they start to chew on their fingers, toys or other objects they get hold of.
- If your baby is 6 months or older, you can give them healthy things to chew on, such as raw fruit and vegetables. Pieces of apple or carrot are ideal.
- You could also try giving your baby a crust of bread or a breadstick.
- Always stay close when your baby is eating in case they choke.
- It's best to avoid rusks because nearly all brands contain some sugar.
- Avoid any foods that contain lots of sugar, as this can cause tooth decay, even if your child only has a few teeth.

### Teething gels.

- There's a lack of evidence that teething gels are effective. It's recommended that parents try non-medical options for teething first, such as a teething ring.
- If you do decide to use a gel, make sure you use a teething gel that's specially designed for young children.
- General oral pain relief gels are not suitable for children.

- Teething gels contain a mild local anaesthetic and are only available from pharmacies. Speak to a pharmacist for further advice.
- There's no evidence that homeopathic teething gels are effective. If you use a homeopathic gel, make sure it's licensed for use in the UK.
- Please note that some unlicensed homeopathic gels advertised on the internet have been linked to serious side effects. The Medicines and Healthcare products Regulatory Agency has a list of licensed homeopathic gels.

#### Paracetamol for teething.

- If your baby is in pain, you may want to give them a sugar-free painkilling medicine.
- Paracetamol (Calpol) can be given to relieve teething symptoms in babies and young children aged 3 months or older.
- Children under 16 years old should not have aspirin.
- Always follow the instructions that come with the medicine.
- If you're not sure, speak to your GP or pharmacist.

#### Comforting a teething baby.

- Comforting or playing with your baby can distract them from any pain in their gums.
- Gently rubbing their gums with a clean finger may also help.

#### Preventing teething rashes.

- If teething is making your baby dribble more than usual, gently wiping their face may help prevent a rash.

#### Caring for your baby's new teeth.

- You'll need to register your baby with a dentist when their teeth start coming through.
- Start brushing your baby's teeth with fluoride toothpaste as soon as their first milk tooth breaks through.

#### Side effects of children receiving a vaccination or teething.

Vaccines may cause a mild fever in children. This is a common and expected reaction.

Whilst teething can cause some known side effects such as flushed cheeks and sore gums, [NHS guidelines](#) state that fever and diarrhoea are not symptoms of teething.

Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.

## Oral Health

Parsonage Farm Day Nursery strives to raise awareness of the importance of good oral health for children. These early years for children are when many of the good (and bad) routines are formed and are often carried through to adulthood. Therefore, our nursery is a very important place to introduce a good oral health routine.

### Food/Snacks

- Snacks provided for children and staff will be tooth friendly.
- Tooth friendly snacks will be varied daily, and children will be encouraged to try new foods.
- Any food containing sugar will be provided on a limited basis.

### Drinks

- Milk and water only will be offered to children as drinks throughout the day.
- No fizzy drinks of any kind will be served in nursery.
- Staff will encourage the introduction of a free-flow cup for babies from 6 months.

### Rewards/Special Occasions

- Sweets and chocolate will not be used by staff as rewards for good behaviour and work.
- Families are welcome to bring in cake to celebrate a birthday. We ask that parents check with Management first to ensure allergies etc are adhered to.

### Toothbrushing At Home

- Parents are encouraged to have a regular toothbrushing routine at home.
- We share toothbrushing advice to parents via Tapestry and in our lobby information area. Parents can access further information and advice about toothbrushing and oral health from the Management team if wished.

### Children

- Oral health will be included in nursery work and any learning opportunities where it is appropriate.
- Where possible visits from a dentist, hygienist or someone who can talk about oral health should be arranged during the nursery year.
- Good oral hygiene will be always encouraged.

### Parents

- Parents will be asked to provide details of their child's registered dentist and registered doctor on enrolment when completing their child's registration form.

### Staff

- Staff will be involved in the development and implementation of an oral health policy.
- Appropriate training and information about relevant resources is available to staff prior to implementation of the policy guidelines.
- The oral health policy will be included as part of the induction of new staff.

## Delivering Better Oral Health Messages



All children should be seen by a dentist as soon as their first teeth come through and by their first birthday.

The key purpose is to deliver key prevention messages & begin a positive lifelong relationship with NHS Dentistry.

Breast feeding provides the best nutrition for babies.

From six months of age infants should be introduced to drinking from a free-flow cup.

From age one year feeding from a bottle should be discouraged.

Sugar should not be added to weaning foods or drinks.

As soon as teeth erupt in the mouth brush them twice daily with a fluoridated toothpaste.

Brush last thing at night and on one other occasion.

Use fluoridated toothpaste containing no less than 1,000 ppm fluoride.

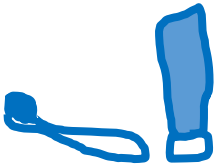
It is good practice to use only a smear of toothpaste.

Parents/carers should brush or supervise toothbrushing.

The frequency and amount of sugary food and drinks should be reduced.

Sugar should not be added to weaning foods or drinks.

Sugar-free medicines recommended.



**To find details of NHS dental practices please visit:**

NHS Choices at <https://www.nhs.uk/Service-Search/Dentists/LocationSearch/3>

or ring

**111 for practices in Surrey**

**Kent Dental Helpline on 0300 123 3312**

**Sussex Dental Helpline on 0200 123 1663**



## Febrile Convulsion and Pre-existing Epilepsy

A febrile seizure or convulsion is a fit that occurs when a child has a fever. It can be quite common in early childhood and is not serious in most cases. During most seizures children's body become stiff, they lose consciousness and their arms and legs twitch. Some children may wet themselves. This is what's known as a tonic clonic seizure.

We ask all parents/guardians to make the nursery aware if their child has previously suffered from a febrile convulsion or has one at home whilst they are attending the nursery.

We do ask all parents to keep children at home for at least 24 hours after a seizure so that they can be monitored and recover fully. Children who have experienced seizures tend to be quite tired afterwards and so a busy nursery environment can be quite unsettling.

If a child in our care suddenly has a Febrile Convulsion, we would make a note of the time it started, and another member of staff would then phone 999 for an ambulance giving the required information. They would then contact the parents/ guardians and arrange to meet at the hospital. A member of staff will stay with the child at the hospital until the parents/guardians arrive.

We will keep the child comfortable and monitor his/hers temperature, using cold flannels to keep the temperature down until an ambulance arrives.

The person who dealt with the convulsion will write up an accident report so the parent/guardian knows the full situation. This will need to be signed by parents/guardians and then a photocopy can be given to them for their information if required.

The Senior Person in the room at the time, or the person who dealt with the situation, will type up a report and sign it along with a member of the Management team.

We ask the parents to update us as soon as possible with how the child is, stating the circumstances of the convulsion and any advisable measure noted by the doctors in case of a future occurrence. When the child returns to the nursery. All staff members are to be made aware of this.

Above all, when dealing with a Febrile convulsion, staff members will follow the First Aid training that they have been received.

## Pre-Existing Epilepsy

We would follow the above procedures but inform the ambulance staff of the medication and dosage the child is on. We would follow the advice given by the parents/guardians on their initial visit and risk assessment. As an inclusive nursery that promotes Equal Opportunities, we would like to reassure anyone accessing our setting that children will not be excluded due to any existing medical condition or one that may arise whilst in our care.

## Medication

Care is needed in the administration of all medication. Parsonage Farm Day Nursery takes guidance set out by Ofsted's Childcare factsheet; Giving Medication to children in registered childcare, and takes into account the guidance set out in the EYFS Statutory Framework that states, "Medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist."

It should be noted that we recommend that wherever possible, prescribed medication should be administered by the child's parents or guardians. We ask that parents/ guardians consider whether their child is well enough to attend, and the nursery reserves the right to decide whether the child is fit and well enough to attend nursery.

We will however, administer medication within the nursery if we feel it would be detrimental to a child's health if not given at the setting.

### Long term medication:

This applies to any medication needed for longer than a couple of weeks. This must be recommended or prescribed by a doctor. The details of why it is needed must be given in writing from the parent or guardian and also circumstances for usage e.g. Piriton for allergy or Asthma Pump for a wheeze.

From these details the nursery may need to write a Care Plan/Risk Assessment that all staff are informed of if necessary but paying regard to confidentiality if needed.

An in-depth medical form must be completed by the parent/ guardian and should include the dosage, time to be administered and the reason why it is required. ALL medicines must be in their original packaging, clearly labelled with the GP Practice label, with the child's name and doctor's details on it, with the dosage. We require the child to have any medication in their system for at least 48 hours before asking nursery to administer it in case of any allergic reaction.

The parent/guardian will be asked to initial and date the consent form regularly to ensure the medication is still needed.

Management and Room Leads are responsible for checking the expiry date on the medication and will not administer it if the date has lapsed. For long term medicines e.g., Asthma Inhaler the Nursery will keep a form in the Medicine file with expiry dates so we can inform parents to give us a new one. All long-term medicines are returned to parent or guardian for them to dispose of.

If a child has a severe allergy and the nursery is required to have an Epi- Pen, it will be kept securely in a medicine box, that is clearly labelled but is easily accessible by an adult in an emergency. The name of the child will be on the box along with the expiry date.

After administering the medication, the back of the consent form will be filled in detailing dosage and time it was given staff who administered it, staff who witnessed it and parent / guardian would sign upon collection time.

### Staff training

If a type of medication such as an EPI Pen would need to be administered to a child, we would seek the relevant training for our staff to be able to administer long medicine with competence and confidence. If a child had an asthma pump, we would expect the parent/guardian to show and explain to staff how to use it for their child.

### Short term medication

The procedures are similar to long term medication except no care plan would be required.

ALL medicines must be in their original packaging, clearly labelled with the GP Practice label, with the child's name and doctor's details on it, with the dosage.

- Prescribed medications such as antibiotics are only stored on a daily basis and returned to the parents/carers at the end of each day.
- We would require the child to have any medication for at least 48 hours before asking nursery to administer it in case of any allergic reaction.

### Emergency Paracetamol or Ibuprofen

On the Registration Form parents/guardians are asked to sign to give consent for staff to administer emergency un-prescribed Paracetamol or Ibuprofen. It is only used in an emergency, to control a high temperature and to potentially prevent a febrile convulsion. This will usually only be done once we have verbal consent from a parent/ guardian and either they or an emergency contact is on route to collect the child. If the parents/ guardians and the emergency contacts cannot be reached and it is felt by Management that the child's temperature is dangerously high, paracetamol will be administered.

Wherever possible medication should be administered by either a Management or Room leader. This person must be First Aid trained. In all cases, another member of staff will witness it and both will sign the medicine form.

## Infection Control

At Parsonage Farm Day Nursery, we promote the good health of all children by maintaining high standards of hygiene and taking appropriate steps to reduce the spread of infection. We follow the health protection in schools and other childcare facilities guidance<sup>i</sup> which sets out when and how long children need to be excluded from settings, when treatment and medication is required and where to obtain further advice. Within this document there is also guidance for managing specific infection diseases<sup>ii</sup>.

There may be occasions when a child is unwell with a non-excludable illness but where we decide they are too unwell to attend. This will be considered on a case-by-case basis and in discussion with parents/carers.

Viruses and infections are easily passed from person to person by breathing in air produced by an infected person, especially when they talk, cough or sneeze. A virus can also spread by touching the face after touching another person or contaminated surface.

The following procedures are in place to reduce the risk of a virus or infection from spreading throughout the setting.

### Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs "Catch it, bin it, kill it".
- Dispose of tissues in a lined lidded bin and immediately wash their and the child's hands with soap and running water for 20 seconds, dry them afterwards or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Develop children's understanding of the need for good hygiene procedures in helping them to stay healthy.
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids.
- Dispose of PPE and bin contents in in sealed, disposable, rubbish bags and wash their hands immediately.
- Hands will be dried using individual disposable paper towels or a hand-dryer.
- Clean and sterilise all potties and changing mats before and after each use.
- Clean toilets every day and wipe down toilet seats and flush handles after use.
- Check toilets throughout the day to ensure they are clean, and that handwashing, PPE and cleaning resources are refreshed.
- Wash all cups, plates, cutlery, and cooking utensils in a dishwasher OR using warm, soapy water.
- Leave the above-mentioned to air dry or use a clean tea towel to dry them.
- Ensure that all cleaning materials are stored in line with COSHH guidance and follow the instructions for use.
- Remind children to wash their hands before and after eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this.

- Clean all toys, equipment, and resources by following a comprehensive cleaning routine. Using either diluted bleach, the steamer, sterilising fluid, disinfectant, or thorough washing in the washing machine at 60 degrees.
- Check toys, equipment, and resources throughout each day and those which are heavily soiled will be cleaned immediately.
- Thoroughly clean all equipment used by babies and toddlers throughout the day, and especially after children have placed it in their mouth.
- Store dummies in individual dummy boxes labelled with the child's name to prevent cross-contamination with other children (container and dummies will be sterilised daily).
- Immediately clean and sterilise any dummy or bottle that falls on the floor or is picked up by another child.
- Provide individual bedding which is then washed after each use.
- Ask all visitors to administer hand sanitizer when entering and leaving the nursery.
- Ask parents and visitors to remove all outdoor footwear, or use shoe covers, when entering rooms where children may be crawling or sitting on the floor.
- Separate shoes to be worn by staff when in Ducklings (indoor shoes and outdoor shoes).
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery.
- Be required to stay at home if they have a contagious infection.

#### In addition:

- Nursery Management retains the right to refuse entry to the premises of all children, parents, staff, and visitors who are deemed contagious and who may impact on the welfare of the rest of the nursery.
- Parents are required to read and understand this policy and comply with the requirements.
- In line with the setting's cleaning schedule each room will be deep cleaned (including carpets and soft furnishings) at least a twice a year or following an outbreak of infection.
- The setting reserves the right to close at short notice in line with guidance from H M Government and Public Health England.
- The setting will communicate quickly and clearly with parents and keep them up to date throughout any closure.

<sup>1</sup> <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> = H. M. Government; Published 18<sup>th</sup> September 2017 / Last Updated 13<sup>th</sup> February 2023

<sup>1</sup> <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases> = H. M. Government; Published 18<sup>th</sup> September 2017 / Last Updated 13<sup>th</sup> February 2023

## Sun Protection

At Parsonage Farm Day Nursery, we want children and staff to enjoy the sun safely. Our aim is for staff and parents/guardians to work together to achieve this.

In the summer months we ask that ALL parents apply sun cream to their children before dropping them to nursery. Parsonage Farm Day Nursery provides a supermarket own brand sun cream of factor 50 or above which we will use to top up the children's sun cream during the day as and when needed. Children with sensitive skin are advised to bring their own sun cream, please ensure this is clearly labelled.

We ask that all children are dropped off with sun cream applied when the weather is hot, reminders will be sent to all parents via Tapestry. When dropping your child off please ensure you let us know if you have forgotten to apply sun cream. Children who are continuously dropped off without sun cream on will be asked to provide their own and parents will be asked to apply it before leaving them at drop off.

Very young children have sensitive skin that can be easily damaged by the sun's dangerous UV rays. Children may spend a lot of their time outdoors during the summer months and at this young age; they are unable to take responsibility for their own sun protection. Together with parents, we want to take responsibility to ensure that the children are adequately protected from the harmful effects of the sun. Although fair skinned people are more at risk from sun damage, sun protection is relevant to both fair and dark-skinned children.

There are five key points to be aware of about sun protection:

1. Stay in the shade between 11am to 3pm.
2. Make sure you never burn.
3. Always cover up - wear a t-shirt, and a hat.
4. Remember children burn more easily.
5. Then use factor 50+ or above sun cream.

## PROTECTION

- Children will spend more time playing outside before 11.00 am and less time playing outside during the very hot time of the day.
- We actively encourage all children to wear a hat when playing outside in the warm weather. We do have a supply of spare hats for our children, but if you can bring in a suitable named sunhat that would be excellent.

## Asthma Attacks

### IN THE EVENT OF AN ASTHMA ATTACK

1. It is important to be calm and reassuring.
2. Deal with the child wherever the attack occurs. Note that a change of air can make the problem worse.
3. Ensure the child's reliever inhaler is taken immediately. Spacers can often help.
4. Encourage the child to breathe slowly and deeply and loosen any tight clothing. Encourage breathing through the nose and out of the mouth (this warms the air, which helps the airways to relax and for normal breathing to resume).
5. Assist the child to sit in a position that is most comfortable. This can often be leaning forward with arms resting on the back of a chair.
6. Do not lay a child who is having an asthma attack down, as this can restrict the airways and make the attack much worse. A mild asthma attack should ease within around 3 minutes. IF it does not, encourage the child to take their inhaler again.

**IMPORTANT - IF after 5 minutes there is little or no improvement - OR the asthma attack becomes worse - OR Breathlessness makes breathing difficult - OR the child is becoming exhausted Call for an ambulance on 999 or 112.**

7. Parents/guardians should then be contacted to inform them of the situation. Minor attacks should not interrupt a child's involvement in nursery. When they feel better, they can return to their play and nursery activities. Learning and Behaviour Physical Development is an essential part of nursery life and children's development. Children with asthma are encouraged to participate fully. All staff members are aware of which children in nursery have asthma and they will remind children whose asthma is triggered by exercise or weather, to take their reliever inhaler before going outside.

We are committed to doing all that we can to ensure that the nursery environment is favourable to children with asthma. The nursery has a strict non-smoking policy and is aware of the effects of keeping pets. Therefore, no furry or fluffy pets are kept within the nursery rooms.



## Staffing, Employment and Safer Recruitment

We provide a staffing ratio in-line with the requirements of the National Standards for Day Care and OFSTED to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

We use Ofsted guidance in obtaining references and staff are to have an enhanced DBS criminal record check. Parsonage Farm Day Nursery is committed to recruiting, appointing, and employing staff in accordance with all relevant legislation and best practice.

We ensure that children below school age and their parents are offered high quality early years care and education.

To meet this we use the following ratio of adult to child:

- |   |                      |
|---|----------------------|
| - Children aged 3 months to 2 years of age: | 1 adult : 3 children |
| - Children aged two years of age:           | 1 adult : 4 children |
| - Children aged three-five years of age:    | 1 adult : 8 children |

We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin, or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

### **Safer Recruitment:**

At Parsonage Farm Day Nursery, we aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. PFDN will follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff and volunteers, students, and agency staff to share this commitment.

### **Recruitment Procedure:**

All prospective candidates will be asked to submit an application form containing questions about their previous employment and academic history along with their curriculum vitae. Applicants will then be contacted either by email, letter, or phone to let them know if they have been successful in reaching the next stage, a face-to-face interview.

Candidates that are invited along to an interview are asked to bring with them their driving licence or passport with a current utility bill for proof of address, certificates, and their current DBS if they have one.

Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.

During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.

Successful candidates will receive a letter/email stating their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check.

#### **Induction:**

Once offered a position, the staff will be on a 6-month probation period, during this time the staff will be trained in all areas and complete an induction programme. New members of staff are able to begin work for PFDN once their DBS check and references are complete.

New employees will undergo an induction period, during which time they will read the employee handbook, nursery policies and procedures and will be trained by a "mentor" who will introduce them to the way in which the nursery operates.

#### **Documents given to staff during their induction:**

- New starter staff details form
- New employee checklist
- Next of kin information
- P45
- Staff suitability declaration

Staff are responsible for notifying the Manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the nursery.

#### **Enhanced DBS checks:**

In accordance with the recommendations of the DFEs in "safeguarding children; safer recruitment and selection in education settings" the nursery carried out several pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the nursery will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBs). The nursery will cover the cost of the first check. The nursery will always request an enhanced disclosure as described below:

- An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of their inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

The nursery's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the nursery will.

- Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff.
- Not retain disclosure information or any associated correspondence for longer than necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of the disclosure and the disclosure number which will be recorded on their personal information forms.

Once the member of staff has received their DBS certificate, they will be advised to sign up to the update service which is £13 annually, guidance on how to do this can be located in the office on the safeguarding board.

#### **Mentor and reviews:**

Part of our Personnel Manager's role is to mentor the staff at Parsonage Farm Day Nursery. They observe the staff within their day-to-day practice and to check their delivery of childcare is to the highest standard possible. The mentor can answer any questions and offer support, training, and advice.

#### **Key Person:**

We use a Key Person system where every child is allocated a named key person, but we encourage all staff to build a relationship with the children and be able to observe, care and promote development. Please see our Key Person Policy.

#### **Staff Meetings:**

We share information within our team on a daily basis and we have a staff board to inform of current early years practice. We operate an appraisal and mentor scheme to enable all staff are following policies and procedures for the early years. Full staff meetings are generally held out of hours at the end of each long term.

#### **Training:**

All staff continuously review and update their knowledge so that we can deliver the very best care and education. All staff have accessibility to the online Educare training programmes. External and East Sussex County Council training opportunities are available to all. East Sussex County Council provide our compulsory safeguarding training for all staff.

#### **Right to Search:**

Parsonage Farm Day Nursery have the right to search a member of staff's person, bag/s and form of transport if it is believed they have property belonging to nursery.

#### **Fit to work, alcohol and drugs policy:**

All staff may only attend work if they are "fit" to do so. They must be in good health, emotionally capable and not under the influence of drugs or alcohol. Should the Management feel a member of staff is not 'fit' to work, they will be immediately asked to leave the nursery premises and told to return home. Thereafter the normal disciplinary procedures will begin. Please note that medication that may impair ability to carry out job roles should be spoken about with Management to ensure all staff members and children's safety.

Staff that are suffering with pains, on medication, not feeling themselves are asked to let Management know so that we can ensure your health and safety is considered and put as a priority. For example, if a staff member is suffering with severe back pain we would be able to put them in a classroom with minimal lifting of the children and this member of staff where possible would not be asked to do any lone working.

Staff are expected to arrive for their shift clean, dressed appropriately with safe footwear.

## Key Person

Staff members at Parsonage Farm Day Nursery are highly committed to identifying and meeting the individual needs of each child attending. To aid this process and in line with the EYFS, we operate a Key Person system whereby every member of staff is responsible for a group of children, liaising with their families and maintaining records of development and learning.

This policy will provide staff with a framework in which to operate the nursery Key Person system. It will define for staff the roles and responsibilities of a Key Person and how these roles and responsibilities translate into practice. By sharing with and gathering information from parents/guardians relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests.

This will enable staff to closely match provision to each child's individual needs.

### Organisation:

- All staff working directly with the children on a regular basis and those who are deemed to have the appropriate level of knowledge and experience, are required to assume Key Person responsibilities.
- The Room Leads oversee the Key Person responsibilities of the staff in the rooms.
- The Room Leads and Nursery Management team are required to monitor children's records of development and learning and ensure they are updated regularly and to an appropriate standard.
- The Room Leads and the Nursery Management team are responsible for ensuring fair and even distribution of Key Person responsibilities and should monitor at regular intervals each Key Person number of children.

### Policy Implementation:

Each child attending Parsonage Farm Day Nursery will be assigned a Key Person who will ensure that a record of development and learning is provided. Each Key Person will spend some time with the child's parents/guardians gathering information about the child and family. The Key Person is the child's family's initial, but not exclusive, point of contact in the nursery. It is intended that a positive relationship be fostered, and that contact be encouraged when the Key Person is on duty.

It is likely that the Key Person will form strong attachments with their key children and will know them the best. Wherever possible, continuity of staffing arrangements will be organised to ensure a child's Key Person cares for them.

All staff assigned key children are responsible for observing and recording assessments on all children, generally taking brief notes of individual children's achievements and progress. The Key Person is also responsible for updating their children's records and ensuring an accurate overview of each child enabling them to identify their needs and interests. The records are to be used in order to support planning, general discussions with parents/guardians and at parent's evenings and to identify progression and areas where support is needed.

When a child moves on to another room, setting or school, their record of development will go with them. The Key Person in the room the child is leaving must ensure all records are fully up to date before the child moves on. They will also complete a moving room form and have a meeting with the child's parents/guardians. The child's new Key Person in the receiving room should continue updating as needed. When the child is due to leave nursery, their Key Person must ensure that their record is fully up to date and forwarded to the child's next setting.

## Staff Qualifications

At Parsonage Farm Day Nursery our team of staff have the following qualifications in childcare and education;

### Management:

- Nursery Manager = Hannah Parker-Read = Level 3 and HND Level 5 within Management
- Operations Manager = Ellen McLaughlin = Level 4 and Level 5 within Management
- Personnel Manager = Kellie Compton = Level 3

### Nursery Practitioners:

- Emily Wood = Level 3
- Lizzie Thody = Level 3
- Laura Elliott = Level 3
- Hannah Nicol = Level 3 (Qualified Teacher Status)
- Jody Tier = Level 3
- Belle Kneller = Level 3
- Sarah Fever = Level 3
- Hannah Fletcher = Level 3
- Lily Ellis = Level 3
- Lisa Ballantine = Level 3
- Jodie Stevens = Level 5
- Chloe Stevens = Level 3
- Lila Adkins = NVQ Level 3
- Becky Hancock = Level 3

### Nursery Assistants:

- Becca Jupp
- Evie-Mae Parker-Read

### Children visiting a new room

At PFDN the children in our care naturally progress through the rooms as they grow and develop. All children will have the opportunity to explore all rooms within the nursery with the hope that environments will be familiar. When a child moves from one room to another it will be based on their age, readiness, developmental needs, emotional and social needs and physical development. The aim is for a child to move rooms the beginning of the month following their birthday, however some children are ready sooner and equally some children need a bit more time before moving up into the next class.

A month before movement is due to take place, we arrange for parents to come in and attend a Movement meeting. The movement meeting is as follows:

- 1) Child's current key person will arrange a convenient time for you to come in. These meetings tend to last around 15-20 minutes. The key person will run through their current development and their next step and can answer any questions you may have. They will have some paperwork for you to take home and please complete to update our records.
- 2) Then you will be taken to your child's next classroom where you will meet the room lead and other staff. The staff in this room are available to give you a quick show round and can answer other questions you may have.
- 3) The Management team are on hand in the office should you have any further questions or queries.
- 4) The child will attend numerous settling in sessions in the next group. These tend to be done in small groups of friends and for small periods of time. For example, the first time going into the next class could be snack time followed by a play in the garden.

We ask all parents/carers to ask as many questions as you wish. It can be daunting when your child is due to start in a new room, but we treat each and every child as a complete individual and so will create a transition tailored for your child.



### Staff working with their own children or a close relation

Parsonage Farm Day Nursery is committed to providing a flexible work environment for its staff members. In light of this staff members are where reasonably possible allowed to bring their own children to the nursery, subject to availability and costings. However, this arrangement is subject to continuous reviews.

The review will consist of:

- How individual staff members work with their children.
- If all policies are being adhered to.
- The feelings of other staff members and parents.
- The feelings and needs of the staff member's child.
- Staff member's children should receive the same nursery experience as any of the other children attending the setting.
- Staff should give feedback to their child's key person or room lead at the beginning of the day and no further discussion should take place until the staff member has finished work or is on a break (unless in the case of an emergency).
- Key person and room staff will complete Tapestry and parent/s will be able to attend parents evening to discuss their child's development.
- If a staff member's child becomes unwell at nursery, the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found.
- Staff must still be flexible with their working shift as long as appropriate notice is given.
- The Staff must at all times fulfil the needs of their own key group children and adhere to their job description at all times.
- Staff won't be a key person for their own children and where possible will not work in the same room as their child.
- Staff must not make comments about the quality of care their child is receiving in the room, if they have any concerns the appropriate policy should be followed.
- Staff should not spend time pointing out their child to other parents/ staff or discussing them continuously.
- Staff who are friends with parents in the nursery should not pass on information about their child or other staff member's children to other parents whom they are friends with.

All of our current policies and procedures are to be followed as it would for any child.

With regard to our medicine policy, children requiring medicine should have a form filled out at the beginning of the day and staff sign it at the end of the day. Medicine should not be given by the parent during the day unless it is an emergency and a child refused to take the medicine from another staff member.

## No Smoking

(Please note that this includes cigarettes, pipes, cigars and all forms of e-cigarettes and vapours)

### Introduction:

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is: 'Safe, without risks to health'

Parsonage Farm Day Nursery acknowledges that second hand tobacco smoke is both a public and workplace health hazard and has therefore adopted this no smoking policy.

### Aims of the policy:

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers, and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with Health and Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

### Restrictions of smoking -

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation.

### Visitors -

All visitors, contractors and deliverers are required to abide by the no smoking policy. Staff members are expected to inform customers or visitors of the no smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

### Support for smokers -

For advice on giving up smoking, contact: 'The Smoke Free' Helpline : 0800 022 4332.

### Disciplinary action -

This would take the form of our normal Disciplinary Action in the workplace. We would first talk to the person and see if there was a way that we could help them to give up smoking and put them in contact with the relevant organisation. If they decided this was what they wanted to do, of course we would support them.

Our usual procedure for discipline is:

- Verbal warning
- Written warning
- Final written warning
- Demotion
- Dismissal

## Behaviour Management

At Parsonage Farm Day Nursery, we believe that children flourish best when they have positive role models, consistent age appropriate boundaries and routine. We will do this by:

- Create a calm, caring environment where children are treated with respect.
- Provide structure within this environment where the children can be free to choose and experiment.
- Agree on acceptable and unacceptable behaviour within the Nursery and sharing this with all newcomers (both children and adults) to ensure consistency.
- All adults will be a positive role model for every child, considering friendliness, care and courtesy.
- PHYSICAL PUNISHMENT SUCH AS SMACKING OR SHAKING WILL NOT BE USED OR THREATENED BY ANY ADULT OR CHILD IN THE NURSERY.

### We aim to:

- Recognise the individuality of all our children and that some behaviours are normal in young children.
- Encourage self-discipline, consideration for each other, our surroundings and property.
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills.
- Ensure that all staff act as positive role models for children.
- Work in partnership with parents by communicating openly.
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them.
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and that they are consistent.
- Promote non-violence and encourage children to deal with conflict peacefully.
- Provide a key person system enabling staff to build a strong and positive relationship with children and their families.
- Have a named person who has overall responsibility for issues concerning behaviour. The named person for managing behaviour at this nursery is Jody Tier and Lizzie Thody.
- The named person for managing behaviour will advise other staff on behaviour issues and along with each room leader. They will keep up-to-date with legislation and research and support changes to policies and procedures in the nursery; access relevant sources of expertise where required and act as a central information source for all involved; attend external and in-house training events. We recognise that ways for interacting with other people vary between cultures and staff are required to be aware of this and to always be respectful.
- Children who behave inappropriately by physically abusing another child or adult e.g. biting, or through verbal bullying, will be required to talk through these actions and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge when a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child. When children do not show acceptable behaviour:
- Physical punishment such as smacking or shaking will be neither used nor threatened, however it may be necessary to use restraining action in an emergency to prevent personal injury and protect the safety of other children and staff. This will be recorded on an incident form and the parent/carer contacted.

- Children will not be singled out or humiliated in any way. Staff within the nursery will re-direct the children towards alternative activities. Discussions with children will take place respecting their level of understanding and maturity.
- Staff will not raise their voices in a threatening way.
- In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome.
- How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he/she has done. It may also include the child apologising for their actions.
- Parents will be informed if their child's behaviour is unkind to others on a regular basis or increased level or if their child has been upset more than simple regular play encompasses. Incident forms will be used when appropriate. In all cases inappropriate behaviour will be dealt with in nursery at the time. Parents may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties, we can work together to ensure consistency between their home and the nursery. In some cases, we may request additional advice and support from other professionals, such as the specialist teaching service.
- Children need to develop non-aggressive strategies; they need to be given opportunities to release their feelings more creatively.
- Confidential records will be kept on any negative behaviour that has taken place.
- If a child requires help to develop positive behaviour, every effort will be made to provide for their needs.
- Through partnership with parents and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour.
- In the event where a child's behaviour involves aggressive actions towards other children and staff, for example hitting, kicking etc. the Key Person, Room Lead and SENCO should complete incident forms to highlight any potential triggers or warning signs ensuring the safety of other children and staff at all times. In these instances, it may be that the child is removed from that area until they have calmed down and/or restraining techniques are used.
- Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling. Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong. Bullying takes many forms. It can be physical, verbal, or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. Any form of bullying is unacceptable and will be dealt with immediately.

At Parsonage Farm Day Nursery, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy, and secure.
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way.
- Children need to be helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems in other ways.
- Our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or harmless it may seem.

- Staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out.
- Any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behaviour.
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery.
- All concerns will be treated in the strictest confidence.

## CONFLICT RESOLUTION STEPS

- **Approach calmly, stopping any hurtful actions.** Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take sides.
- **Acknowledge children's feelings.** Say something simple such as "You look really upset;" let children know you need to hold any object in question.
- **Gather information.** Ask "What's the problem?" Do not ask "why" questions as young children focus on that what the problem is rather than understanding the reasons behind it.
- **Restate the problem:** "So the problem is..." Use and extend the children's vocabulary, substituting neutral words for hurtful or judgemental ones (such as "stupid") if needed.
- **Ask for solutions and choose one together.** Ask "What can we do to solve this problem?" Encourage children to think of a solution but offer options if the children are unable to at first.
- **Be prepared to give follow-up support.** Acknowledge children's accomplishments, e.g., "You solved the problem!" Stay nearby in case anyone is not happy with the solution and the process needs repeating.

Also refer to EYFS Development matters section on Personal,  
Social and Emotional Development

## Special Educational Needs

We recognise the right of each individual child, including those with special needs, to an appropriate well-rounded under 5's experience, which combines care and learning through play and education.

The nursery is sensitive to the needs and feelings of children with SEN and their families and will ensure individual needs are recognised and supported. Parents/carers will be involved at every stage and in any plans that are made to meet a child's individual needs.

Equality of opportunity for all children is essential and it is important that children with special needs have the opportunity of learning alongside their peers. For this reason, the special educational needs of children will normally be met in the age-appropriate classroom.

As with all children attending Parsonage Farm Day Nursery, their progress will be monitored by observations carried out by the children's key person and all records are kept confidentially and are only used at the parent's or professional's request.

### At Parsonage Farm Day Nursery:

- Each child will be recognised and appreciated on an individual basis.
- Each child's stage of development is assessed and appropriate provision made.
- Each child will have access to all activities regardless of ability.
- We will not tolerate inappropriate, discriminatory behaviour and attitude.

All special educational needs (SEN) staff are offered up to date training to continue practising current methods.

At Parsonage Farm Day Nursery, we have regard to the Special Educational Needs (SEN) Code of Practice and our named staff member to act as Special Educational Needs Co-ordinator (SENCO) is Jody Tier.

# Parsonage Farm Day Nursery

## Our SEN and Disability Offer

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- **How does the nursery know if children need extra help and what should I do if I think my child has special educational needs?**

Through assessing children's starting points when they first arrive with us, planning individually for their learning, continuous observations, and then reviewing their progress. Alongside their Communication Tool and Integrated Progress Review (IPR), we can track how well your child is progressing. Each child has an online Learning Journey which can be accessed by parents at any time. They can add things that their child has done at home and respond to anything that they have done in the setting. We can then assess if they need any additional support and access any other help from outside agencies. At Parsonage Farm we welcome parents and carers in to talk about their child whenever it is suitable for them. They can speak to their child's Key Person, Room Lead, Management or the Special Educational Needs Coordinator (SENCO). This can be done over the phone or in person, whichever is most convenient for the parent/carer.

- **How will the nursery support my child with special educational needs?**

Every child has a Key Person who works closely with the child and their family. They plan individually for that child's needs and abilities. A Setting Based Support Plan (SBSP) will be drawn up by the SENCO, Key Person and family, stating what targets the child will be working towards. This will be reviewed and revised six weekly or as and when needed. Outside agencies may be called in to assess whether your child will need any additional support and can advise both the setting and the family. If needed additional support can sometimes be arranged to support the child during day-to-day sessions. The child's Key Person, SENCO and family will have regular meetings to review progress, keep each other updated and to share any other information.

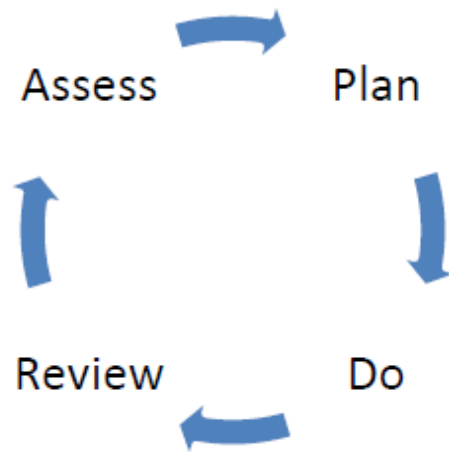
- **How is the decision made about what type and how much support my child will receive?**

An initial meeting will take place with the family and other professionals involved with the child to discuss the child's needs and any allocation of additional support. Additional meetings will take place at regular times to keep everyone up to date with the child's progress and as the child's needs change.

- **How will the nursery review my child's progress and how shall they share it with me?**

Through assessing children's starting points when they first arrive with us, planning individually for their learning, continuous observations, and then reviewing their progress. Alongside their Communication Tool and Integrated Progress Review (IPR), we can track how well your child is progressing. Each child has an online Learning Journey which can be accessed by parents at any time. They can add things that their child has done at home and respond to anything that they have done in the setting. We can then assess if they need any additional support and access any other help from outside agencies. The child's Key Person will plan individually for each child every six weeks, which parents will be consulted about. They will draw up Next Steps stating what will be worked upon during that six-week period and evaluate how they have progressed during the previous six weeks. As stated above if it is felt needed by the parents, SENCO and Key Person, a SBSP will be drawn up. Through individual planning each and every child will progress through the curriculum by learning in their own unique way. Staff will work closely with each child supporting and nurturing their needs.





- **What support will there be for my child's overall wellbeing?**

We have various policies that we adhere to including, Sick Children, Administering Medications, Sun Protection, Sleep and Rest, Whistle Blowing, Safer Recruitment, Safeguarding Children, Internet and E Safety, which all staff are fully aware of. Management along with Room Leads oversee Behavior Management, details of which are stated in our Behavior Management Policy. This again is used and adhered to by all staff. If strategies are needed these are discussed between relevant staff and parents/carers. All children's learning is based around their likes and interests. Each and every child's Key Person will gather information about the children's likes and dislikes before they start at Parsonage Farm. They then plan their learning around the information gathered, updating as and when needed. The children are fully included in this planning process. Children are sensitively supported with their personal care within the setting. Changing areas are provided.

- **What training do the staff have in supporting children with special educational needs or disabilities?**

At Parsonage Farm Day Nursery we have a named SENCO, Jody Tier. Many staff are trained in Makaton. The setting use Makaton daily, not only for children with SEND but with all children to make the setting fully inclusive. We continuously send staff on training courses to make sure they are fully up to date with any new procedures and developments.

- **What specialist services and support are available to the nursery?**

At Parsonage Farm Day Nursery our named SENCO is Jody Tier she is fully trained and experienced in writing SBSPs, referrals and participating in EHCP reviews. We can access additional help when needed from outside agencies, such as ISEND and Speech and Language, when needed.

- **How will my child be included in activities outside the nursery, including trips?**

All activities and trips will be fully researched to ensure that they are suitable for all children at the setting, taking all parents and carers ideas and needs into consideration. When going out locally SEND children's pre-arranged additional support will attend. At Parsonage Farm Day Nursery we ask all parents and carers to attend trips further afield.



- **How accessible is the pre-school/ nursery?**

Parsonage Farm Day Nursery is wheelchair accessible, with disabled changing facilities. We have a large visual timetable accessible to all children. There are picture and word labels on resource baskets, including Makaton signs. If needed translations can be made of all our documentation for families, whose first language isn't English and a translator can be arranged. Extra funding can be applied for, for any equipment to support children with SEND.

- **How will the nursery help my child move on to school?**

We have a very good transition program with our local primary schools. Rising 5's are invited to numerous settling in sessions and we welcome reception teachers to come and visit them at nursery. The teachers have the opportunity to talk to the child's Key Person and fellow members of staff. When a child is leaving to go to a new setting, we support the child and family in every way we can. We recommend a photo book from the new setting so we can familiarise the child with it. We talk to the child about new beginnings, making new friends etc. A moving on assessment is filled out to be given to the new setting and their online Learning Journey can be accessed.

- **Give us your views about this information**

Contact [localoffer@eastsussex.gov.uk](mailto:localoffer@eastsussex.gov.uk) or call Information for Families 0345 60 80 192

- **More information, advice and support**

The local offer- what is available for children and young people with special educational needs in East Sussex

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

## Promoting Equal Opportunities and Valuing Diversity

At Parsonage Farm Day Nursery, we welcome children from all ethnic groups, cultures, religions and family groups. We welcome children and their families who have English as an additional language. We aim to give positive images of other cultures using various methods, including celebrating different festivals and incorporating multicultural play into our themes and activities. We provide a good selection of multicultural toys and equipment, pictures, and photographs of people from other countries and cultures. Parents are encouraged to come and share their skills and knowledge that can help broaden our knowledge and understanding of diversities which then can be learnt in a positive way throughout the nursery.

### At Parsonage Farm Day Nursery:

- Each child will be recognised and appreciated on an individual basis.
- Gender, gender identity, disability, race, colour, background, origins will not affect any child's access to the full range of activities and learning opportunities or be used to differentiate such access.
- We will not tolerate inappropriate, discriminatory behaviour and attitude.

Staff plan for all children individually, enabling all children to develop their skills and knowledge to their full potential, with personal high standards of achievement. We recognise and welcome individual differences. These enrich the positive contributions, which a wide diversity of culture can contribute to the community. We feel that by having a caring ethos it is fundamental to the development of good relationships between children and adults; recognising strengths and areas which need to be developed; appreciating what each child is capable of or achieves and being proud of each other and oneself, celebrating achievement, however small. Children's confidence and self-esteem needs to be matured in a positive caring way.

Our policy for equal opportunities encourages adults as well as children. All adults will be welcomed to the group whatever capacity, i.e. parents, carers, visitors, helpers, applicants for jobs and no-one will be discriminated against. All staff are encouraged to enhance personal development through further training as we are aware of the need to acknowledge our own bias and welcome opportunities to counter it.

### Rights and freedoms of Trans, information from Sussex Health and Care Partnership:

(SHCP) recognise the impact that national policy discussions and media attention around the rights and freedoms of trans, (transgender and non-binary), people will be having on the trans community. In 2019, the World Health Organisation, (WHO), publication ICD 11 decategorised gender dysphoria as a mental health condition. Trans people do experience significant mental health problems, but this is often as a result of the discrimination and debate surrounding their lives. For more information, please refer to <https://www.sussexhealthandcare.uk/2021/07/our-commitment-to-inclusion-in-sussex/>

Parsonage Farm Day Nursery have a 'zero tolerance' approach to transphobia and discrimination in our workplace.

## Healthy Eating

At Parsonage Farm Day Nursery, we encourage children to develop a positive attitude to food and healthy lifestyles. This is achieved through adopting a whole nursery approach which encompasses children, their families, and staff. We are passionate about raising awareness of healthy eating and always aim to promote healthy eating on nursery premises. Aspects of healthy eating are raised with parents in several ways including written information, displays, surveys and conversations with key staff.

### Introduction ~

This policy recognises that children under the age of 5 years have different nutritional needs from those of older children and adults. They have a high energy and nutrient requirement in relation to their size. Early Years is an important time to shape food preferences and habits, by allowing children to make their own selections through guided choice: this can have a positive impact on health in later life. This policy covers general nutritional guidance: children have individual needs which should be acknowledged. If parents/carers have any concerns they should discuss these with their Health Visitor, GP or Dietician.

At Parsonage Farm Day Nursery, we offer our children breakfast, morning snack, a hot cooked lunch supplied by Zebedee's, afternoon snack and a light tea. Our Lunch and tea menu follow a three-weekly rota and is changed twice a year to make the foods as seasonal as possible.

### Aims and Objectives ~

- To inform parents and children of healthy eating. Where possible we ensure parents receive information via Tapestry posts, verbally and from display boards.
- To promote healthy eating on nursery premises.
- We do allow our children to have a second helping of main meals where available.
- Parents/carers will be advised if their child is not eating well.
- Cultural differences in eating habits will be respected.
- Staff will sit with children while they eat and provide a good role model for healthy eating. Staff do not always eat with the children, but they encourage their eating.
- Withholding food will not be used as a form of punishment.
- Children will be encouraged to develop good eating skills and table manners and will be given plenty of time to eat.
- Those responsible for food preparation and handling of food must be competent to do so and must have completed the online training as directed by Management.
- Information is available to parents/carers regarding food and drinks provided to the children. Menus will be displayed for parents/carers to see.
- No nuts will be used in any of the recipes for meals produced on site, however we cannot guarantee an environment free from any food product including nuts due to manufacturers disclaimers on most products.

### Zebedee's ~

Our lunches are provided by Zebedee's. You can find out more about Zebedee's at [www.zebedees.co.uk](http://www.zebedees.co.uk) or you can follow them on Facebook.

Zebedee's are the UK's leading nursery meal provider. Experts in food and nutrition, they prepare and deliver fresh, delicious meals that provide children with all the nutrients they need for a busy day of play, learning and development. All their meals are freshly cooked on the day of delivery by their team of experienced chefs. The meals are then transported in temperature-controlled containers, ensuring food remains hot until served.

Zebedee's are the only early years food provider to employ a full-time in-house Nutritionist to ensure that our meals are low in salt and added sugars and contain the right amount of nutrients to support the high energy requirements of pre-school children. We follow the "Eat Better, Do Better" guidelines set out by the **Children's Food Trust** who independently review and approve all our standard nursery menus. Our menus are analysed using specialist software to ensure they meet minimum standards for iron, zinc, carbohydrate, protein, fibre, vitamin A, vitamin C, folate and calcium, and maximum levels for sodium, sugar, fat and energy, as per the **Caroline Walker Trust** guidelines.

### Children aged under 1 year ~

Children attending Parsonage Farm Day Nursery aged under 1 year of age are as per our terms and conditions are asked to provide their own food from home. As soon as a child has their first birthday, they are then served the food provided by nursery.

### Allergies/Food preferences/Special Diets ~

When children start at Parsonage Farm Day Nursery, we ask parents to inform us of any dietary requirements or allergies their child may have during the induction process. If a parent tells us that their child has an allergy to certain foods, we discuss this with them and ask if they have medical confirmation of allergies, this is all documented on an allergy form. We require a letter from your GP or consultant before being allowed to cut anything out from a child's diet and allergies requiring medication. An overall list of allergies for the Nursery is maintained by the Operations Manager and copies of this list are displayed in the office, kitchen, haybarn and in each classroom. All staff who have been trained in Paediatric First Aid at Parsonage Farm will also be trained in administering auto injectors/EpiPens. When a child who uses an auto injector/EpiPen comes to nursery, training is refreshed for all staff on the procedures to be followed and the administering of the medication. We discuss with the parent any measures we need to take within the nursery to keep the child safe such as being particularly careful about washing hands after handling any food which may cause an allergic reaction. Please note that we also cater for all cultural and religious requirements.

### Nutrition ~

- The nursery provides healthy, balanced, and nutritious meals, snacks and drinks which have been nutritionally analysed to provide a healthy balanced choice across the weekly menu.
- Food from the four main food groups will be offered every day (starchy carbohydrates, fruit and vegetables, milk, dairy foods, and proteins).
- Main meals will include foods from the following food groups: starchy carbohydrates, protein, dairy and fruit and vegetables.
- No salt will be added to foods and foods high in salt will be used as little as possible. If these products are used (e.g., gravy granules, stock cubes, etc) they will be the lowest salt variety available.

- Foods containing added sugar will be confined to mealtimes to reduce the risk of dental decay.

### Food groups ~

Starchy Carbohydrates include breads, pasta, rice, and potatoes- these provide a good source of energy. Fruit and vegetables include fresh, frozen, tinned (fruit in juice, vegetables in water with no added salt or sugar) dried and juiced fruit and vegetables (dried and juiced fruit will only be consumed as part of a meal) - these provide a good source of vitamins and minerals.

Dairy foods include milk, cheese, and yogurts- these provide a good source of calcium for healthy teeth and bones. Foods containing protein include meats, fish, eggs, and pulses- these are required for growth and repair.

### Meal Times ~

- Nursery staff will pro-actively involve children at mealtimes to create a social occasion which provides opportunities to promote children's social and emotional development as well as encourage good eating habits and table manners.
- Fussy eaters will be encouraged (but not forced) to eat. Praise will be given when the child eats; food will be removed without judgement if the child refuses food.
- Children will be given as much time as they need to finish their meals.
- Children will be given the appropriate utensils and crockery according to the meal served. Where it is part of a child's culture, or developmentally appropriate, to eat with their fingers or particular utensils, this will be encouraged and supported.

### Snack time ~

Our snack menu follows a rota to ensure variety. We enjoy providing seasonal fruits throughout the year. Snacks are offered between meals where required to ensure children receive appropriate levels of energy and nutrition, for example at mid-morning and mid-afternoon. Our morning snack is a carbohydrate savoury snack with a choice of fruit and vegetables. Our offered carbohydrate savoury snacks include toast, bread and butter, rice cakes, bread sticks and cream crackers. Examples of fruit given include melon, apples, pears, oranges, and banana. Examples of vegetables offered include peas in pods, carrot, pepper, tomatoes, and cucumber. The afternoon snack offered is fruit based. At snack times we offer either milk or water to the children. We supply oat milk for those with a dietary intolerance/allergy. Water is served with all meals (breakfast, lunch, and tea) and is available freely during the day from each child's own water bottle/beaker. We aim to offer a rolling snack so that we do not interrupt a child's play process. Rolling snack involves the children choosing when they have snack and often serving themselves rather than all being seated at the same time with no choice. The benefits of having a rolling snack include:

- Giving children a choice.
- Promoting British Values such as individual liberty.
- Builds independence, confidence, esteem, and self-awareness.
- Language, communication, and conversation.
- Develops motor skills and self-help skills if children are allowed to prepare the snack and pour own drinks.

### Drinks ~

- Children will always have access to drinking water throughout the sessions.
- Children will be offered milk or water during snack time.
- Juice/squash is only provided at party occasions and is one part squash to 10 parts water.
- Fizzy drinks are never provided or offered.

### Provision for Staff ~

Staff whilst working are permitted to have a hot or cold drink. All hot drinks must be in safe lidded cup to minimise risk of spillage or children encountering hot liquids or surfaces. Cold drinks are in plastic cups and where possible these should have a lid too. Staff are welcome to eat with the children at snack times as long as the food they are eating is healthy and matches up to what the children are being given. Staff lunch breaks are on site in an area away from the children. The staff have facilities for making hot drinks, a fridge for the staff to store food and a microwave and oven for heating lunches.

### Festivals and celebrations including Birthdays ~

At Parsonage Farm Day Nursery, we celebrate children's birthdays if parents want us to by singing 'Happy Birthday' to the child at snack time accompanied by a 'treat' brought in from home with candles. We do encourage fruit platters, but any treat is acceptable as long as it caters for allergies within the setting. We take photos and video where possible so that it can be shared on Tapestry. If you choose to bring cake, we have treats for any children with dietary needs or allergies who may not be able to have a piece of the cake. When we celebrate other festivals, we aim to incorporate foods by cookery or just to taste. For example, for Chinese New Year the children all participate in making a stir fry which they could then taste.

### Our Special dates ~

At Parsonage Farm Day Nursery, we have an annual summer Teddy Bears picnic where all children in Pig Pen are invited to come in for our summer party lunch. On this day we provide a party food themed banquet for everyone to enjoy together and the bring along their favourite teddy to join in with the fun. After our picnic we have party games before collection time. In the summer at the end of term we also have a leavers party for our Pig Pen children heading off to school. In the years gone by we have asked the children what they would like to eat at their leavers party. Sometimes we have had the normal lunch, sometimes a party lunch and sometimes a treat such as hotdogs. At Christmas we have a Christmas dinner day provided by Zebedee's where the children can all enjoy a traditional Christmas lunch. The staff are invited to have this dinner too and eat alongside the children. With the fun of Christmas songs and crackers for all.

### Cookery ~

All classes incorporate cookery and food into their planning. Whether it be tasting, mixing, exploring smells, baking, cutting, preparing etc. The children have access to the kitchen whilst supervised in small numbers by a member of staff e.g., Pancake Day is a favourite for being in the kitchen tossing pancakes. During the late spring into summer the classes ensure they cover growing and planting. We always aim to grow our own vegetables and fruits. Our sunny front gardens are a great place for tomatoes and strawberries to grow and we have had success over the years with growing potatoes and very tall sunflowers.



### Breast feeding ~

At Parsonage Farm Day Nursery, we aim to provide education and training for all staff to enable them to promote, protect and support breastfeeding. Our objective is to raise awareness of the benefits of breastfeeding and to provide a welcoming atmosphere for breastfeeding families. We ensure that we provide information for our families regarding local breast-feeding support groups and are happy to recommend our local health visiting team for support. Parents are more than welcome to breast feed onsite. They are welcome to do so in the comfort of the Ducklings area or if they wish to have privacy, we are more than happy to arrange the library area free for them to do so. Parents are always welcome and encouraged to bring in breast milk for their baby's feeds, we have freezing facilities to help accommodate.

### Oral health ~

See separate Oral Health Policy.

### Health lifestyles ~

At Parsonage Farm Day Nursery, we endeavour to promote healthy lifestyles. Our team are regularly reinforced about being good role models and attend training where possible. We encourage an active healthy outlook and always ensure we keep parents up to date with information we receive. We support parents' wishes regarding their child but always ensure the child's needs are put first. Equally we encourage children to continue the healthy lifestyle when not at nursery and so children and parents are welcome to borrow resources from nursery to assist in this e.g., plates, cups, cutlery, books, food themed games. We also allow children to take home our active equipment e.g., balance bikes and sports bags full of games to keep active.

For more information see the 'Eat better, Start better' webpage. This is a practical guide for Early Years Settings in England can be viewed on:

<https://www.foundationyears.org.uk/wp-content/uploads/2017/11/Eat-Better-Start-Better1.pdf>

## Formula milk preparation and feeding

At PFDN we follow the guidelines for preparing formula milk for infants in accordance with the policy published by The Food Standards Agency and The Department of Health.

We ask that parents help with this in the following ways:

- 1) Bring in your child's bottle sterilised and fully assembled with the teat and lid in place. This prevents the inside of the sterilised bottle and the inside and outside of the teat from being contaminated. Alternatively, we can sterilise your child's bottle at nursery as and when required for each feed.
- 2) Provide the formula powder inside its original container; this is the best way for practitioners to ensure they are preparing feeds correctly, in accordance with the guidelines detailed on the packet or tin. It needs to be a new container that we open on site, we will date the time of opening.
- 3) Please label the formula container with child's full name.
- 4) We welcome expressed breast milk and can store this in our fridge/freezer. Please make sure it is labelled with your child's full name and date of being expressed.

According to the Food Standard Agency and Department of Health, the best way to prevent a baby becoming ill is to make up all formula feeds fresh, as and when they are required by the baby.

PFDN will follow the routine below to ensure best practice when carrying out this task:

- 1) Clean the surface thoroughly on which to prepare the feed.
- 2) Wash hands with soap and water and then dry.
- 3) Boil fresh tap water in a kettle. Important: Allow the boiled water to cool to no less than 70° C. This means in practice using water that has been left covered, for less than 30 minutes after boiling. Pour the amount of boiled water required into the sterilised bottle.
- 4) Add the exact amount of formula as instructed on the label.
- 5) Re-assemble the bottle following manufacturer's instructions.
- 6) Shake the bottle well to mix the contents.
- 7) Cool quickly to feeding temperature by holding under a running tap, or placing in a container of cold water.
- 8) Check the temperature by shaking a few drops onto the inside of your wrist - it should feel lukewarm, not hot.



9) Discard any feed that has not been used within two hours.

Please note that we are unable to reheat or serve pre-prepared formula brought in from home. We recognise that parents may wish to provide pre-prepared milk in sealed cartons so when warming milk feeds for babies, the practitioners will carry out the following guidelines:

- 1) Transfer the formula to a sterile bottle.
- 2) Re-warm using a bottle warmer, or by placing in a container of warm water. (In accordance with The Food Standards Agency and the Department of Health: Microwaves should never be used for re-warming a feed.)
- 3) Shake the bottle to ensure the feed has heated evenly.
- 4) Check the feeding temperature by shaking a few drops onto the inside of the wrist - it should be lukewarm, not hot.
- 5) It is bad practice to leave a bottle warming for longer than 15 minutes. Therefore, any feed that is accidentally left to heat for longer than 15 minutes will be discarded.

Food Standards Agency and Department of Health, found at:  
<http://www.food.gov.uk/multimedia/pdfs/formulaguidance.pdf> 2

## Prevent Duty, Radicalisation and British Values

### Extremism - The Prevent Duty and Radicalisation:

Working Together to Safeguard Children (2018) defines extremism. It states *Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.*

*Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.*

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child, family member or adult working with the children in the setting, comments causing concern or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act, and document all concerns when reporting further.

The NSPCC states that signs of radicalisation may be:

- isolating themselves from family and friends.
- talking as if from a scripted speech.
- unwillingness or inability to discuss their views.
- a sudden disrespectful attitude towards others.
- increased levels of anger.
- increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Ensuring that all staff undertake the training from the East Sussex Learning Portal to understand what is meant by the Prevent Duty and radicalisation. Staff also complete the Prevent Duty Government training course online.
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
  - Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
  - Using the Government document Prevent Duty Guidance for England and Wales

## British values:

All Educational establishments including nurseries must be aware and show that the FUNDAMENTAL BRITISH VALUES as outlined by the government are part of our practice and also, we show regard to the need to prevent people from being drawn into terrorism.

The values are;

- **Democracy:** making decisions together.
- **Rule of Law:** understanding rules matter as cited in Personal, Social and Emotional development.
- **Individual Liberty:** freedom for all.
- **Mutual Respect and Tolerance:** treat others as you want to be treated.

These might not seem very nursery friendly, but they do filter into our practice and in fact are already part of nursery e.g, sharing, taking turns, working together, learning right from wrong, rules of behaviour, encouraging self-esteem/confidence, expressing feelings, taking responsibilities, being tolerant and promote diversity.

## Settling In Procedure

At Parsonage Farm Day Nursery, we thrive on our children feeling safe, stimulated, and happy in the setting. We want every child to feel secure and comfortable with all staff members. For our parents we want them to have confidence in both their children's wellbeing, and for them to be as active partners with the nursery.

Our aim is to make our nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of each child and their families.

### Our methods are as follows;

- For visiting the nursery, we encourage parents to bring along their child/children with them. During the visit we show parents around the whole nursery, talking about our day-to-day routines, special events and opportunities we provide for the children.
- If the parent/s are interested in their child attending our nursery they must then complete our application form. Once we have received an application form, we can check when the next possible start date is available.
- Once a start date offer has been given to parents, we ask for the deposit and admin fee to be paid to hold the space for the child/children.

### Settling in sessions are the arranged as follows;

The settling process starts with a telephone call with your child's Key Person or Room Lead to have a chat about their routine, likes and dislikes. We want to ensure we have resources and activities laid out which they're interested in when they attend their settling sessions and when they start their time with us.

#### **Accompanied Settling in session 1 = 09.30-10.15**

This is a 45-minute session where one parent/carer can stay with their child in their classroom. This is a chance for the parent/carer to get to know us a bit more, ask any questions and for us to learn more about the child. The member of staff leading this settling in session will talk the parent/carer through some paper work that needs to be taken home and completed before the next settling in session, when the child is left with us. Where possible all settling sessions will be with your child's Key Person and/or Room Lead and any other children who attend during that session.

#### **Settling in session 2 and 3 = 09.30-11.30**

We then invite each child to have two more settling in sessions 9.30am-11.30am, where you drop off your child at the entrance gate to their rooms garden. We understand that this can be upsetting for both the child and the parent, however over the years we feel this is the best way. It gives us a chance to settle, comfort and reassure your child. You are most welcome to call as many times as you wish during this time. We understand that it can be difficult for parents when children start at a new setting, but rest assured we are always on hand to answer any questions or worries you may have.

## Settling in session 4 = 09.30-11.30

This fourth session is only offered if the Key Person or Room Lead feel it will benefit the child in settling.

### What to bring:

For the settling in sessions, we ask that every child attending the settling in sessions brings with them:

- A bag of spare clothes.
- Nappies, wipes, and any creams required.
- Any vital medication they may require (allergy medicines / **auto injectors**/EpiPens etc).
- If your child is aged under 1 year, they need to bring any food or drink/bottles they may require during their time with us.
- Children are welcome to bring a comforter from home if you feel this will assist them in settling.

Settling in sessions are a very individual process which we adapt accordingly to each child.  
At Parsonage Farm Day Nursery, we want to make every child's start at nursery as smooth and enjoyable as possible.

## Confidentiality

It is our intention to respect the privacy of children and their parents and carers, while ensuring they access high quality early years care and education in our setting.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### Methods;

We keep records on the children for the following reasons:

- Development records to be used for planning activities and next development focus.
- Personal records such as registration forms/admission forms, signed consents, correspondence, observations, child protection/safeguarding matters.

These records are confidential and are kept safe and secure. Parents have access to their own children's records where appropriate but not to other children's and staff will not be provided with this information unless it is relevant to the child's development. During their induction new staff are made aware of our policy relating to confidentiality.

Staff records are confidential and are only available to those involved in making personnel decisions.

### Parents access to records;

If you wish to see your child's records, please refer to the following procedure:

- If you hold parental responsibility, please make your request in writing to the owner.
- Access will be made within 14 days.
- Any third parties mentioned in the records to be disclosed will be written to and informed. A copy of these letters will be kept on file. A refusal from these parties could be received.
- A photocopy of the file is gone through and given to the person who requested it. (With any parts that need to be removed).
- Legal advice may be sought.

Please also see our Safeguarding Children Policy,  
in all cases the welfare of the child is paramount.

## Safeguarding Children

Parsonage Farm Day Nursery work with children, parents, and the community to ensure the safety of children and to give them the very best start in life.

Within the curriculum we introduce key elements of child protection into our programme to promote the personal, social, and emotional development of all children. Our aim is to promote the children to be strong, resilient, and listened to and that they develop an understanding of why and how to keep safe. In the nursery we create a culture of value and respect for each individual. We ensure that this is carried out in a way that is developmentally appropriate for all the children.

### Our child protection policy for safeguarding children is;

- 1) Building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
- 2) We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies.
- 3) Being committed to promoting awareness of child abuse issues, this includes training. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient, and listened to.

### We carry out this policy by:

- Promoting children's right to be strong, resilient, and listened to by creating an environment in the nursery that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions, and home background.
- Promoting children's rights to be strong, resilient, and listened to be encouraging children to develop a sense of autonomy and independence.
- Promoting children's rights to be strong, resilient, and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children who attend Parsonage Farm Day Nursery.

### Bumps and bruises;

If your child comes to nursery with a bump or bruise etc. on them, we will ask you how they did this. All noticeable marks are recorded by the staff in on a bumps and bruises form and signed by the parent. This form is overseen by Management and the filed away in the child's records.

## Training;

We seek out training opportunities for all adults involved in the setting to ensure that they can recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We also ensure that all staff know the procedures for reporting and recording their concerns in the setting.

## Disclosures;

Where a child makes a disclosure to a member of staff, that member of staff will;

- Offer reassurance to the child.
- Listen to the child.
- Gives reassurance that she/he will take action.
- The member of staff does not question the child.

## Recording suspicions of abuse and disclosures;

Staff make a record of the following;

- The child's name, address and age.
- The date and time of the observation or the disclosure.
- An objective record of the observation or the disclosure.
- The exact words spoken by the child as far as possible.
- The name of the person to whom the concern was reported, with date and time.
- The names of any other person present at the time.

These records are signed and dated and over-viewed by the Safeguarding Lead. They are then filed in a locked cupboard.

On informing the parents they are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of SPOA does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents. Further information can be found in the policy 'SPOA = Contacting the Single Point of Advice'

## Staff related issues;

- Parsonage Farm Day Nursery have a duty to make a referral to the Disclosure and Barring Service when a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.
- As a childcare provider Parsonage Farm Day Nursery will notify Ofsted with information of any significant event (this includes disqualification of work) which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided.



[The ESSCP Team](#)  
**The East Sussex Safeguarding Children Partnership (ESSCP)**

<b>Website</b>	<a href="http://www.esscp.org.uk">www.esscp.org.uk</a>
<b>Telephone Number</b>	01273 481544
<b>Email</b>	<a href="mailto:ESSCP.Contact@eastsussex.gov.uk">ESSCP.Contact@eastsussex.gov.uk</a>
<b>Address</b>	East Sussex County Council, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1SG

**About ESSCP:**

The Children and Social Work Act 2017 created new duties for the police, health and the local authority to make arrangements to safeguard and promote the welfare of children in their area. This arrangement is known as the '**East Sussex Safeguarding Children Partnership**' (ESSCP).

The ESSCP acts as a forum for safeguarding partners to:

- Agree on ways to coordinate safeguarding services in East Sussex;
- Act as a strategic leadership group in supporting and engaging other agencies across East Sussex; and
- Implement local, regional, and national learning, including serious child safeguarding incidents.

The three local safeguarding partners are: East Sussex County Council, Sussex Police, and the local Clinical Commissioning Groups (Eastbourne, Hailsham & Seaford CCG, Hastings & Rother CCG, and High Weald Lewes Havens CCG) represented by the Sussex and East Surrey (SES) Commissioners.

The purpose of ESSCP is to support and enable all professionals, working with children and families in East Sussex, to work together in a system where:

- Children are safeguarded and their welfare promoted.
- Partner organisations and agencies collaborate, share and co-own a vision for safeguarding children.
- There is early identification and analysis of new safeguarding issues.
- Learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice.
- Information is shared effectively to facilitate accurate and timely decision making for children and families.

## SPOA = Contacting the Single Point of Advice

### **Before you contact SPoA:**

Discuss your concerns about a young person with the safeguarding lead in your organisation.

**The Designated Safeguarding Leads (DSL) = Hannah Parker-Read and Kellie Compton**

**Deputy safeguarding leads = Jody Tier, Ellen McLaughlin, Lizzie Thody, Emily Wood, Laura Elliott, and Hannah Nicol.**

Assess the level of need using the Continuum of Need.

The Single Point of Advice (SPoA) advises:

- practitioners with concerns reaching Level 3 or 4 (targeted and child protection services).
- when a practitioner and safeguarding lead manager assess that the child is at immediate risk of significant harm. Phone SPoA immediately and say your concern is about immediate risk.
- when the safeguarding lead is not available.
- practitioners with concerns about a child with emotional, wellbeing or mental health issues.  
**(SPoA is now the contact point for referrals to CAMHS).**

### **What SPoA will ask you:**

- Have you checked SingleView to see if an ESCC service is already supporting the child? If so, have you spoken to that service?
- Who else you have spoken to?
- details of child/family
- a summary of your concerns
- Have you referred to the Continuum of Need?
- Do you need to report a child protection concern? (forms below)

### **Reporting a child protection concern using a form:**

You can report a child protection concern in either of two ways.

- Register for the Children's Portal and submit the form online
- Or download the Statement of Referral form(opens new window) (Word, 228k) (also on the East Sussex Safeguarding Children Partnership (ESSCP) website) and email the form to 0-19.SPOA@eastsussex.gov.uk

### **Contacting the Single Point of Advice:**

**01323 464222** (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)

Out of hours, with serious concerns that can't wait till the next working day, contact our Emergency Duty Service. **01273 335905** or **01273 335906** - (Monday to Thursday 5pm to 8.30am, after 4.30pm on Fridays, weekends and bank holidays).

Or email 0-19.SPOA@eastsussex.gov.uk

Do not use GCSx email - it is no longer in use.

The Council doesn't normally offer advice about Level 1 and 2 needs - instead we have a page on advice for families.

### **SingleView access:**

SingleView gives partners an overview of Children's Services involvements, case status and relationships.

For SingleView information and applications go to the ESCC SingleView webpage.

## LADO Allegations about adults who work with children.

The Local Authority Designated Officer (LADO) oversees allegations about adults who work or volunteer with children. The LADO offer advice to employers and agencies when an allegation has been made about a person, whether at work or in their private life.

Refer directly to the Single Point of Advice (SPOA) when a child is at risk of, or has suffered, significant harm and an adult who is working or volunteering with children has:

- harmed or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved in a way that suggests they may pose a risk to children.

For other concerns about conduct, you can make a referral to the LADO. If a LADO consultation is required, go to the webpage, and complete the online referral form.

<https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/referrals/form-lado-referral/>

If you have already completed a Statement of Referral (SOR) then you do not need to fill out this form as well. SPoA will pass on the details to us.

LADO aim to respond within one working day.

### **Referrals to the LADO:**

Refer concerns or allegations linked to conduct directly to the LADO, or via police or social care.

These include:

- contact with children and young people through social media and personal email or phone.
- emotional abuse, bullying, threats, intimidation, or derogatory comments.
- non-sexual contact, which breaches a code of conduct or positive handling policy.
- providing rewards and incentives which are not sanctioned within a code of conduct and could single out particular children or young people to the detriment of others.
- being under the influence of drugs or alcohol in the workplace.
- inappropriate use of work IT equipment in work or at home e.g. viewing adult pornography.
- failure to protect or report a safeguarding concern.
- involvement with Children's Services, such as care proceedings or Child Protection Plans, for own children
- domestic abuse.
- arrest or prosecution for a criminal offence outside of work.

## Parental Involvement

### Statement of Intent;

We believe that children benefit the most from early years education and care when parents and settings work together in partnership.

### Aim;

Our aim is to support their children's first and most important educators by involving them in their children's education in the full life of the setting. We also aim to support parents in their own education and personal development.

### Methods;

To fulfil these aims we:

- Are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- Inform parents about how the setting is run and its policies/procedures through written communication and through regular informal communication.
- Inform all parents on a regular basis about their children's progress.
- Involve parents in the shared record keeping about their children and ensure parents have access to their children's written development records.
- Provide and welcome opportunities for the parents to contribute from their own lives to the setting.
- Make information accessible to all.

In compliance with National Standard 12, the following documentation is in place;

- Admissions Policy
- Complaints Procedure
- Record of complaints
- Activities provided for children

## Late and Non collection of children

In the event a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner and senior member of staff. We will ensure that the child receive a high standard of care to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

It is important that children are collected promptly at the end of their session; we are required under the Statutory Requirements of the EYFS 2021 to maintain staffing ratios, late collection impacts on our ability to comply with this regulation.

Unplanned late collections will be charged at £10:00, plus £10 per every 15 minutes thereafter.

Where late collection becomes regular, a letter will be sent to the parent, if late collection still continues we will speak with the parent/guardian to enable an effective solution to be reached, such as increasing hours or a friend or family member collecting on a regular basis.

Children should only be collected by an adult who is "fit" to be responsible for them. This requires them to be emotionally capable and not under the influence of drugs or alcohol.

If we feel the adult collecting isn't in a fit state, we will confidentially discuss alternative arrangements, such as another 'fit' adult to collect. If a solution cannot be found, we will call the local authority children's social services emergency duty team and record on a Welfare Concern Form.

### Methods;

We give parents information about the procedures to follow if they expect to be late. These include:

- Calling the nursery as soon as possible to advise of their situation and expected time of arrival.
- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (authorised adult or emergency contact).
- Asking a authorised adult or emergency contact to collect their child wherever possible.
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation.
- If the authorised adult or emergency contact collecting is not known to the nursery staff, the parent must provide a detailed description of this person, including their date of birth where known, full name and description of their car. This authorised adult or emergency contact must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time, 10 minutes after their session ends, we initiate the following procedure:

- The nursery manager will be informed that a child has not been collected.

- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the telephone numbers provided for their mobile, home or work. If this fails, we will try the authorised adults and emergency contacts shown on the child's Registration Form.
- The manager/senior staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. All contact numbers available will be called every 10 minutes until contact is made. These calls will be logged on a Welfare Concern Form.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team.
- The nursery will inform Ofsted as soon as convenient.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort, and reassure the child during the process.

The incident is recorded on a Welfare Concern Form.

#### Contact Numbers:

**Single Point of Advice (SPOA) - 01323 464222** (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)

**Out of hours Emergency Duty Service (EDS) - 01273 335905 or 01273 335906** - (Monday to Thursday 5pm to 8.30am, after 4.30pm on Fridays, weekends and bank holidays).

Ofsted - 0300 123 1231

## Internet and E Safety

At Parsonage Farm Day Nursery, we endeavour to ensure that personal information about the children is only accessed by people who have the right to see it. It's just as important to us to ensure that staff members follow guidelines when it comes to technology regarding personal information and footage.

### Internet policy:

Where internet services are accessible within the nursery setting, and where these are available for use by children, this policy defines the arrangement in place to minimise the vulnerability of the children to inappropriate websites:

- 1). All computers have a username and password to get on to the computer which only staff members have access to. Under no circumstances will children be left with unsupervised access to the internet and after each session the internet will be disconnected.
2. The internet can be a vulnerable place for children, and it is entirely possible to in adversely access a website containing 'adult'/ offensive, or otherwise inappropriate, material. For this reason, children's use of internet is restricted to educational and learning purposes only.
3. Preventing children from being exposed to inappropriate material is a critical issue of child protection and is implicit in our duty of care. Therefore, any instance of a staff member deliberately accessing 'adult' or offensive material through the nursery computer system will be viewed as a serious offence, leading to summary dismissal of the offender and possible criminal prosecution.

For staff the computer in the office which is connected to the internet can be freely accessed for nursery matters (including finding resources, planning etc.) during working hours. The classrooms have tablets which are used for updating Tapestry and taking photos and videos to instantly upload.

### E-Safety:

Parsonage Farm Day Nursery has a commitment to keeping children safe and healthy and the e-safety policy always operates under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

- The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.
- It is important for children to learn to be e-safe from an early age and the nursery can play a vital part in starting this process.
- In line with other nursery policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

The internet is becoming as commonplace as the telephone or TV and its effectiveness use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

### **The E-Safety Policy is built on the following care principles:**

- Guided educational use = Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.



- Risk assessment = We have a duty to ensure children in the nursery are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.
- Responsibility = Internet safety in the nursery depends on staff, parents, carers, and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

### Why is it important for children to access the internet?

The internet is an essential element in 21st century life for education, business, and social interaction. The nursery has a duty to provide children with quality internet access as part of their learning experience. The internet access for our children will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journeys. The internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.

### How will filtering be managed?

Nursery management ensure where necessary appropriate filters are applied to the computers and tablets in the nursery. Staff will monitor the websites being used by the children during nursery sessions. If staff or children discover unsuitable sites have been accessed on the computers or tablets, they must be reported to Management immediately so that filters can be reviewed.

### Managing Content:

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law. The point of contact on the website should be the nursery address, nursery e-mail and telephone number. Staff or the children's home information will not be published. Children's names and photographs will not be used anywhere on the website.

### Managing e-mail:

Children will not have access to e-mail. Staff using e-mail will use a nursery e-mail address. This address must not be used for personal e-mail.

### Parents and e-safety:

Parents attention will be drawn to the nursery e-safety policy.

### Handling Complaints:

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaint's procedure.

## Technology = Mobile Phones, Cameras, Photographers, USB's etc. and Social Networking

It is our intention to provide an environment in which children, parents/guardians and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children.
- The inappropriate use of mobile phone cameras or other image recording equipment, around children.

Our aim is to have a clear policy on technology that is understood and adhered to by all parties concerned without exception. To achieve this aim, we operate by following these rules.

### Mobile Phones:

- All staff members who wish to bring their mobile phones into site must make sure that they are switched to silent and put in the office.
- Staff are allowed access to their phones during their lunch break where no children are present, this will ensure the safety and welfare of all the children within our care. We operate a no mobile phone policy when children are present in a room/outdoors of the nursery. This policy is also to protect our staff members against possible allegations.
- Before your shift/lunch break/after your shift, when you have your phone, you may not take ANY pictures at nursery/tag yourself into the premises on any social media site.
- Facetime is also not permitted.
- You may only use your phone in a room without parents/children/visitors.
- Staff are allowed to give out the nursery number as an emergency contact 01580 201263.
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- Staff members will need to ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students will be requested to follow the same policy.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Management team.
- Concerns will be taken seriously, logged, and investigated appropriately (see allegations against a member of staff policy).
- The Manager or Deputy Managers in her absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

### Tapestry:

Staff have secure logins to access Tapestry. Staff understand that Tapestry is only to be used on nursery devices on site.

### Digital photographs and videos:

Photographs and videos are taken for the purpose of recording a child or a group of children participating in activities and celebrating their achievements as this is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs and videos are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery tablets are to be used to take any photo or video within the setting or on outings.
- Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Photos are never taken of Pig Pen and Cow Shed children semi undressed. Ducklings may be photographed in just nappies for water/messy play but there must only be one child in a photo at a time.
- Images taken and stored on the tablets must be downloaded as soon as possible, ideally daily or a minimum of once a week.
- Under no circumstances must tablets be taken into the bathrooms without prior consultation with the Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager must be asked first and the staff member will be supervised whilst carrying out this kind of activity. At all times the tablet must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

#### The right of parents to take photographs and videos:

Parents/Guardians will not be covered by the Data Protection Act 1998 if they are to take photographs or make a video recording for their own private use. The Act will therefore not prevent parents from taking photographs or making video recordings of THEIR OWN children within the setting environment, for example, during nativity plays. The right to refuse parents/guardians the opportunity to take photographs and make videos is however to be reserved if a Local Authority Looked After Child is in attendance or on health and safety grounds. This right will be implemented should it be deemed appropriate. For example, if an excessive use of flashlights and/or bulky and noisy equipment are to be considered a potential health and safety risk.

#### Procedures -

Permission from all parents/guardians will be sought if a parent or guardian should wish to take or make any recordings within the setting environment. Authorised use will only be permitted on agreed dates and times, and within designated areas of the setting. Before a photography request can be authorised, consent will need to be obtained from all parents/guardians of other children who may be captured in any photograph or video. Should it not be possible, to gain consent from the parents/guardians of all children who may be implicated, there will be no option but to refuse an open request to take or make images. Consideration will however be given to organising a one-off photograph opportunity which will only involve those children for who consent has been obtained. Parents/guardians will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and recordings for any other purpose, without express permission, will be a breach of the Data Protection Act 1998.

Parents/guardians who are to be authorised to use photographic equipment must be encouraged to be mindful of others when making and taking such images. This will be to ensure minimum disruption to other parents during any event or production. Care must be taken to ensure the view of others will not be obscured and intrusive photography or filming must be always avoided. The right to withdraw consent will be maintained and any images or filming must be open to scrutiny at any time. Every effort must be made to ensure that individuals with no connection to the early years setting are to be given no opportunity to film covertly. Nursery staff have the authority to question anybody they do not recognise (subject to their own safety being ensured) should they be observed using any photographic equipment at events and productions or within the general vicinity. Care will be taken at all times to prevent any opportunist photography or filming taking place.

### Use of a professional photographer:

Parsonage Farm Day Nursery will ensure that any professional photographer who is to be engaged to record any events will be prepared to work according to the terms of this policy document and the following guidelines:

- In the context of data protection legislation, the photographer will be considered a 'data processor' and any agreement with them will be in accordance with the Data Protection Act 1998.
- Photographers will only be used where they will guarantee to act appropriately to prevent unauthorised or unlawful processing of images; and will insure against accidental loss or destruction of, or damage to, personal data.

### Procedures -

Photographers will be asked to sign an agreement which will aim to ensure:

- Compliance with the Data Protection Act 1998.
- Images are only to be used for a specified purpose and will not be used in any other context.
- Images will not be disclosed to any third party unless it is to be a specific requirement to do so to fulfil the requirements of the agreement. Such use will also be subject to parental permission.
- Only reputable photography agencies and/or professional photographers will be used. Evidence of such authenticity will be required.
- Details of any checks regarding suitability, which are to include evidence of Criminal Record Bureau checks, will be requested. Photographic identity will be checked on arrival. Should there be any concerns in respect of the authenticity of any photographer, entry will be refused. Such concerns will be reported as is to be deemed appropriate.
- Photographers are to be treated as any other visitor. As such, appropriate levels of supervision will be always in place. This will ensure that no unsupervised access to children will be given.

### USB Memory Sticks and other portable devices:

- We only use encrypted portable devices (USB memory sticks for example), for storing or carrying confidential information.
- We do not allow unauthorised people to use the devices.
- We do not hold confidential information on the portable device for longer than necessary.

### Social Networking:

Parsonage Farm Day Nursery's policy states that staff members are allowed to use any social networking site if they follow these guidelines regarding the impact social networking has on the nursery. Failure to comply with the above is an invasion of privacy and may infringe on our Confidentiality Policy. The guidelines include but are not limited to:

- Staff CAN NOT be friends with any current parents or carers on any form of social media sites for example Facebook and Instagram.
- You may not mention the nursery name/children/parents or nursery practice on social media sites this includes putting on photos of the children in an 'out of work' environment.
- Staff are not to download images or publish any photographs, videos or other forms of image from the setting, including the children and staff, which may identify the setting in any way. (Remembering about logo's and staff uniform).
- Staff must not mention the nursery, staff, parents, or children during discussions on any social networking sites. Publish details relating to the setting which are work related.
- Staff must not use social networking sites during working hours unless you are on your break.
- Staff are to consider personal comments made on any social networking sites.

- Staff must not disclose their employer's details.
- Staff should always be aware of their responsibilities when accessing social networking sites.
- You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your job and your personal interests.
- Any disclosures impacting on children's welfare should be dealt with in accordance with our policies and procedures.
- Staff are not to discuss information about the children at Parsonage Farm Day Nursery or the children's families on your personal social networking site.
- Staff must not disclose information they have access to as part of their work on any social networking site. This includes information relating to your employer or your colleagues or any information that could be used to identify PFDN.
- Staff should always keep in mind the duty of confidentiality that they owe to the children of PFDN, their families, the staff's colleagues, and employer. Gossiping about people you have professional dealings with could be a breach of confidentiality.
- Any inappropriate disclosures affecting children's and other people's welfare will be dealt with in accordance with PFDN's disciplinary policies and procedures.
- You should always be aware that once your personal information and opinions are on the internet you may not be able to control what happens to them. Please take care what you post on social networking sites.
- Make sure to set the privacy settings of your personal site as strictly as you can and don't reveal your home address, telephone number, date of birth, where you work and your work address.
- Use a separate email address for social networking so that you don't have to give any other contact details. Don't use your work email address.
- We advise that you read the privacy policies and user agreement on your personal site regularly to understand how they use your personal information; for example, do they pass it on to marketing companies?

Please look up this website to read further information including online safety tips for parents of pre-school children 0-5 Year Olds : [www.internetmatters.org/advice/0-5/#guides](http://www.internetmatters.org/advice/0-5/#guides)



## Data Protection

Parsonage Farm Day Nursery recognise and accepts its responsibility as set out in the Data Protection Act 1998 and sub-legislation contained therein. The Nursery, as a Data Controller, will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. Parsonage Farm Day Nursery will comply with the Data Protection Principles set out in the 1998 Act.

This policy statement applies to the Owner and employees, and individuals about whom the Nursery processes personal information, as well as other partners and companies with which the Nursery undertakes its business.

The Nursery needs to collect and use certain types of personal information about people with whom it deals with to operate. These include current, past, and prospective employees, parents/carers, suppliers, clients, and others with whom it communicates. In addition, it may be required by law to collect and use certain types of information to comply with the requirements of government departments. This personal information must be dealt with properly however it is collected, recorded, and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information by the Nursery as very important to secure the successful carrying out of operations and the delivery of our services, and to maintaining confidence with those whom we deal. The Nursery wishes to ensure that it treats personal information lawfully, correctly and in compliance with the 1998 Act.

We fully endorse the obligations of the Act and adhere to the Principles of data protection, as enumerated in the 1998 Act.

The following paragraphs provide a brief aid to the Data Protection Act 1998.

1. Main Provisions of the 1998 Legislation Ensuring Data Controllers notify their processing of personal data with the Information Commissioners Office. The Nursery must supply certain information to the Commissioner who maintains a public register of the types of information organisations process, where it gets it from and what it does with it.

### Observing the eight Data Protection Principles (more detail below).

- 1. Allowing the data subject to exercise his/her rights and have a right of access to their personal information, what is held, how it is processed, to whom it is disclosed and to be told of the logic behind automated decisions. Such access requests must be complied within 40 days.
- 2. Definitions Data Controller: Any individual or organisation who controls personal data, in this instance the Nursery. Personal Data: Information held on a relevant filing system, accessible record, or computerised record (as well as digital audio or video equipment), which identifies living individuals. Sensitive Personal Data: Personal data relating to an individual's race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership, sexual life, and criminal activities. Relevant Filing System: Also known as manual records i.e. a set of records which are organised by reference to the individual/their criteria and are structured in such a way as to make specific information readily accessible e.g. personnel records, microfiches. Data Subject: An individual who is the subject of the personal data, for example, employees, pupils, claimants etc. Processing: Obtaining, recording, or holding data or carrying out any operation on the data including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying

the data. Accessible Records: Any records which are kept by the Organisation as part of a statutory duty, e.g. pupil records, housing tenancy records, social services records.

- 3. Data Protection Principles Specifically, the Principles require that personal information:
  - shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions as set out in the 1998 Act are met;
  - shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
  - shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
  - shall be accurate and, where necessary, kept up to date;
  - shall not be kept for longer than is necessary for that purpose or those purposes;
  - shall be processed in accordance with the rights of the data subject under the 1998 Act and that: Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The Nursery will, through appropriate management and application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.
- Ensure the quality of information used, including its accuracy and relevancy for the purpose(s) specified; Data Protection Policy Written October 2013
- Apply strict checks to determine the length of time information is held.
- Ensure that the rights of people about whom information is held can be fully exercised under the 1998 Act. (These include: the right to be informed that processing is being undertaken: the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, block or erase information which is regarded as erroneous).
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

We do not encourage staff to take home mobile devices such as laptops home but if the need arises then the following needs to be adhered to:

- They never leave it in the car or on any form of transport.
- They keep it locked securely when not using the device.
- They do not let anyone use the device or see documents.
- Computer passwords are used, not shared, and also fire walls and security are kept up to date on the device.
- The device is fully logged out of any app or website used and shut down completely.
- If it gets lost or stolen, they must report it immediately to the Nursery Manager or Owner.

In addition, the Nursery takes steps to ensure that:

- There is someone with specific responsibility for data protection in the organisation. (Caron Trohear).
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.



- Everyone managing and handling personal information is appropriately supervised.
- Anybody wanting to make enquiries about handling personal information knows what to do.
- Queries about handling personal information are promptly and courteously dealt with.
- Methods of handling personal information are clearly described.
- A regular review and audit is made of the way personal information is managed.
- Methods of handling personal information are regularly assessed and evaluated.
- Performance of handling personal information is regularly assessed and evaluated.
- It disseminates to employees, information on good practice in respect of handling, using and storing personal information.

A copy of this policy statement will be issued to all employees. It will be reviewed annually, added to, or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular groups of workers.



T/A Parsonage Farm Day Nursery Limited, Church Street, Ticehurst, East Sussex, TN5 7DL. Tel: 01580 201263  
[contactpfdn@yahoo.co.uk](mailto:contactpfdn@yahoo.co.uk) [www.parsonagenursery.com](http://www.parsonagenursery.com)

## Parsonage Farm Day Nursery - Privacy Notice

### How we use children's information:

Parsonage Farm Day Nursery processes personal information about its children and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about your child from their previous setting.

### The categories of child level information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information
- Assessment information
- Behavioural information
- Special educational needs information

### Why we collect and use this information:

We use the children's data:

- to support children's learning
- to monitor and report on children's progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### The lawful basis on which we use this information:

We collect and use children's information where we have a lawful reason to do so. In most cases, this will be 'processing is necessary for the performance of a task carried out in the public interest' Article 6 (1) e. There may be other times the nursery has to comply with an additional condition as we are processing 'special category' personal information. To meet this legal requirement our lawful basis for processing personal data will be 'processing is necessary for the performance of a task carried out in the public interest' Article 6 (1) e. and:

- we have your explicit consent; or
- we need to comply with social protection laws (e.g. under the Children Acts); or

### Collecting children's information:

Whilst the majority of child level information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will

inform you whether you are required to provide certain child level information to us or if you have a choice in this.

#### Storing pupil data:

We hold children's data for 8 years from a child's leaving date. We follow Preschool Learning Alliance Retention periods for all our records. Details are in our GDPR policy.

#### Who we share children's information with:

We routinely share children's information with:

- Settings/schools that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health visitors
- Additional needs providers

#### Why we share children's information:

We do not share information about our children without consent unless the law and our policies allow us to do so. We share children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins the settings funding and educational attainment policy and monitoring.

#### Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early years census) goes to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

#### The National Pupil Database (NPD):

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our children from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice, or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data?
- the purpose for which it is required.
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

#### Requesting access to your personal data:

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Parsonage Farm Day Nursery in writing. We will endeavour to honour this within 1 month.

#### You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Data Protection Officer**

Ellen McLaughlin

## GDPR – General Data Protection Regulation

### Statement -

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Parsonage Farm Day Nursery Limited is committed to protecting the rights and freedoms of individuals with respect to the processing of the children, parents, visitors and our staff's personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Parsonage Farm Day Nursery Limited is registered with the ICO (Information Commissioners Office). Our certificate is on display in our nursery lobby and office for reference.

### GDPR includes 7 rights for individuals -

#### 1) The right to be informed -

Parsonage Farm Day Nursery Limited is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's full names, addresses, date of birth and Birth Certificate number. For parents claiming the free nursery entitlement we are requested to provide this data to East Sussex County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our nursery. We need to know visits names and have a telephone number for contact. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Parsonage Farm Day Nursery Limited is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to UKCRBs for the processing of DBS checks.

#### 2) The right of access -

At any point an individual can make a request relating to their data and Parsonage Farm Day Nursery Limited will need to provide a response (within 1 month). PFDN Limited can refuse a request, if we have a lawful obligation to retain data i.e., from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

### 3) The right to erasure -

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, PFDN Limited has a legal duty to keep children's and parents' details for a reasonable time \* PFDN Limited retain these records for 8 years after leaving nursery, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

### 4) The right to restrict processing -

Parents, visitors, and staff can object to PFDN Limited processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

### 5) The right to data portability -

PFDN Limited requires data to be transferred from one IT system to another, such as from PFDN Limited to the Local Authority, to shared settings and to Tapestry' Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

### 6) The right to object -

Parents, visitors, and staff can object to their data being used for certain activities like marketing or research.

### 7) The right not to be subject to automated decision-making including profiling -

Automated decisions and profiling are used for marketing-based organisations. PFDN Limited does not use personal data for such purposes.

## Storage and use of personal information

All paper copies of children's and staff records are kept in a locked cupboard in the office at Parsonage Farm Day Nursery. Members of staff can have access to these files, but information taken from the files about individual children is confidential and these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

PFDN Limited collects a large amount of personal data every year including names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked cupboard in the office. These records are shredded after the relevant retention period.

Upon a child leaving PFDN Limited and moving on to school or moving settings, data held on the child may be shared with the receiving school/nursery. Such information will be sent via a secure file transfer system or by hand. For children attending school/other settings outside our area the parent/carer will be given the data to deliver to the receiving school/setting.

PFDN Limited stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via the Model Release form. No full names are stored with images in photo albums, displays, or on our website.

Access to all office computers and Tapestry Online Learning Journal is password protected. When a member of staff leaves the company, these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g., USB memory stick, are password protected and/or stored in our locked office cupboard.

GDPR means Parsonage Farm Day Nursery Limited must:

- \* Manage and process personal data properly
  - \* Protect the individual's rights to privacy
  - \* Provide an individual with access to all personal information held on them
- \* Please refer to the following link for Preschool Learning Alliance's retention periods for records:  
[https://www.eyalliance.org.uk/sites/default/files/retention\\_periods\\_for\\_records\\_aug\\_13.pdf](https://www.eyalliance.org.uk/sites/default/files/retention_periods_for_records_aug_13.pdf)



## Whistle Blowing

At Parsonage Farm Day Nursery, we subscribe to the following definition of "Whistle Blowing" :-

"Whistle Blowing in the context of the UK Public Interest Disclosure Act is the disclosure by an employee (or trainee, agency staff, contractor, home worker and all NHS employees) about malpractice in the workplace. A Whistle-blower can blow the whistle about crime, civil offence (including negligence, breach of contract etc), miscarriage of justice, danger to health and safety or the environment and to cover up of any of these. It does not matter whether the information is confidential. Whistle blowing can extend to malpractice occurring in the UK and any other country or territory".

### Rationale;

At Parsonage Farm Day Nursery, a lot of importance is put on teamwork. The staff work in all areas of the nursery and at times with any other member of staff. The layout is very open to staff, children, and parents/carers. We feel that if any member of staff noticed or saw anything that may give cause for concern that they can go in confidence to the Nursery Manager and then the Owner at any time to voice concerns without retribution or worry.

### Within the policy of whistle blowing, we aim to;

- Create an atmosphere and open-door policy where staff can feel comfortable coming forward to talk.
- Ensure staff do not have any fears or worries about voicing concerns.

### Objectives;

Within the policy of whistle blowing, we will:

- Ensure staff know about the whistle blowing policy.
- Ensure staff know who they can talk to.
- Ensure staff know where and when they can talk.
- Reassure staff about raising concerns.

### Implementation;

At Parsonage Farm Day Nursery, we will implement the policy using the following:

- On joining the team ensure staff understand whistle blowing.
- Annually review the policy with staff.
- Explain to staff all conversations will be in private and confidential, however will be documented.
- Ensure staff understand that there will not be any reason for concern or backlash against them for such whistle blowing.

Concerns should be investigated and resolved as quickly as possible. If an employee or volunteer feels that the matter cannot be discussed with the managers or owner or they feel the concern hasn't been dealt with correctly, then the Local Authority Designated Officer (LADO) should be contacted through SPOA - 01323 46422 and Ofsted should be contacted by email - [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or by phone on 0300 123 1231

## Health, Safety and Environmental Business

Parsonage Farm Day Nursery recognises and is fully committed to, its legal and moral health, safety, and environmental obligations. More than this it is recognised that effective management is not only common sense but also is based on a common understanding of risks and how to control them, brought about through good management. The development of a positive safety culture and environmental awareness is, therefore, essential to continued success.

Therefore, as an integral part of the business we will;

- Develop and implement a strategy that will drive us to manage responsibilities/ obligations.
- Comply with all relevant legislation as a minimum standard.
- Demonstrate top level commitment to this policy.
- Ensure all individuals who have a role within this policy have the necessary competencies.
- Provide and maintain safe working environments that are without risk to health, safety and welfare as far as is reasonably practicable.
- Ensure that new substances, equipment, processes and premises are risk assessed prior to their introduction to ensure that they are appropriate and that any unnecessary risks are introduced into the facility.
- Ensure that health and or safety always has equal status with timescales and cost.
- Support any employee who decides not to proceed with a task on reasonable health or safety grounds.
- Provide an incident/accident reporting and investigating mechanism.
- Provide effective and appropriate emergency procedures.
- Avoid the use of hazardous materials.
- Promote the efficient use of resources and conserve energy throughout the facility.
- Give due regard to the health and safety of persons with special needs, young persons, and pregnant/nursing mothers.

**Caron Trohear** is ultimately responsible for the health and safety along with developing, monitoring and reviewing the policy.

- One other person is appointed to also fulfil the function with annual performance objectives that are set and monitored.
- All staff are given adequate information, instruction, training, and supervision to carry out tasks safely.
- Accidents/incidents reported are sufficiently investigated to identify failings and any required improvements to prevent repetition.
- Employees are set clear health and safety objectives appropriate to their role and that any additional roles e.g., first aid, fire wardens are recognised within their job specifications.
- Each employee will cooperate with the manager to achieve the objectives.
- Ensure their work activities do not endanger themselves or other persons around them.
- Carry out their work activities in accordance with their training and instruction.
- Report to the manager all accidents/incidents and instances of ill health, pain, or discomfort associated with work activities.
- Encourage new employees to have a positive attitude towards health, safety and the environment.

## Staff Equal Opportunities

### Policy Statement:

Parsonage Farm Day Nursery is committed to creating an inclusive working environment to maximise the potential of all staff, providing equal opportunities in all aspects of employment, and avoiding unlawful discrimination at work. We will not tolerate discrimination, harassment, bullying or victimisation of employees or third parties who do work on PFDN's behalf.

### Principles:

The key principles of this equal opportunities policy are to:

- Provide equality for all.
- Promote an inclusive culture.
- Respect and value differences of everyone.
- Prevent discrimination, harassment, and victimisation.
- Promote and foster good relations across the workforce and with partners.

This means being aware of the impact of our behaviour and thinking about the impact of employment policies on people from the protected groups listed below.

### The Law:

Our policy is governed by the Equality Act 2010, which makes it unlawful to discriminate directly or indirectly, in recruitment or employment because of a protected characteristic. The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex or Sexual orientation
- Pregnancy and maternity
- Marriage and civil partnership

The Equality Act 2010 places the public sector under a statutory Equality Duty to eliminate discrimination, harassment and victimisation, advance equality of opportunity between people from different groups and foster good relations between people of different groups. As a result, public organisations will be required to publish equality objectives every four years and publish information/data annually to demonstrate their compliance with the general Equality Duty.

Parsonage Farm Day Nursery is opposed to all forms of illegal discrimination. Decisions will be made objectively and without unlawful discrimination. It will be a disciplinary offence for any employee, member, or volunteer to discriminate on these grounds during the course of carrying out their duties with or for PFDN, including recruitment, selection, salaries, employment, development, working processes, breaks and holidays, and purchasing done on behalf of PFDN.

### Equal Opportunities Policy = Types of unlawful discrimination:

The equality Act 2010 defines the different types of discrimination that are unlawful;

- Direct Discrimination
- Occupational requirement
- Indirect discrimination
- Associative discrimination
- Perceptive discrimination
- Discrimination arising from disability
- Harassment
- Victimisation
- Reasonable adjustments

### Responsibility of PFDN employees and volunteers:

Although the primary responsibility for providing equal opportunities rests with the employer, individual employees and volunteers at all levels have a responsibility to assist in the prevention of discrimination.

Employees and volunteers should help promote equality, assist in preventing discrimination and help protect themselves, and the company from allegations of discrimination by:

- 1) Taking personal responsibility to create a good and harmonious working environment in which all people are treated with respect.
- 2) Co-operation with measures introduced by the company to ensure equal opportunities and non-discrimination.
- 3) Drawing the attention of management and where appropriate, trade unions to suspected discriminatory acts or practices of this Equal Opportunities Policy.
- 4) Refraining from harassment, victimisation, or intimidation of colleagues, volunteers, other employees, and job applicant on any grounds.

Discriminatory offences, committed by employees or volunteers in the course of their employment will be viewed in a serious light and if proven will result in disciplinary action being taken against the employee or volunteer which may lead to dismissal.

## Fire and Evacuation

Parsonage Farm Day Nursery has a clear procedure in place in the event of needing to evacuate the premises. The procedure is clearly displayed in each room in the nursery for staff to refer to and follow if required.

### Fire and Evacuation Procedure;

#### If you discover a fire...

- 1) Sound the alarm.
- 2) Office to call the fire brigade by dialling 999.
- 3) Leave the building via the nearest available exit.
- 4) Report to your assembly point at the corner of the Dutch barn.
- 5) Do not stop to collect personal belongings.
- 6) Do not return to the building until authorised to do so.

### Fire Prevention Tips;

- Dusty atmospheres must be kept well ventilated (shed)
- No Smoking on the premises or surrounding grounds.
- In case of emergency **ALL** fire exits **MUST** be kept clear at **ALL** times.

### Be careful in the kitchen;

The kitchen is rife with ways for a fire to start: food left unsupervised on a stove or microwave; grease spills; a dish towel too close to the hob; a toaster can flare-up; a coffee pot accidentally left on ect. Staff should practice safe cooking habits, like turning all pot handles in so they can't be accidentally knocked over and making sure only the devices being used are switched on. We do have a fire blanket on the wall in the kitchen for use if ever required. Waste and rubbish should be removed regularly.

### Electrical Items;

There are many dangers when it comes to electrical items, below are some steps in place for prevention.

- Check that the electrical items you are using are in good condition, without loose or frayed cords or plugs.
- Do not run electrical wires under any rugs.
- Ensure that ALL plug sockets that are not in use have plastic safety covers on them.
- Make sure that lamps and lights e.g., fairy lights are not touching fabrics.
- Ensure that children are at all times supervised, taking special note when in the kitchen with children.
- Check that the outlets are not overloaded with plugs.
- Never fiddle with any electric within the setting, always come to Management if you find an electrical problem. Management will arrange for a qualified electrician to come to the nursery to deal with the problem a.s.a.p.

### Matches;

We have one box of matches on the premises; this is stored out of the children's reach in the staff bathroom. Never let the children play with matches, they are to be used by senior members of staff only (Management and Room Leads).

#### Accident and incident Records;

Our accident and incident folder is kept safely and accessibly in the office. All of our staff members and volunteers know where it is kept, and they are all knowledgeable on how the sheets inside are completed. The completed forms in this folder are checked by a qualified DSL/Health and Safety Officer before being filed away in each child's personal file.

#### Fire Safety;

All the fire doors around the setting are clearly marked. They are never obstructed and easily opened from the inside. The smoke detectors / alarms and firefighting equipment conform to BSEN standards. These are fitted in the appropriate areas and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the fire and safety officer and are:

- Clearly displayed in every room in the premises.
- Explained to all members of staff, volunteers, and visitors.
- Our procedure is practised a minimum of once each term (around every 6-8 weeks).
- All records are kept of fire drills and the servicing of our fire safety equipment.

## Physical Activity and Active Play

### Introduction:

Parsonage Farm Day Nursery is committed to promoting the health and well-being of its pupils and staff through physical activity. This policy outlines the organisation and management of physical activity at Parsonage Farm Day Nursery.

Physical Activity can include any active play. To improve children's health, Government guidelines recommend that children should aim to be physically active for at least 180 minutes every day. This time target doesn't have to be done all at once, it can be built up over the day.

### Definition:

We make a commitment to being a physically active nursery and adopt a holistic approach to the promotion of physical activity and we will work towards offering all children many opportunities to take part in a variety of physical activity.

### Ethos and Values:

- To promote positive attitudes towards participation in physical activity.
- Increase children's knowledge and understanding of the importance of physical activity.
- To improve mental health and well-being.
- To develop social skills

### Aims and Objectives:

We aim to raise the physical activity levels of the whole nursery through the provision of a supportive environment conducive to the promotion of all aspects of physical activity.

### Objectives:

- Get outdoors as much as possible and let the children explore the natural environment.
- Provision of safe and stimulating areas in which children can be active. We have 4 outdoor areas consisting of (Pig Pen courtyard, front Astro-turf garden area, large back garden with climbing mound (this can be divided into two areas) and the Ducklings Garden).
- Provide suitable clothing to enable children to explore the outdoors in all weathers.
- Provide 'active' toys such as balls, bats, scooters, bikes, etc.
- Include active games for indoor and outdoor play.
- Dance to music for a variety of occasions.
- Provide action songs and nursery rhymes for all ages.
- Enable the children and staff to understand the importance of physical activity through the provision of information and development of appropriate skills and attitudes.
- To promote children and staff to be physically active beyond the nursery day.
- To increase physical activity levels of pupils in line with national targets.

### Equal Opportunities:

All physical activity opportunities offered at Parsonage Farm Day Nursery are designed to be inclusive and cater for different ability levels.

### Staff Activity:

Our staff aspire to be positive role models for our children. We aim to take part in physical activity whenever possible, for e.g., running around playing games in the garden areas with the children.

#### Health and Safety:

Use of any external personnel including sports coaches and volunteers will be in line with our policy on DBS checks.

#### Implementation:

Through effective preparation, planning and assessing we will provide regular opportunities for both structured and spontaneous active play throughout the day.

#### Community Links:

We work closely with our local HALO co-ordinator and are part of the Nursery Grants Programme delivered by East Sussex.

Our children are all encouraged to play outside everyday whatever the weather and so we ask parents to always bring them prepared for outdoor play.



## Biting

Biting is fairly common in young children, and it evokes strong emotions in adults, both parents and educators. Biting is often very painful and frightening for the child who is bitten. It can also be very frightening for the child who bites.

Biting happens for different reasons with different children under different circumstances. The first step in learning to control it is to look at why it is happening and looking at the child as a whole to see if there is an underlying reason for them to bite.

Teething aside, children may bite for several reasons including:

- **Curiosity** - toddlers may bite to see what their friend's arm may taste like or to see the reaction.
- **Frustration** - inability to express themselves verbally. Instead of hitting another child with whom they are fighting, the child may bite them. Or if things are not going their way, toddlers may get very angry and frustrated and lash out by biting.
- **Copying** - children who see another child or adult biting may think that this is a good idea, therefore we recommend parents do not play bite or nibble as a sign of affection.
- **Seeking attention** - biting is a good way of getting others to take notice, even if the attention gained is negative.

Stopping a child from biting is not easy. It is important that you are calm and consistent in your handling of it. At PFDN we acknowledge that biting is a common behaviour among young children. We recognise that the majority of children will learn not to bite in time, and we are very clear, calm and firm when a child does bite and offer praise and warmth when they don't. If an incident of biting does occur, the parents of both children will be informed of the event. This will also be recorded on an incident form (for the child who bites) and on an accident form (for the child who is bitten). If your child has bitten another child, we strongly recommend that you do not bite them as punishment. It sends a confused message to your child. When a child bites we show disapproval and very firmly and calmly say "No we do not bite. It hurts and it makes us sad." We use gesture and facial expression to reinforce the message. We would suggest they give the child they have bitten a hug or gentle stroke to show they are sorry. Extra support is given to the biting child who may be shadowed closely until the phase passes. We would share books with all the children e.g., "Teeth are not for biting!" these are also available for parents to borrow and read at home.

If a child is bitten, our staff are trained to deal with this situation, and they will immediately comfort the child. Biting is always taken seriously, and staff do their best to ensure that it is stopped as soon as possible. We are unable to disclose to parents the name of the child who has bitten. It is unnecessary to know their identity, however if a parent find outs who has bitten their child, we strongly recommend they do not complain directly to the other parents. Try to remember that all young children are potential biters.

## Immunisations

At Parsonage Farm Day Nursery, we expect that children are vaccinated in accordance with the government's health policy and their age. We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. Management must be aware of any children who are not vaccinated within the nursery in accordance with their age. Please follow the links below to see the current immunisation schedule:

<https://www.nhs.uk/conditions/vaccinations/nhs-vaccinations-and-when-to-have-them/>

<https://www.gov.uk/government/publications/the-complete-routine-immunisation-schedule>

We make all parents aware that some children may not be vaccinated in the nursery, due to their age, medical reasons, or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations.

We ask parents to record information about immunisations on children's registration documents and we ask for this information to be updated as and when necessary. Each child's registration form is updated yearly alongside their medical form.

### **Staff vaccinations policy**

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

- Tetanus
- Tuberculosis
- Rubella
- Hepatitis
- Polio and keep the nursery informed.

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

### **Emergency Information**

We keep emergency information for every child and update this yearly at the time of updating the registration and medical form.

## Safe Sleep

### **Aim:**

To ensure all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

The safety of sleeping is paramount. Our policy follows the advice recommended by the Foundation Of Sudden Infant Death Syndrome (FSIDS) and The Lullaby Trust to minimise the risk of Sudden Infant Death.

Parsonage Farm Day Nursery operates a Safe Sleep Policy that specifies "back to sleep" position. Our policy is shared with parents via hard copy before admission and is discussed with the parent/carer at their child's first settling in session. All staff receive safe sleep guidance during their induction before starting to work at Parsonage Farm Day Nursery.

When sharing the policy with our parents the following will be discussed:

- Ask about the baby's sleep position at home.
- Explain the nursery "back to sleep" policy that is implemented to reduce the risk of Sudden Infant Death Syndrome (SIDS).
- Tell the parents that "Back to Sleep" is recommended by the Foundation Of Sudden Infant Death Syndrome (FSIDS).
- Inform the parents that even though most babies will be fine, there is a higher risk of SIDS when an infant is placed to sleep on their stomach or side.
- Some babies have medical conditions that require stomach sleeping. If the parent insists that their baby be placed on his / her stomach or side to sleep, they will be asked to provide a letter from the baby's doctor that specifies the sleeping position.
- If parents have further questions about SIDS and infant sleeping positions, they will be given the information for the FSIDS and the national Back to Sleep campaign (The Lullaby Trust).
- Review of the baby sleep policy.

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died and a review of the baby's medical history.

In the belief that proactive steps can be taken to lower the risks of SIDS in childcare settings and that parents and childcare professionals can work together to keep babies safer while they sleep. Parsonage Farm Day Nursery will practice the following sleep policy:

- All key persons will receive training on our Safe Sleep Policy and SIDS risk reduction.

- Babies will always be placed on their backs to sleep unless there is a signed sleep position medical letter on file from the child's doctor.
- FSIDS recommends that babies are placed on their backs to sleep, but when babies can easily turn over from the back to stomach, they can be allowed to adopt whatever position they preference when the baby turns onto his/her side or stomach.
- FSIDS recommends that using a dummy at the start of any sleep period reduces the risk of cot death. If a dummy forms party of your child's sleep routine, it will always be used at sleep times. FSID recommends that the dummy should be stopped when the baby is between 6 and 12 months old. (The key person will work with parents to phase out dummies sensitively, taking into account children's emotional needs).
- Supervision is required at all times. At least every 10 minutes a member of staff will check on the child. As good practice we check babies under six months of age every 5 minutes. They are monitored by sight, sound and touch when sleeping. The staff are looking for the rise and fall of the chest and if the sleep position has changed. Children are never propped up to sleep. These checks are recorded on the rooms daily sleep chart and initialled by the member of staff undertaking the check. We will be especially alert to monitoring a sleeping baby during the first few weeks the baby is in our care.
- Steps will be taken to keep babies from becoming too warm or over heating by regulating the room temperature, avoiding excess bedding and not overdressing or over-wrapping the baby; room temperature will be kept between 16-20 degrees; however, this may be higher during the summer months, where fans will be used to try to regulate the rooms temperature.
- All babies must sleep in a cot or a cot mattress if under 1 years of age. Children aged over 1 year will sleep on a pillow with pillowcase. Babies / children may not sleep in a nesting ring, car seat, bouncy chair etc.
- When using a cot, babies are laid feet to foot end of the cot, head not at the top.

Research from Lullaby Trust UK have advised that cot death can occur (rarely) when using car seats, bouncing chairs and buggies when the baby's head drops and causes suffocation. Car seats and buggies do not allow the child to move comfortably when sleeping and cannot be cleaned effectively. It needs to be clear from the onset and be included in the policy, the settings position on this:

- Babies/ children's heads will not be covered with blankets or bedding; babies cots will not be covered with bedding.
- Under 1's to be on a firm mattress NOT a snuggle nest.
- Loose bedding, pillows, bumper pads etc, will not be used in cots. Preferably we choose to use baby sleeping bags as these are a safe comfortable way for adding comfort and warmth to the sleeping child.
- Sleeping children not to be woken unless emergency or going home.

- Awake babies will be given supervised "tummy time".
- For babies under 1 in ideal circumstances they will not have a comforter or teddy to sleep with however, if it is required for a baby to have something to get off to sleep they will be used supervised and removed once the baby has fallen asleep.
- A safety approved cot with a firm fitting mattress and tight-fitting sheet will be used. Cot mattresses will be cleaned and sanitised between children. Cots are cleaned weekly. All babies/children are assigned their own bedding that is laundered weekly and changed as often as required.
- Only one baby will be in a cot at one time.
- No smoking is permitted on the premises and staff who smoke in their free time will ensure that their clothes and breathe do not smell of smoke when caring for babies and any other children within the nursery.
- Keeping all spaces around cots and sleeping areas clear from hanging objects i.e. hanging cords, blind cords, drawstring bags.
- If a baby or child wears teething beads these will be removed for their sleep.
- All parents of babies cared for at Parsonage Farm Day Nursery will receive a printed copy of this Safe Sleep policy before admission. Parents are also given a printed copy of the 'safer sleep for babies parent guide' from The Lullaby Trust.

We recognise parents' knowledge of their child regarding sleep routines and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met. **However, staff will not force a child to sleep or keep them awake against his or her will. We will not usually wake children from their sleep.**

#### Procedures:

Child individual routine sheets are filled out by the parent with assistance from the child's key person at their settling in session. If a baby has an unusual sleeping routine or position that we would not use in the setting, i.e., babies sleeping on their tummies we will explain our policy.

Staff should be aware of individual needs of the babies and children. Sleep routines are a very intimate part of a baby's day. Babies should not be left to cry themselves to sleep or be left for long periods of time to "drop" off to sleep.

When getting a baby or child ready to sleep the staff need to ensure several things happen:

- The child has a clean nappy.
- Any outer clothes are removed including shoes.
- Remove any hairclips, hair bands, teething beads etc.
- Take off any bulky jumpers / hooded cardigans or jumpers.
- Ensure the child has been fed or had a drink.
- Remove any bibs / dribble bibs.

- Check the temperature of the room and prepare child for a sleep accordingly.
- Check child isn't too warm or too cold.
- The child may have their soother or comforter for getting off to sleep if required.

#### Daytime Rest Policy and Procedure:

- Staff should prepare the child for sleep time by moving to a quieter part of the nursery, usually the sleep room, having a story or having a cuddle.
- Some children like to be patted to go to sleep.
- If the child has not gone to sleep after 15 minutes the staff member should consider getting them up and maybe trying them later for another sleep.
- The room lead or key person should discuss this with the parent and establish a time limit for trying to get the child to sleep which should be communicated to all staff members.
- If a child falls asleep in the arms of a staff member, they should be placed in either a travel cot or on a sleep pillow so they can continue to sleep. If they have fallen asleep unexpectedly and it has not been possible to remove their outer clothes or have their nappy changed, the child's clothes should be loosened. Staff within the area should be made aware that the child needs their nappy changing when they wake up.

#### Older Children:

Children need sleep and rest periods to help development. Children all develop at different rates, and we must meet their needs throughout the day at the nursery. As they grow, they will usually develop a routine in which reducing the length or the frequency of their daytime sleeps.

Children at Parsonage Farm Day Nursery are given the opportunity to rest or sleep if they need or want to throughout the day. The staff need to create an environment for the children to rest or sleep i.e., a quiet area to cuddle up with a book, travel cots for younger babies or pillows for older children. Parental wishes should be taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against his or her will. The Cow Shed 2-3 year age group tend to have their sleep time from 12.45-1.45.

#### Further information can be found at:

[www.lullabytrust.org.uk](http://www.lullabytrust.org.uk)

<https://www.lullabytrust.org.uk/wp-content/uploads/Safer-sleep-for-babies-a-guide-for-parents-web.pdf>

[www.lullabytrust.org.uk/safer-sleep-advice/](http://www.lullabytrust.org.uk/safer-sleep-advice/)

<https://www.nhs.uk/conditions/baby/caring-for-a-newborn/reduce-the-risk-of-sudden-infant-death-syndrome/>

## Lockdown Procedure

### Definition:

A lockdown occurs when circumstances dictate that the safety of the children and staff is better insured inside the building, with doors and windows locked and curtains drawn. Children would be moved away from windows and doors for prime safety. This could occur as a result of a chemical spill, weapons crisis, or criminal activity.

### Procedure:

Management of the situation will depend on the circumstances presented.

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

### Staff will be informed, and correct protocol will be followed:

1. The Manager (or designated deputy) will contact the police on 999.
2. The Manager (or designated deputy) will quietly inform staff of the situation. With the code word: LOCKDOWN
3. Depending on the circumstances, staff will ensure that children will be directed into the safest area of the setting depending on the scenario, closing the doors and will await police response.
4. The Police Officer in charge will evaluate the situation and notify the Manager when the setting is safe and/or if any further action is needed.
5. The Manager/Director will need to report the incident directly to the Local Authority Health and Safety team.



### Outing Procedure

Outings are an important part of the education of children. Where practical Parsonage Farm Day Nursery will arrange outings to broaden the children's experiences. Before any outing can take place, the following procedure will be instigated.

- A member of staff who is suitably qualified will agree with the person in charge of the nursery that they wish to be in charge of a trip out.
- Using the laid down ratios in the National Standards to make sure that there will remain sufficient staff to maintain the correct staff/child ratio in the nursery.

The person in charge will have all relevant information regarding individual children and have adequate communication i.e., a mobile telephone.

The nursery will have a detailed account of the itinerary and list of children and staff in attendance.

A risk assessment will have been carried out.

## Missing Child

Children's safety is always maintained at the highest priority both on and off the premises.

We have put into place thorough systems and procedures which are an integral part of staff training and should ensure that children do not go missing or get lost whilst in our care. If the nursery's policies and procedures are being observed the likelihood of a child being lost is minimal. To ensure that children are not lost while in the care of the nursery we:

- Carefully always supervise children.
- Maintain appropriate staff: child ratios at all times.
- Closely monitor children in and out of the building ensuring that when the children are going out on trips the signing in and out sheet is taken with staff along with emergency contact details, a phone (fully charged).
- Ensure that visitors to the nursery are always supervised and have signed in and out.
- Twice daily a risk assessment is carried out in every area where children play.
- If an outing is organised, a risk assessment will be carried out before leaving the premises.

Very occasionally a child may become separated from the group on an outing or become lost.

With careful planning and co-operative working amongst staff, children should not be out of sight of an adult at any time.

In the unlikely event that a child is unaccounted for on the premises, the following policy will be followed:

1. As soon as it is noticed that a child is missing staff alert the Nursery Manager or the lead person (LP) on duty.
2. The Nursery Manager/LP or nominated person will carry out a thorough search of the building, gardens and immediate vicinity, car park, stables.
3. Doors and gates to be checked to see if there has been a breach of security whereby a child could wander out.
4. The signing in sheet is to be checked to make sure no other child is missing and to check the child has not been collected.
5. If, following a thorough search of the nursery and the immediate vicinity, the child cannot be found the Nursery Manager/LP rings the police on 999 and reports the child is missing and then calls the parent/carer.
6. The Nursery Manager/LP talks to the staff to find out when and where the child was last seen and records this.
7. The premises, including the entire Nursery, gardens, and all surrounding areas will continue to be searched, with as many spare staff as possible.

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

1. As soon as it is noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray.
2. One staff member to undertake a thorough search of the immediate vicinity.

3. LP contacts the police and reports the child as missing.
4. Nursery manager/LP is contacted (if not already present).
5. Nursery manager/LP to contact parents and keep informed of what is happening.
6. Nursery manager/LP to go to venue.
7. Staff to return other children back to the nursery.
8. Nursery manager/LP to wait for police.

### Investigation

- Staff keep calm and do not let the other children become anxious or worried.
- Nursery manager to speak with parents.
- Management team carry out full investigation taking written statements from all staff who were on the outing.
- The manager writes an incident report detailing;
  - 1 The date and time of the report
  - 2 What staff/children were in the group/outing and the name of the staff member responsible
  - 3 When the last child was last seen in the group
  - 4 What has taken place in the group or outing since the child went missing
  - 5 The time estimated the child went missing
- A conclusion is drawn as to how the breach of security happened.
- The insurance provider and Ofsted informed.

### People management

Missing child incidents are extremely worrying for all concerned. Part of managing the incidents is to try to keep everyone as calm as possible. The staff will feel worried about the child; especially the member of staff who was responsible for the child whilst on the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time that the child is missing increases. Nursery Manager should ensure that the staff feel supported while they are feeling vulnerable.

The parents will feel angry and fraught. They may want to blame staff and single out one member over others; they may direct anger at the nursery manager. When dealing with a distraught and angry parent there should always be two members of staff, one of which should be the nursery manager/LP and senior member of staff. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for the children need to focus on their needs and reassure them. They must not discuss the incident in front of them.

## Nappy Changing

All children's nappies are changed when wet or soiled. Every child has their own nappies and wipes in a basket or in their blue bags. All disposable nappies are disposed of in the yellow lidded nappy bin and taken to the PHS bins at the end of the day. Reusable nappies are stored in suitable bags provided by the parent, under the nappy changing station and returned to the parent at the end on the day.

### Nappy changing routine.

- Put on a plastic disposable apron and disposable gloves.
- Use anti-bacterial spray to clean the changing mat before use.
- Change nappy as required.
- Dispose of the nappy into a nappy sack and then place this into the bin.
- Remove apron and gloves, place in the bin.
- Wipe down the changing mat with anti-bacterial spray.
- Thoroughly wash your hands with soap.
- Record child's nappy change on the chart.

All of the above stock is stored underneath or above the changing tables. When stock is running noticeably low staff must alert Management so that an order can be placed.

Please ensure that when lifting each child onto the changing mat that you bend at the knees. If you feel the child you are about to change is too heavy for you, lift the changing mat onto the floor to change them or use the steps that are attached to the changing station in the children's bathroom.

## Toilet Training

At Parsonage Farm Day Nursery, we aim for all children to feel that they are in a safe and caring environment. During their time at nursery each child will go through many different stages of development. Each child needs to be given time, support, and praise during these stages.

Toilet training is encouraged at Parsonage Farm Day Nursery; however, we never rush any child into it. We feel the children are ready to begin toilet training when they are comfortable to do so. For some children this time can come at the age of 2 years or at the age of over 3 years.

All children are assisted whilst toilet training; however, we aim to give them independence and therefore encourage the children go alone once they are familiar with the routine. We assist each child to provide them with support and praise and, we are there as a helping hand. Staff are all aware never to rush a child as this can cause them to feel pressurised. If they can't go, we can try again in a little while. During toilet training each child also gets to learn about general hygiene, e.g., hand washing and wiping. Staff remain present in the bathroom the whole time so that they can assist and promote hand washing with the child.

We aim to make toilet training fun for the children.  
They are rewarded by receiving stickers and stamps.

If your child is about to begin toilet training, please ensure that they come to nursery well equipped with lots of spare clothes, socks, pants and shoes. We recommend that all parents who are thinking about toilet training their child to have a talk with their child's key person first so that we can support families to make this process as smooth as possible.

### Staff Sickness Procedure

1. If more than 2 occasions in a 3-month period this will trigger a meeting to discuss any health related issues.
2. If in 6 months one condition occurs 4 or more times a meeting will be held to discuss its implications on your role and possible further actions.
3. If in 6 months 2 or more meetings have been held further action and information will be sourced. This could result in steps to dismissal if as a result of your illness you are no longer able to fulfil your role.

### Staff Lateness Procedure

You must arrive around 10 minutes before the beginning of your shift time in order to be ready to begin work at the correct start time as displayed on the rota. If you are 2 or more minutes late for the start of your shift, you must complete a late form. If you are late more than twice in a month, we will arrange a meeting to discuss why this has occurred.

After this meeting if you are late in the month following, a verbal warning will be given. If however the month remains clear the above procedure will then begin again should it be necessary.

After 2 verbal warnings within 6 months from the date of the first late occasion a written warning will be issued. After this if there are 2 or more late occasions within 3 months of the written warning a final written warning will be given. If another late occurs after this within the next 3 months dismissal could take place.

Private arrangements have been made with some staff on shift times due to outside circumstances. If anyone should need this option, they are free to ask at any time to discuss the possibility of implementing this.

### Sickness / Blood / Diarrhoea Procedure

Parsonage Farm Day Nursery's procedure for cleaning up sickness / blood / diarrhoea is as follows;

- 1) Ensure that you are taking the appropriate safety measures, everyone dealing with the situation **MUST** wear gloves and a disposable apron from the Spillage Bucket.
- 2) Ask for help. One staff member to clean up the child and one to do the following steps.
- 3) Assess the situation and ensure no others will come of any harm e.g. corner off the area from other children.
- 4) Remove as much as possible with blue paper roll and dispose of in a plastic bag / nappy bag.
- 5) Clean the area with correct cleaning products and thoroughly mop the floor with the correct mop (see sign in cleaning cupboard).
- 6) Dispose of gloves, apron and plastic bag / nappy bag in the yellow nappy bin and wash hands thoroughly.
- 7) If it is an incident/accident or in relation to a child being ill and needing to be sent home, please record in the office daily message book and complete the relevant forms.



## Extreme and Adverse Weather Conditions

It is the policy of Parsonage Farm Day Nursery to make every effort to remain open whenever possible. The decision to close the setting either before or during the nursery day will be made by the Owner. PFDN will only be closed if one or more of the following conditions apply:

1. Insufficient staff can come in to keep the setting running safely.
2. Conditions on site are dangerous or health and safety cannot be maintained.
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

Where adverse weather conditions cause staff delays or difficulties in travelling to work, they should take all reasonable steps to make their way to nursery as soon as they possibly can, considering their personal safety. If staff are unable to get into work, they should telephone nursery at the earliest possible opportunity to explain the situation and agree what to do. Staff should continue to monitor the weather conditions during the day to see if they can attend work later, for example the afternoon if agreed by Management.

If Parsonage Farm Day Nursery is to close, all parents will be notified via Tapestry. Parents of the children on site, if having to close early, will be contacted via telephone as well.

Parsonage Farm Day Nursery will make all practicable efforts to keep parents informed as to the situation during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However, parents are expected to check their tapestry accounts when a closure is a possibility. As soon as PFDN receive weather warnings from East Sussex County Council these will be shared with parents via Tapestry.

We appreciate that during bad / extreme weather children may arrive later than normal; parents should endeavour to contact us to let us know they are on their way if likely to be delayed. PFDN recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into nursery. In such instances parents should inform us of the circumstances of this exceptional situation.

It is the personal responsibility of each child's parents to decide whether they think it is safe to travel to nursery.

### Weather deterioration during the day:

In the event of PFDN having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by phone and asked to collect their child. Staff who are likely to face difficulties in getting home may have to leave work early, considering their personal safety. This decision will be taken in collaboration with the Management Team. Minimum cover arrangements in nursery will be provided by employees who do not have a particularly long or difficult journey home to ensure staffing ratios are maintained for the safety of the children.

### On-site safety:

In the event of adverse weather conditions such as ice and snow we will as practicably possible clear a pathway. In this situation we will ask if any parents are able to help with this. This will also be dependent upon access to salt and grit provided by the landlord.

During adverse weather conditions, parts of the outdoor play areas may be restricted in use for the children. This will include ice, snow, extreme heat, high winds etc.

When we receive weather warnings from Public Health England (PHE) we will share relevant information with parents via Tapestry.

## Parental Behaviour

Parsonage Farm Day Nursery encourages close links with parents/carers and the community. We believe that children benefit when the relationship between home and nursery is a positive one.

As role models, and for the safety and well-being of our children, staff, parents/carers, and other visitors are expected to behave appropriately when on the Nursery premises, including the carpark and driveway.

Parents/carers and other visitors are expected to show respect and concern for others and support the respectful ethos of our Nursery by setting a good example in their own speech and behaviour towards all members of the Nursery community.

We meet EYFS Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment *'Providers must follow their legal responsibilities under the Equality Act 2010.'* (DfE 2014)

### **Procedures:**

The vast majority of parents, carers and others visiting our Nursery set a good example. This policy addresses those occasions when behaviour is inappropriate or unacceptable.

### **Unacceptable behaviours:**

Aggression, verbal and/or physical abuse towards members of Nursery staff or the wider nursery community are unacceptable, no matter what the circumstances are. Examples of behaviour that are considered serious and unacceptable and will not be tolerated include:

- A raised voice or shouting, either in person or over the telephone.
- Inappropriate posting on Social Networking sites deemed as bullying.
- Speaking in an aggressive/threatening tone.
- Aggressive or threatening emails.
- Aggressive or threatening messages.
- Physically intimidating, e.g. standing very close.
- The use of aggressive hand gestures/exaggerated movements.
- Physical threats.
- Shaking or holding a fist towards another person.
- Swearing.
- Pushing.
- Hitting e.g., slapping, punching, or kicking.
- Spitting.
- Derogatory, racist or sexist comments made about the 'protected characteristics' of Equality Act 2010: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

This is not an exhaustive list but seeks to provide illustrations of such behaviour.

**Unacceptable behaviour can lead to the exclusion of the family and their child will not be able to attend nursery. In certain reportable circumstances the police will be informed of the incident.**

### Action of staff when facing unacceptable behaviours:

The Nursery expects and requires its members of staff to behave professionally in difficult situations and attempt to defuse the situation where possible, seeking the involvement of other colleagues and Management.

Staff have the right to tell the parent/carers that they are to be spoken to in a respectable manner and to end a conversation, to be later discussed with Management.

**All staff and children** have the right to feel safe in the Nursery environment at all times. All members of staff have the right to work without being shouted at, verbally abused, fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence. All incidents should be recorded as soon as possible, including the names of any witnesses.

### Procedure to be followed:

If a parent/carers behaves in an unacceptable way towards a member of the Nursery community, the Manager or appropriate senior staff member will seek to resolve the situation through discussion and mediation. If necessary, the Nursery's complaints procedures should be followed. Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an extreme act of violence, your contract with Nursery will cease with immediate effect and you and your child will no longer be able to attend.

If your contract ceases, the following steps will be taken:

1. The parent/carers will be informed, in writing, that the contact with us has/or will cease and they are not permitted on the premises and the child unable to attend. If the conditions are breached it will result in police involvement or an injunction application.
2. Where an assault has led to a cease of contract, a statement, indicating that the matter has been reported to the local authority (LADO), OFSTED and the police, will be included.
3. Any parent/carers who is asked to leave the premises will have the right to appeal the decision by writing to the nursery owner within 14 days of the date of the letter.
4. If staff have any concerns about the safety or wellbeing of a child, our Safeguarding Policy and procedures will be followed including referral to Children's Services if appropriate.

### Incidents involving others' children:

If an incident has happened at Nursery involving your child, please do not approach/telephone other parents/carers or post comments on social media sites. We ask that parents/carers inform Nursery Management how they are feeling and give us your child's account of the incident.

## Emergencies Policy

### Emergencies

*"Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure"*

Statutory framework for the EYFS 2017 (3.54)

Parsonage Farm Day Nursery will ensure to always have access to a landline telephone or a mobile phone which is always fully charged.

Up to date lists of the following telephone numbers are always readily to **hand**; Parents of the children and emergency contact numbers, the children's doctor's surgery.

In the event of an emergency all appropriate staff have received the required 12 hours paediatric first aid training.

A full updated First Aid Kit is available and when needed a travel first aid kit (in then orange backpack in the office).

### EMERGENCY ACTION PLAN

1. Contain the emergency without harm to child or staff (e.g. in case of fire- use a fire blanket)
2. Check the safety of all the children and remove them from the immediate area - never leave them unattended.
3. If necessary, dial 999 for emergency services.
4. If necessary, administer emergency first aid.
5. Contact the children's parents or emergency contact.

What three words for all emergency services: **trophy . diver . croaking**

## Complaints Procedure

At Parsonage Farm Day Nursery, we believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We anticipate that most concerns will be resolved quickly and satisfactorily by an informal approach to the appropriate members of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We also welcome suggestions on how to improve our nursery.

We aim to bring all concerns about the running of our nursery to a satisfactory conclusion for all parties involved.

In order to achieve this, we operate the following complaints procedure. All settings are required to keep a 'summary log' of all complaints that reach stage two or beyond. This is to be made available to parents as well as Ofsted inspectors. A full procedure is set out to the Pre-school Learning Alliance publication 'complaints summary record'. The publication acts as a summary log for this purpose.

### How to complain:

#### Stage 1

- Any parent who is uneasy about an aspect of the nursery should initially raise their concerns with the nursery manager.
- Most complaints will be resolved amicably and informally at this stage.

#### Stage 2

- Should the complaint not be resolved during stage one the parent/guardian should then put their complaint in writing to the setting owner.
- This complaint will then be investigated by the setting owner and manager. The investigation will be completed within 28 days and the setting manager/owner will provide the complainant with details of their findings.
- When the investigation is complete the setting manager/owner will meet with the parent/guardian to discuss the outcome.
- When the complaint is resolved at this stage the findings are logged in the 'complaints summary' record.

#### Stage 3

- If the parent/guardian is not satisfied with the outcome of the investigation he/she requests a further meeting with the settings owner. The parent/guardian should have a friend or partner present if required and the owner should have the support of the manager present.
- An agreed written record of the discussion is made as well as a decision or action to take as a result. All the parties present at the meeting sign the written record and receive a copy.
- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage the findings are logged in the 'complaints summary' record.

#### Stage 4

- If at the Stage 3 meeting the parent/guardian and setting cannot reach agreement an external mediator is invited to help settle the complaint. This person should be acceptable to both parties and should listen to both sides and offer advice. A mediator has no legal powers but can help define the problem, review the action so far and suggest further ways in which the complaint may be resolved.
- The mediator keeps all discussions confidential, they can hold separate meetings with the settings

personnel and the parent/guardian, if this is required. The mediator keeps an agreed written record of any meetings that are held and of any advice they give.

#### Stage 5

- If at the conclusion of Stage 4 the parent/guardian is not satisfied by the outcome to their complaint they are advised to contact OFSTED directly (this can be done at any stage of this complaints procedure).
- In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve OFSTED as the registration and inspection body with a duty to ensure the National Standards for day-care are adhered to.

National Ofsted Complaints - 0300 123 4666

National Ofsted General Helpline - 0300 123 1231

Address - Ofsted Early Years Section  
Picadilly Gate  
Store Street  
Manchester  
M1 2WD

Website - [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Email - [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)



## Staff Disciplinary and Grievance Procedure

### Grievance procedure:

Any grievance relating to your employment may be referred to the nursery manager who will arrange a private interview at the earliest possible convenience.

### Disciplinary Procedure:

Where a number of people work together for a company it is considered necessary to have a code of conduct to ensure that reasonable standard of behaviour are observed.

- All staff, therefore, must observe the following rules and behave in a reasonable manner towards their fellow employees, the company and its property.
- These rules and procedures are issued in order to comply with current legislation and codes of practice.

#### a) Gross Misconduct:

This will be sufficient cause for instant dismissal without notice. The following offences will be considered acts of gross misconduct:

- Theft of employer's property or property belonging to another.
- Obscene language, insolence or offensive or violent behaviour towards a parent or child, a visitor or fellow employee.
- Seriously affecting the safe and efficient working of others and/or the company.
- Serious misconduct outside working hours prejudicial to the interests or reputation of the company.
- Any other reason sufficiently serious to warrant instant dismissal.

#### b) Other reasons leading to dismissal, via warning procedures: (see later)

- Habitual absenteeism
- Habitual lateness
- Non-attainment of appropriate qualification for the job.
- Misconduct, including bad language.
  - ; insolence.
  - ; refusal to obey a reasonable order.
  - ; breach of safety rules.
  - ; inability to perform job function to management satisfaction.
  - ; smoking at work contrary to company's satisfaction.
  - ; wilful damage to company or third-party property.
  - ; taking or being under the influence of drink or drugs whilst at work.
  - ; breach of confidence.
  - ; use of company's time, materials, or equipment for any work not authorised by the company.
  - ; any other substantial or justifiable reason.

#### c) Procedure:

- An employee will not, except in cases of gross misconduct, be dismissed for a first offence.

- The normal procedure for dismissal will be;

**Step 1.** A verbal warning/reprimand.

**Step 2.** A written warning. The employee will be written to, notifying them of the allegations against them, the basis of the allegations against them and will be invited to a meeting to discuss the matter.

The employee will have the right to be accompanied by a work colleague or trade union representative and must inform the employer before the meeting if wishing to do so.

**Step 3.** A meeting will be held to discuss the allegations and a decision will be notified to the employee with writing.

**Step 4.** The employee will have the right to appeal and may be accompanied. An appeal meeting will be held, and a final decision made, which will be notified to the employee within 5 days.

All written or verbal warnings that are recorded within a staff members file are to be reviewed a minimum of yearly. These records do stay on a staff files.

## Allegations against Staff

What happens if an allegation of abuse is made against a member of Parsonage Farm Day Nursery.

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegations being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both the Early Years Foundation Stage and Safeguarding Children Board Procedures.

### How can we protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on an Accident Form as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident form.
- If a child arrives with an injury sustained elsewhere, we will ask for an explanation and again record this on a Bumps and Bruises Form.
- We will ensure that all staff undertake child protection training - we keep up to date with any changes within East Sussex Safeguarding.
- We will ensure that all parents understand our role and responsibility in child protection.
- Our behavioural management policy states that no physical sanctions will be used, and we will ensure that everyone complies with it in all rooms within the setting.
- We will try to avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.
- We will avoid engaging in rough physical play with children- as this may be misconstrued and could cause accidental injury to a child.
- We will avoid doing things of a personal nature for children that they can do for themselves.
- Management have had Safer Recruitment training, we ask for two references, including one ideally from the candidate's last employer and one from their last employment where the candidate worked with children, and will always question any gaps in employment history.
- We will encourage an open-door ethos, to enable staff to talk to management if they have concerns about the conduct of any of their colleagues.

### What happens if an allegation of abuse is made against a member of staff in the setting?

Firstly, staff are immediately suspended while the allegation is being dealt with.

If anyone makes an allegation of abuse against a member of our staff, The Designated Safeguarding Lead (DSL) will need to be informed immediately and will contact the LADO, (Local Authority Designated Officer) with immediate effect. They will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

The DSL will complete the attached form for recording allegations or complaints made against staff.

The DSL will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.

All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt - always ask.

If the LADO and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. Parsonage Farm Day Nursery could also invoke their disciplinary procedure.

We will not carry out an investigation ourselves unless Children's Social Services and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

*Always remember; The welfare of the child is Paramount.*

### Allegations against Staff – Management guidance sheet

Guidance for management completing the check list for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care.

1. Record the name and position of member of staff against whom the allegation or complaint has been made.
2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
3. It is important to identify who made the complaint and whether it was received first hand or is a concern that is passed on from somebody else. If this is the case, it is better that you receive the information first hand. If a parent/guardian or a member of staff at Parsonage Farm Day Nursery makes a complaint against you it must be passed immediately to another member of management or the nursery owner.
4. Record the full name, age and date of birth of the child.
5. The address recorded should be the address at which the child lives with the main carer.
6. If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
7. Check the attendance register/ diary of work to see if the child was present/seen on that day and the shift patterns of the staff member involved to see if they were working at that time. This will confirm the likelihood of the incident having taken place.
8. If you have received the complaint in writing attach it to the checklist. You can then summarise it on the form.
9. Any other information should be factual. It will be helpful if you can confirm things such as the level of contact that the staff member has with the child and any other minor concerns that may have been raised previously. Do not attempt to investigate the complaint yourself.
10. Remember that if an allegation of abuse is made against a member of our staff you must inform the DSL who will contact the LADO for further advice.
11. Ofsted must be informed if an allegation is made against a member of our staff, even if the LADO decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met.
12. Make a note of any actions the LADO, SPOA or Ofsted advise you to take and the date or times at which you implemented them.
13. If the allegation is against the DSL, then you should speak to the Owner who will follow the procedures above.

Parsonage Farm Day Nursery - Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care.

Name and position of staff who is the subject of allegations/complaint.	
Is the complaint written or verbal?	
Complaint made by.	
Relationship to child.	
Name of child.	
Age and date of birth.	
Parent's/carers name(s) and address	
Date of alleged incident/s	
Did the child attend on this/these date/s:	
Nature of complaint (if received in writing see guidance).	
Other relevant information (continue on a separate sheet if needed).	
LADO contacted at (day, date and time)	
OFSTED contacted at (day, date and time)	
Action advised by LADO and OFSTED	

Name		Signature	
Position within setting		Today's date and time	

## Menopause Policy for Staff

This policy recognises that the menopause is an equality and occupational health and safety issue and that there may need to be appropriate flexibility, support, and adjustments during the time of change before, during and after the menopause. PFDN have a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time, ensuring the workplace does not aggravate symptoms. We are committed to ensuring that we all feel confident in discussing menopausal symptoms openly, without embarrassment, and are able to request support and adjustments in order to continue to work safely.

### **Purpose:**

PFDN acknowledges that change before, during and after the menopause can be significant, challenging and can affect levels of confidence and self-esteem. Staff can feel too embarrassed to seek help and to share the difficulties they are experiencing. We aim to reduce the stigma and embarrassment and through sharing concerns, joint solutions can be found. We are also aware that the Health and Safety at Work Act 1974 requires that we ensure the health, safety, and welfare of our staff. In addition, in line with the Equality Act 2010, we have a duty not to discriminate and staff should be treated with respect in terms of their age and gender. Any detrimental treatment of staff related to the menopause could represent direct or indirect sex discrimination and conditions which are linked to the menopause require reasonable adjustments.

The aim of this policy is to encourage staff to talk more openly about the menopause, and to encourage our whole team to work together to seek solutions to challenges and difficulties staff might experience or face. We also aim to ensure that conditions in the workplace do not aggravate menopausal symptoms, and that appropriate adjustments and support are easily accessible. We aim to achieve a fair and consistent approach, whilst also recognising that each individual experience of the menopause and perimenopause is unique to that individual. We intend to reduce sickness absence due to menopausal symptoms and retain valued staff, assisting them to maintain good levels of health and wellbeing, confidence, and self-esteem.

### **Roles and Responsibilities:**

The Management Team at PFDN are responsible for ensuring this policy is applied fairly and consistently across the nursery team. The Management Team will endeavour to ensure that they respond sensitively, supportively, and professionally to staff experiencing challenges relating to the menopause. PFDN will listen and respond sympathetically and be aware of the potential impact the menopause can have and provide a safe place for staff to speak openly and honestly.

Employees are responsible for looking after their health and being open and honest. Contributing to a respectful and healthy working environment and being willing to help and support colleagues. PFDN encourage staff with menopausal symptoms to talk to others and seek support, we hope we can alleviate symptoms, anxiety and worry.

### **Stages and Supportive Measures:**

There are various stages to the menopause, as follows:

- Perimenopause (the period of hormonal change leading up to the menopause, which can last up to 5 years, and can include a variety of symptoms).



- Menopause (this usually occurs between the ages of 45-55, although around 1% do experience the menopause before the age of 40).
- Medical/surgical menopause. It is possible that ovaries can be damaged by treatments such as chemotherapy, radiotherapy or surgery which can mean that the menopause can be experienced at any age, and for some the loss of fertility can be extremely hard to bear. In such circumstances, we should offer confidential counselling and emotional support via the Employee Assistance Programme, signposting to external services, and/or support via the Occupational Health Department.
- Those undergoing treatment for conditions such as endometriosis and infertility may experience menopausal symptoms whilst receiving treatment.

The menopause can result in temporary psychological issues, such as depression, anxiety, panic attacks, mood swings, irritability, issues with their memory and loss of confidence. When seeking solutions, risk assessments and wellness action plans can assist in enabling the individual's specific needs and issues to be fully considered and potential options explored. They may include issues such as temperature, ventilation, access to toilet facilities and cold water. Supportive measures may include leaving doors and windows open (where feasible and safe), provision of fans, fitting blinds to windows, cover arrangements to enable access to toilet facilities and cold water, and the potential for flexible working arrangements.

All risk assessments will be individual and specific to the person and their circumstances.

### Supportive Organisations:

There are several specialist organisations who can offer support to individuals before, during and after the menopause, including the following:

- NHS Guidance on Menopause provides comprehensive advice on symptoms and treatment options available: [www.nhs.uk/conditions/menopause](http://www.nhs.uk/conditions/menopause)
- Menopause Exchange Helpline can be contacted on 020 8420 7245 and their newsletters provide information and advice: [www.menopause-exchange.co.uk](http://www.menopause-exchange.co.uk)
- Education Support Partnership Helpline provides support 24/7 at 08000 562561 or via text on 07909341229. Useful resources can be accessed at: <https://www.educationsupport.org.uk/blogs/teaching-and-menopause>
- British Menopause Society provides a wealth of information and guides on the menopause and all aspects of post reproductive health: [thebms.org.uk](http://thebms.org.uk). This is primarily aimed at health care professionals and the Women's Health Concern is the patient arm of the British Menopause Society providing factsheets, articles, FAQs and further reading links: [www.womens-health-concern.org](http://www.womens-health-concern.org)
- Daisy Network is a charitable organisation providing support and guidance for all experiencing premature menopause: [www.daisynetwork.org.uk](http://www.daisynetwork.org.uk)
- Menopause Matters provides easily accessible information about the menopause, including treatments available and what steps to take: [www.menopausematters.co.uk](http://www.menopausematters.co.uk)
- Menopause Café is a discussion group to gather to eat cake, drink tea and discuss the menopause in a friendly and easily accessible way: [www.menopausecafe.net](http://www.menopausecafe.net)
- Henpicked is an online community providing 'lunch and learn' videos with industry wide experts: [www.henpicked.net](http://www.henpicked.net)

- Simply Hormones provides blogs and articles about the menopause and the opportunity to sign up to receive a free menopause survival kit, newsletters and updates: [www.simplyhormones.com](http://www.simplyhormones.com)
- Simply Hormones - Menopause: A Guide for Men provides information and helpful hints to help men understand more about the menopause: [www.simplyhormones.com/men-andthe-menopause](http://www.simplyhormones.com/men-andthe-menopause)

## Guide for Supporting Staff Before, During and After the Menopause

### Introduction:

This guide is based on the CIPD guide, 'The Menopause at Work', published in March 2019 and, the ACAS Guide to Menopause at Work. The CIPD report that of those who are negatively affected by the symptoms at work: 65% were less able to concentrate; 58% experienced more stress; 52% said they felt less patient with others; 30% had taken sick leave but had not felt able to say the real reason for their absence. The menopause is best described as a 'transition' rather than a one-off event and for some, symptoms last about four years, for others up to twelve years. According to the Wellbeing of Women survey in 2016, one in four women even considered leaving their jobs because of their symptoms in the workplace. It is a natural stage of life experienced by half of the workforce at some point, yet it can be a taboo subject. Often a few simple changes to a person's working environment can make a world of difference and reduce the impact of their symptoms.

We aim to help staff to talk more openly about the menopause and to encourage the whole team to work together to respond appropriately to concerns.

### We encourage staff to:

- Talk more openly about the menopause.
- Seek joint solutions to the challenges and difficulties.
- Provide support.
- Refer to the appropriate help.

### Recognise the symptoms:

The menopause can cause a wide range of physical and psychological symptoms that can last for several years. Everyone is different and some of the most typical symptoms include:

- Hot flushes
- Sleep disturbance that can make people feel tired and irritable
- Night sweats
- Psychological issues such as mood disturbances, anxiety and/or depression
- Irregular periods
- Muscle and joint stiffness, aches, and pains
- Recurrent urinary tract infections
- Headaches
- Weight gain
- Palpitations
- Skin changes
- Reduced sex drive

### Seek solutions:

Supporting those experiencing the menopause is crucial and simple steps to jointly find solutions to concerns raised include:

- Providing sensitive and confidential support.
- Ensuring conversations are friendly, honest and in private so they are as relaxed as they can be in the circumstances and will not be disturbed.

- Approaching conversations with empathy, building trust with regular reviews and informal one-to ones.
- Reassuring the member of staff and working together to ensure their symptoms are not made worse by their job and making changes to help their symptoms at work to be effectively managed.
- Carrying out a risk assessment and as part of this process it may be helpful to consider access to a rest area; easily available toilets and cold water; more frequent breaks to go to the toilet and take medication; cold drinking water easily available; adjustable temperature and good ventilation; adapting uniforms (where appropriate) to provide comfort.
- Discussing reasonable supportive measures tailored to the individual's specific needs. Examples of reasonable measures include access to a private area to make a phone call to access professional support or availability of a private rest area if their symptoms suddenly become more significant at work.
- Carrying out a wellness action plan to ensure all needs are explored and thought through.

#### Provide support:

- Regularly check in with staff and encourage them to discuss concerns with you.
- Ask the individual about what support they need and regularly check in with that question, as the support they need may change over time.
- Discuss whether it would be helpful to visit their GP, if they have not already accessed this support
- Identify a supportive colleague to talk to away from the work area.
- Address any work-related stress issues by carrying out a Wellness Action Plan.

## Further Information

### **SENCO**

Jody Tier

### **Behaviour Management**

Jody Tier

Lizzie Thody

### **Equal Opportunities and Staff Welfare**

Kellie Compton

### **Health and Safety Officer**

Ellen McLaughlin

### **Designated Safeguarding Lead**

Hannah Parker-Read

Kellie Compton

### **Designated Safeguarding person dealing with allegations**

Hannah Parker-Read

### **Deputy Safeguarding Leads**

Jody Tier

Ellen McLaughlin

Lizzie Thody

Laura Elliott

Emily Wood

Hannah Nicol

### **Head of First Aid**

Hannah Parker-Read

Ellen McLaughlin

### **2 Year Lead**

Lizzie Thody

## Domestic abuse and violence guidance

Domestic violence, also called domestic abuse, includes physical, emotional, and sexual abuse in couple relationships or between family members. Domestic violence can happen against anyone, and anybody can be an abuser.

### **Getting help and support for domestic violence:**

You do not have to wait for an emergency situation to find help. If domestic abuse is happening to you, it's important to tell someone and remember you're not alone.

#### **Ways to get support:**

- Women can call [The Freephone National Domestic Abuse Helpline, run by Refuge](tel:08082000247) on 0808 2000 247 for free at any time, day or night. The staff will offer confidential, non-judgemental information and support.
- Talk to a doctor, health visitor or midwife.
- Men can call [Men's Advice Line](tel:08088010327) on 0808 8010 327 (Monday and Wednesday, 9am to 8pm, and Tuesday, Thursday and Friday, 9am to 5pm) for non-judgemental information and support.
- Men can also call [ManKind](tel:01823334244) on 0182 3334 244 (Monday to Friday, 10am to 4pm).
- If you identify as LGBT+ you can call [Galop](tel:08009995428) on 0800 999 5428 for emotional and practical support.
- Anyone can call [Karma Nirvana](tel:08005999247) on 0800 5999 247 (Monday to Friday 9am to 5pm) for forced marriage and honour crimes. You can also call 020 7008 0151 to speak to the GOV.UK [Forced Marriage Unit](#).
- In an emergency, call 999.

You can also email for support. It is important that you specify when and if it is safe to respond and to which email address:

- Women can email [helpline@womensaid.org.uk](mailto:helpline@womensaid.org.uk). Staff will respond to your email within 5 working days.
- Men can email [info@mensadvice.org.uk](mailto:info@mensadvice.org.uk)
- LGBT+ people can email [help@galop.org.uk](mailto:help@galop.org.uk)
- [The Survivor's Handbook](#) from the charity Women's Aid is free and provides information for women on a wide range of issues, such as housing, money, helping your children, and your legal rights.
- If you are worried that you are abusive, you can contact the free [Respect helpline](tel:08088024040) on 0808 802 4040.

### **Signs of domestic violence and abuse:**

There are different kinds of abuse, but it's always about having power and control over you. If you answer yes to any of the following questions, you might be in an abusive relationship.

#### **Emotional abuse** Does your partner ever:

- belittle you, or put you down?
- blame you for the abuse or arguments?
- deny that abuse is happening, or downplay it?
- isolate you from your family and friends?

- stop you going to college or work?
- make unreasonable demands for your attention?
- accuse you of flirting or having affairs?
- tell you what to wear, who to see, where to go, and what to think?
- control your money, or not give you enough to buy food or other essential things?
- monitor your social media profiles, share photos or videos of you without your consent or use GPS locators to know where you are?

**Threats and intimidation** Does your partner ever:

- threaten to hurt or kill you?
- destroy things that belong to you?
- stand over you, invade your personal space?
- threaten to kill themselves or the children?
- read your emails, texts or letters?
- harass or follow you?

**Physical abuse** The person abusing you may hurt you in a number of ways. Does your partner ever:

- slap, hit or punch you?
- push or shove you?
- bite or kick you?
- burn you?
- choke you or hold you down?
- throw things?

**Sexual abuse** Sexual abuse can happen to anyone. Does your partner ever:

- touch you in a way you do not want to be touched?
- make unwanted sexual demands?
- hurt you during sex?
- pressure you to have unsafe sex - for example, not using a condom?
- pressure you to have sex?

If your partner has sex with you when you do not want to, this is rape.

Have you ever felt afraid of your partner?

Have you ever changed your behaviour because you're afraid of what your partner might do?

If you think you may be in an abusive relationship, there are lots of people who can help you.

1 in 3 cases of domestic violence and abuse against women starts during pregnancy. If the relationship is already abusive, it can get worse.

**If you decide to leave:**

The first step in escaping an abusive situation is realising that you're not alone and it's not your fault.

Before you go, try to get advice from an organisation such as:

- [Women's Aid](#) or [Refuge](#) for women
- [Men's Advice Line](#) for men
- [Galop](#) for LGBT+



If you're considering leaving, be careful who you tell. It's important your partner does not know where you're going.

Women's Aid has useful information about [making a safety plan](#) that applies to both women and men, including advice if you decide to leave.

### Helping a friend if they're being abused:

If you're worried a friend is being abused, let them know you've noticed something is wrong.

They might not be ready to talk but try to find quiet times when they can talk if they choose to.

If someone confides in you that they're suffering domestic abuse:

- listen, and take care not to blame them.
- acknowledge it takes strength to talk to someone about experiencing abuse.
- give them time to talk, but do not push them to talk if they do not want to.
- acknowledge they're in a frightening and difficult situation.
- tell them nobody deserves to be threatened or beaten, despite what the abuser has said.
- support them as a friend, encourage them to express their feelings, and allow them to make their own decisions.
- do not tell them to leave the relationship if they're not ready - that's their decision.
- ask if they have suffered physical harm and if they have, offer to go with them to a hospital or GP.
- help them report the assault to the police if they choose to.
- be ready to provide information about organisations that offer help for people experiencing domestic abuse.

### Sexual assault:

Anyone who has been sexually assaulted can get confidential help, treatment, and support at a sexual assault referral centre.



## Child Protection and Safeguarding Policy and Procedure Parsonage Farm Day Nursery

This policy was adopted on: <b>21<sup>st</sup> March 2023</b>	This policy is due for review on: <b>April 2024</b>
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### **Key contacts**

**Delete any rows not applicable to your provision**

<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Designated Safeguarding Leads	Hannah Parker-Read Kellie Compton	01580 201263 Or contactpfdn@yahoo.co.uk
Deputy Designated Safeguarding Leads	Jody Tier Ellen McLaughlin Lizzie Thody Laura Elliott Emily Wood Hannah Nicol	
SENCO	Jody Tier	
Named person for dealing with allegations	Hannah Parker-Read	

### **Local Authority Designated Officer (LADO and Assistant LADO)**

Consultation via the online portal;

<https://www.eastsussex.gov.uk/childrenandfamilies/professional-sources/lado/referrals/form-lado-referral/>

### **Referrals into Early Help and Social Care**

Single Point of Advice (SPOA):

Opening times: Monday to Thursday: 8.30am to 5pm and Friday: 8.30am to 4.30pm

Telephone: 01323 464222

[0-19.SPoA@eastsussex.gov.uk](mailto:0-19.SPoA@eastsussex.gov.uk)

Emergency Duty Service – after hours, weekends and public holidays: 01273 335906 or 01273 335905

Make a referral via the Portal: <https://earlyhelp.eastsussex.gov.uk/web/portal/pages/home>

Or download a form:

<https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/spoa/>

## Contact Ofsted

To report a serious childcare incident:

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

## Child Protection and Safeguarding Policy

### 1. Introduction

- 1.1 Safeguarding children is everyone's responsibility. Everyone who has contact with children and families has a role to play. Our whole setting approach to safeguarding is based upon an understanding of the local context and an attitude of '*it could happen here*'. This policy applies to all members of staff in our setting including all permanent, temporary, support, student, volunteers, trustees, contractors and external service activity providers. The names of the DSLs will be clearly advertised in the setting, for example *photographs of the DSL team are displayed in the setting, as well as in each room and the staffroom where applicable*.
- 1.2 Safeguarding and promoting the welfare of children is defined as:
  - protecting children from maltreatment.
  - preventing impairment of children's mental and physical health or development.
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
  - taking action to enable children to have the best outcomes.
- 1.3 Child protection is the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- 1.4 Our children's welfare is our paramount concern. We always take a child centred approach to our work and ensure that we listen to the voice of the child so that all children feel heard and understood.
- 1.5 The registered person will ensure that the setting will safeguard and promote the welfare of children. We will work together with other agencies to ensure that our setting has robust arrangements to identify, assess and support those children who are suffering or likely to suffer harm.
- 1.6 The use of technology has become a significant component of many safeguarding issues. We teach children to stay safe online whether they are at the setting or at home. We have a separate Online Safety Policy which covers this area of work.
- 1.7 We recognise that abuse may occur in a range of situations: within families or households, within the community, or online or face to face. We also recognise too that it is not only adults who may abuse children but also that children can abuse other children as well.
- 1.8 Our setting is a community and all those directly connected including, staff, volunteers, parents, families, and pupils, have an essential role to play in making it safe and secure.
- 1.9 Within this document the term 'staff' should be broadly read as any adult working within the setting, whether directly employed, providing a contracted service, a one-off service such as a 'bank' worker or a volunteer.

## 2. Our ethos

- 2.1 We believe that our setting should provide a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual child.
- 2.2 We recognise the importance of providing an environment within our setting that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to.
- 2.3 We recognise that all adults within the setting, including permanent and temporary staff, volunteers and trustees, have a full and active part to play in protecting our children from harm.
- 2.4 We will work with parents to build an understanding of the nursery's responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some situations.

## 3. The legal framework

- 3.1 Under section 10 of the Children Act 2004, all maintained schools, further education colleges and independent schools, including free schools, academies and early years providers, are required to cooperate with the local authority to improve the well-being of children in the local authority area.
- 3.2 Under section 14B of the Children Act 2004, the East Sussex Safeguarding Children Partnership (ESSCP) can require a school, college or early years provider to supply information in order to perform its functions. This must be complied with.
- 3.3 Under section 40 of the Childcare Act 2006, early years providers registered on the Early Years Register and schools providing early years childcare, must comply with the welfare requirements of the Early Years Foundation Stage
- 3.4 This policy and the accompanying procedure have been developed in accordance with the following statutory guidance and local safeguarding procedures:

*Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, July 2018 (updated December 2020)*

*Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2021*

*Pan-Sussex Child Protection and Safeguarding Procedures*

*Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018*

*Statutory Framework for the Early Years Foundation Stage, September 2021*

## 4. Roles and responsibilities

- 4.1 The setting's lead person with overall responsibility for child protection and safeguarding is the Designated Safeguarding Lead (DSL). The name of the DSL will be clearly advertised in the setting, explaining the settings role in referring and monitoring safeguarding concerns.
- 4.2 The DSL will be on our setting's management team and their role of DSL will be explicit in their job description. This person will have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency

meetings – and/or to support other staff to do so – and to contribute to the assessment of children. The DSL's lead responsibility will not be delegated.

- 4.3 The setting has a nominated trustee, for committee run settings, responsible for safeguarding. They will champion good practice, provide critical challenge, liaise with the setting leader, and provide information and reports to the registered body.
- 4.4 There is a named person for dealing with allegations of abuse made against staff members. If there is an allegation made against the named individual, then staff should speak to either the named trustee for safeguarding or SPOA or the NSPCC.
- 4.5 The setting will ensure that the policies and procedures are fully implemented, and resources and time are allocated to enable staff to discharge their safeguarding responsibilities.
- 4.6 All new staff will be provided with a copy of this policy as part of their induction. Existing staff are expected to read the policy at least annually, to familiarise themselves with any updated practice. In either circumstance staff are expected to read the document in its entirety to ensure that they are aware of not just their own role and responsibilities but also the role of other key members of staff such as the DSL.
- 4.7 All staff members, volunteers, and external providers know how to recognise signs and symptoms of abuse, how to respond to children who disclose abuse and what to do if they are concerned about a child.

## **5. Supporting children**

- 5.1 Our setting will support all children by:
  - Assigning a key person to each child to ensure that every child's care is tailored to meet their individual needs, to help them become familiar with the setting, offer a settled relationship for the child and to build relationships with the parents.
  - Ensuring the content of the provision includes social and emotional aspects of learning.
  - Ensuring a comprehensive response to online safety, enabling children and parents to learn about the risks of new technologies and social media and to use these responsibly at home and within the setting.
  - Filtering and monitoring internet use, to safeguard from potentially harmful and inappropriate online material.
  - Ensuring that safeguarding is included in daily activities to help children stay safe and recognise when they do not feel safe.
  - Supporting the child's development in ways that will foster security, confidence and independence.
  - Encouraging development of self-esteem and self-assertiveness.
  - Liaising and working together with other support services and those agencies involved in safeguarding children.
  - Monitoring children who have been identified as having welfare or safeguarding concerns and providing appropriate support.
  - Ensuring that all staff are aware of the early help process, and understand their role in it, including acting as the lead professional where appropriate.

- Ensuring that all staff understand the additional safeguarding vulnerabilities for certain groups of children or children with SEND, and how to address them.

## 5.2 Additional vulnerabilities and characteristics can include:

- Looked after children.
- Previously looked after children.
- Care leavers.
- Children with special educational needs or disabilities.
- Young carers.
- Children showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- Children frequently go missing from care or from home.
- Children at risk of modern slavery, trafficking, or exploitation, sexual or criminal exploitation.
- Children in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues or domestic abuse.
- Children with a family member in prison, or who is affected by parental offending.
- Children at risk of 'honour'-based abuse such as female genital mutilation
- Children misusing drugs or alcohol themselves.
- Children who have returned home to their family from care.
- Children showing early signs of abuse and/or neglect.
- Children at risk of being radicalised or exploited.
- Privately fostered children.
- Children who are persistently absent from the setting.

## 5.3 Children with special educational needs and disabilities (SEND) or certain health conditions can face additional safeguarding challenges and additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration.
- Being more prone to peer group isolation than other children.
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- Communication barriers and difficulties in managing these barriers.

To address these additional challenges our setting will ensure that these children receive additional monitoring and support.

## 5.4 Children who have a social worker due to safeguarding or welfare needs may be vulnerable to further harm due to experiences of adversity and trauma, as well as educationally

disadvantaged in facing barriers to attendance, learning, behaviour and positive mental health. Our setting will identify the additional needs of these children and provide extra monitoring and support to mitigate these additional barriers. We recognise that even when social care intervention has ended, these additional barriers may persist, therefore so too will our additional monitoring and support.

- 5.5 Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where it is known that children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, our setting will identify the additional needs of these children and provide extra monitoring and support to mitigate these additional barriers. Where necessary, referrals will be made to mental health professionals for further support.

Our setting takes a trauma informed approach to supporting children, considering their lived experience, and factoring this into how we can best support them with their welfare and engage them with their learning.

## **6. Categories of Abuse**

6.1 Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

6.2 Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

6.3 Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

6.4 Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (which is classed within a broader range of issues known as peer on peer



abuse) in education and all staff should be aware of it and of the school policy and procedures for dealing with it. The school response to peer on peer abuse is detailed within Appendix C of this policy.

6.5 Child sexual exploitation is also sexual abuse; it involves children and young people receiving something, for example accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming of children, e.g., to take part in sexual activities or to post sexual images of themselves on the internet.

6.6 Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

6.7 Depending on the age and capacity of the child, staff should be aware of possible self-neglect, e.g., where a child may not be following medical guidance or taking medication as prescribed. Where this is the case this should be raised as a safeguarding concern.

## **7. Recognition – what to look for**

7.1 Staff members should refer to the detailed information about the categories of abuse and risk indicators in the <https://sussexchildprotection.procedures.org.uk/page/contents> for further guidance.

7.2 In an abusive relationship, the child may:

- Appear frightened of their parent(s).
- Act in a way that is inappropriate to their age and development, although full account needs to be taken of different patterns of development and different ethnic groups.
- However, they may also not exhibit any signs of stress/fear.

7.3 In an abusive relationship, the parent or carer may:

- Persistently avoid child health services and treatment of the child's illnesses.
- Have unrealistic expectations of the child.
- Frequently complain about or to the child and fail to provide attention or praise.
- Be absent.
- Be misusing substances.
- Persistently refuse to allow access on home visits by professionals.
- Be involved in domestic violence and abuse.
- Be socially isolated.

7.4 Serious case reviews, now known as safeguarding practice reviews, have found that parental substance misuse, domestic abuse and mental health problems, if they coexist in a family could mean significant risks to children. Problems can be compounded by poverty; frequent house moves or eviction.

## **8. Child protection and safeguarding procedure**

- 8.1 We have developed a structured procedure in line with Pan-Sussex Child Protection and Safeguarding Procedures, EYFS Statutory requirements and Working Together to Safeguarding Children 2018, which will be followed by all members of the setting community in cases where there are welfare or safeguarding concerns.
- 8.2 In line with the procedures and the Continuum of Need the setting will identify the level of need and take appropriate action, the Children's Social Care Single Point of Advice (SPoA) will be contacted as soon as there is a significant concern, or where level 3 support is required, or where level 2 is identified the setting will discuss with the family and health visitor. Continuum of Need <https://new.eastsussex.gov.uk/children-families/professional-resources/continuum-of-need/levels-indicators>
- 8.3 We have procedures for recording the details of all staff, children and visitors to the setting and take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children. All visitors/ contractors will be supervised whilst on the premises, especially when in the areas the children use.
- 8.4 We will ensure that all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children and act in the best interests of children by publishing the policy and procedures on our website if applicable and by referring to them in our introductory nursery materials.

## **9. The management of safeguarding**

- 9.1 We will ensure that the DSL is kept informed of any incident of physical intervention with a child and will be aware of behaviour plans for specific children.
- 9.2 We will ensure that the DSL is kept informed of attendance patterns, and where there are concerns for individual children the response to this will be considered within the context of safeguarding.
- 9.3 We will ensure that the DSL is kept informed of arrangements for first aid and children with medical conditions and is alerted where a concern arises. For example, an error with the administering of medicines or intervention; repeated medical appointments being missed; guidance or treatments not being followed by the parents.
- 9.4 Systems are in place to ensure that hate incidents, e.g. racist, homophobic, transphobic gender or disability-based bullying, are reported, recorded and considered under safeguarding arrangements by the DSL.
- 9.5 Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (in Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in

the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

## **10. Reporting concerns and record keeping**

- 10.1 All safeguarding and welfare concerns, discussions and decisions made will be recorded in writing and kept in line with the ESSCP Keeping Records of Child Protection and Welfare Concerns Guidance.  
<https://czone.eastsussex.gov.uk/safeguarding/safeguarding-in-schools-colleges-and-early-years-settings/safeguarding-model-policies-and-guidance/record-keeping-guidance/>
- 10.2 The DSL will ensure that child protection files are kept up to date and that information will be kept confidential and stored securely.
- 10.3 Records will include:
- a clear and comprehensive summary of the concern.
  - details of how the concern was followed up and resolved.
  - a note of any action taken, decisions reached and the outcome.
- 10.4 The DSL will ensure that files are only accessed by those who need to see them and where files or content are shared, this will happen in line with information sharing advice and guidance.
- 10.5 We will continue to support any children leaving the setting about whom there have been concerns by ensuring that all appropriate information, including welfare and safeguarding concerns, is forwarded under confidential cover to the child's new setting/ school as a matter of priority, and within 5 working days. (ESCC best practice is that this should be actioned within five working days.)
- 10.6 When a child is due to transfer to another setting the DSL will consider if it would be appropriate to share any information with the new school or setting in advance of the child leaving. For example, information that would allow the new school or setting to have support in place for when the child arrives e.g. a child who has or has had a social worker involved.
- 10.7 When a new child joins our setting and there is a record of safeguarding or welfare concerns, we will ensure that this information is shared appropriately with the DSL and other relevant staff.

## **11. Safer workforce and managing allegations against staff, volunteers, or household members**

- 11.1 Our setting has robust safer recruitment procedures to help prevent unsuitable people from working with children. Please see our 'Staffing, Employment and Safer Recruitment Policy' for further details.
- 11.2 All individuals living or working in any capacity at our setting will be subjected to safeguarding checks in line with the EYFS statutory requirements and Working Together to Safeguard Children 2018.
- 11.3 We will ensure that agencies and third parties supplying staff provide us with written reassurance that they have made the appropriate level of safeguarding checks on individuals working in our setting. We will also ensure that any agency worker presenting for work is the

same person on whom the checks have been made. In addition, suitable checks are obtained for regular visitors or volunteers.

- 11.4 Every job description and person specification will have a clear statement about the safeguarding responsibilities of the post holder.
- 11.5 We will ensure that at least one member of every interview panel has completed safer recruitment training.
- 11.6 We have a procedure in place to handle allegations against members of staff and volunteers in line with EYFS Statutory requirements and Working Together to Safeguard Children 2018. We follow the 'Managing allegations/concerns about individuals who work or volunteer with children flowchart guidance' found on Czone.

Managing allegations flow chart

<https://czone.eastsussex.gov.uk/media/6041/safeguarding-managing-allegations-flowchart-september-2019-002.pdf>

Managing allegations flow chart guidance:

<https://czone.eastsussex.gov.uk/media/8293/safeguarding-managing-allegations-flowchart-guidance-lado-review-july-2021.pdf>

## **12. Staff induction, training, and development**

- 12.1 All new members of staff will be given an induction which includes the following:
  - Issue and explain the safeguarding and child protection policy.
  - Issue and explain the behaviour policy.
  - Issue and explain the staff behaviour policy/code of conduct.
  - Issue and explain the policy/guidance which includes the safeguarding response to children who go missing.
  - Explain the role of the DSL and share the identities of the DSL and all DDSLs.
  - Child protection and safeguarding training (including online safety).
  - All new members of staff are expected to read the above-mentioned documents and to sign an acknowledgement of this.
  - Annex A and Annex B of Keeping Children Safe in Education, September 2021 is kept with the safeguarding policy for reference alongside the policy.
- 12.2 The safeguarding induction and ongoing safeguarding training of staff will include the following key aspects:
  - Staff understand the difference between a safeguarding concern and a child in immediate danger or at risk of significant harm.
  - Staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
  - When concerned about the welfare of a child, staff should always act in the best interests of the child.
  - Staff understand that children's poor behaviour may be a sign that they are suffering harm or that they have been traumatised by abuse.

- Staff understand that children who have a social worker may be educationally disadvantaged and face barriers to attendance, learning, behaviour, and positive mental health and that these barriers may persist even when the social care intervention ceases.
- Staff understand that mental health issues for children may be an indicator of harm or abuse, or where it is known that a child has suffered harm or abuse this may impact on their mental health, behaviour, and education.
- Staff understand that safeguarding incidents and/or behaviours can be associated with factors outside the setting and/or can occur between children outside of these environments. All staff, but especially the DSL (and deputies), should consider whether children are at risk of abuse or exploitation in situations outside their families. Children can be vulnerable to multiple harms including (but not limited to) sexual exploitation and criminal exploitation, sexual abuse, and county lines.
- Staff understand that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life.
- Staff to be aware that children can abuse other children (often referred to as peer-on-peer abuse) and that it can happen both inside and outside of school and online.
- Staff know how best to respond to a child who makes a disclosure of abuse or harm.
- If staff are unsure or have any concerns about a child's welfare, they should always speak to the DSL or deputy DSL immediately.
- Staff are informed of what to record, how to record and where to find welfare concern forms.
- Staff should not assume a colleague, or another professional will act.
- The DSL or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior management team and/or take advice from SPoA. In these circumstances, any action taken should be shared with the DSL (or deputy) as soon as is practically possible.
- Staff should be aware that there will be opportunities to reference, reinforce or develop aspects of the safeguarding agenda across the early year's curriculum e.g. online safety, positive relationships, challenging prejudice and critical thinking.

- 12.3 The DSL will undergo updated safeguarding and child protection training every two years. In addition to this their knowledge and skills will be updated regularly, and at least annually, to keep up with developments relevant to the role.
- 12.4 All staff members of the setting will receive appropriate safeguarding and child protection training which is regularly updated at least annually by taking the East Sussex safeguarding children and young people eLearning.
- 12.5 The DSL will provide briefings to the setting on any changes to safeguarding and child protection legislation and procedures and relevant learning from local and national serious case reviews as required. Safeguarding should be on the agenda for every staff meeting.
- 12.6 We will ensure that staff members provided by other agencies and third parties, e.g., dance tutor, have received appropriate safeguarding and child protection training commensurate with their roles before starting work.

- 12.7 On the first occasion which staff members provided by other agencies and third parties come to our setting to work, they will be provided with details of the safeguarding arrangements at our setting, which will include identifying the DSL and the process for reporting welfare concerns.
- 12.8 The setting will maintain accurate records of staff induction and training.

### **13. Confidentiality, consent and information sharing**

- 13.1 We recognise that all matters relating to safeguarding and child protection are confidential.
- 13.2 The setting leader or the DSL will disclose any information about a child to other members of staff on a need-to-know basis, and in the best interests of the child.
- 13.3 All staff members, volunteers or students are aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 13.4 All staff members have a professional responsibility to share information with other agencies in order to safeguard children.
- 13.5 All our staff members, who have contact with children, will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.
- 13.6 The DSL will ensure that staff members are aware of what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent.

### **14. Inter-agency working**

- 14.1 We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the police and Children's Social Care.
- 14.2 We will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups meetings.
- 14.3 We will participate in safeguarding practice reviews (previously known as serious case reviews), other reviews and file audits as and when required to do so by the ESSCP. We will ensure that we have a clear process for gathering the evidence required for reviews and audits, embedding recommendations into practice and completing required actions within agreed timescales.

### **15. Contractors, service and activity providers and student placement providers**

- 15.1 We will ensure that contractors and providers are aware of our safeguarding and child protection policy and procedures. We will require that employees and volunteers provided by these organisations use our procedure to report concerns.
- 15.2 We will seek written notification that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding check in line with Working Together to Safeguard Children 2018. If assurance is not obtained, permission to work with our children or use our premises may be refused.
- 15.3 When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.

## **16. Whistle blowing and complaints**

- 16.1 We recognise that children cannot be expected to raise concerns in an environment where staff members fail to do so.
- 16.2 We will ensure that all staff members, volunteers, and students are aware of their duty to raise concerns about the management of safeguarding and child protection, which may include the attitude or actions of colleagues (including low level concerns). If there is a concern they will speak with the DSL, setting leader and with the Local Authority Designated Officer (LADO). Should staff not feel able to raise concerns they can call the NSPCC Whistleblowing Advice helpline on 0800 028 0285.
- 16.3 We have a clear reporting procedure for children, parents, and other people to report concerns or complaints, including abusive or poor practice. This is outlined in our Complaints Policy.

## **17. Site security**

- 17.1 The setting's site is secure to reduce the risk of unauthorised access/egress. Where the site is shared with other service users, we always ensure that appropriate arrangements are in place to keep children safe.
- 17.2 All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.
- 17.3 We check the identity of all visitors and volunteers coming into the setting. Visitors are expected to sign in and out in the visitors' log. Any individual who is not known or identifiable will be challenged for clarification and reassurance.
- 17.4 The setting will not accept the behaviour of any individual, parent or anyone else, that threatens our security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to the site.

## **18. Quality Assurance**

- 18.1 We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of welfare concern and safeguarding files and records by the DSL.
- 18.2 We will complete the management and safeguarding audit relating to the setting's safeguarding arrangements annually or when management change.  
<https://czone.eastsussex.gov.uk/early-years/info-for-preschools/>
- 18.3 The setting's management team will ensure that action is taken to remedy without delay any deficiencies and weaknesses identified in safeguarding and child protection arrangements.

## **19. Policy review**

- 19.1 This policy and the procedures will be reviewed annually. All other linked policies will be reviewed in line with the policy review cycle.



- 19.2 The DSL will ensure that staff and parents are made aware of any amendments to policies and procedures.

## **20. Linked policies and procedures**

- 20.1 Record keeping guidance can be found on Czone:  
<https://czone.eastsussex.gov.uk/safeguarding/safeguarding-in-schools-colleges-and-early-years-settings/safeguarding-model-policies-and-guidance/record-keeping-guidance/>
- 20.2 Other model policies can be found on Czone:  
<https://czone.eastsussex.gov.uk/safeguarding/safeguarding-in-schools-colleges-and-early-years-settings/safeguarding-model-policies-and-guidance/model-policies/>
- 20.3 The following policies should be updated to reflect the documents which you hold for your setting.

### **You must have the following policies and procedures in writing.**

- Safeguarding, including allegations against staff, whistle blowing, mobile phones, digital imagery and e-safety.
- Concerns and complaints, including how to contact Ofsted.
- Missing child.
- Failure to collect a child.
- Administering medicines.
- Ill or infectious children / Infection control.
- Emergency evacuation.
- Privacy Notice.

### **The EYFS requires strong systems and processes for the following areas, so it is advisable to develop written policies and procedures for these to strengthen practice.**

- Photographs and digital images.
- Equality of opportunities.
- Supporting children with learning difficulties and disabilities (ensure SENCO is named).
- Recruitment, vetting, induction, supervision and appraisal.
- Behaviour Management.
- Confidentiality and secure data in transit (this could also include social networking and e-safety).
- Drugs and alcohol, and medication that may impair ability to look after children.
- Healthy eating.
- Health and safety, including risk assessment.



- Smoking.
- Communicating with parents, including information about delivery of the EYFS.
- Key person system.

### Useful links:

Keeping children safe in education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Working together to safeguard children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

East Sussex Safeguarding Children Partnership

<https://www.esscp.org.uk/>

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<sup>i</sup> <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> = H. M. Government; Published 18<sup>th</sup> September 2017 / Last Updated 13<sup>th</sup> February 2023

<sup>ii</sup> <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases> = H. M. Government; Published 18<sup>th</sup> September 2017 / Last Updated 13<sup>th</sup> February 2023