



102-104 The Street, Rustington, West Sussex, BN16 3NJ  
01903 850984 | [preschool@arunchurch.com](mailto:preschool@arunchurch.com) | [www.arunchurch.com/playcentre](http://www.arunchurch.com/playcentre)

# Policies

Last updated January 2021

## **MISSION STATEMENT**

The aim of the Playcentre and its dedicated staff is to provide a happy, safe environment where children can learn through play, have fun, gain in confidence and develop their social skills. We work in partnership with Parents to ensure that each child has the best possible start to their early year's education. We treat each child as an individual and provide equal opportunities for all.

Our objectives are to embrace and implement the **Early Years Foundation Stage (EYFS)**, incorporating the seven areas of learning:

## **Areas of Development**

### **Prime Areas**

1. **Personal, Social and Emotional Development**
  - a. Dispositions and attitudes
  - b. Self-confidence and self-awareness
  - c. Making Relationships
2. **Communication, Language**
  - a. Listening and attention
  - b. Understanding
  - c. Speaking
3. **Physical Development**
  - a. Moving and handling
  - b. Health and Self Care

### **Specific Areas**

4. **Literacy**
  - a. Reading
  - b. Writing
5. **Mathematics**
  - a. Numbers
  - b. Shape, space and measure
6. **Understanding of the World**
  - a. People and communities
  - b. The World
  - c. Technology
7. **Expressive arts and design**
  - a. Exploring and using media and materials
  - b. Imagination

This code of practice is in compliance with OFSTED, (Office for Standards, Education Department).

As a Church based Pre-School, we also have an additional heading of Spiritual and Moral Development.

### **8. Spiritual And Moral Development**

- a. Appreciate there is a God who loves and cares for us.
- b. Develop an understanding of what is right, wrong and why.
- c. Have a grasp of basic Bible Stories.
- d. Have an understanding of Christmas and Easter and the significance of Jesus Christ
- e. Have an understanding of how these spiritual values affect everything else they do.

## **HISTORY and ETHOS**

The Playcentre was opened in September 1992 originally as a “Shoppers Crèche” as an expression of service and care to the local community. The role changed a year later and it developed into a very successful pre-school playgroup. The Playcentre is operated and managed by the Leaders and members of Arun Church who endeavour to bring a Christian flavour to everything it does by way of operation, management, teaching and practice.

## **PREMISES**

The Playcentre moved to new premises at 102 The Street, Rustington on the 18 February 2002. It is designed to offer a cosy, comfortable, safe and secure environment for the children who also have the exclusive use of a garden at the rear of the premises, which is surrounded by 8' fencing and a double bolted back gate. It was expanded into 104 The Street in September 2015.

## **SESSIONS**

**Monday - Friday**                      **9.00am – 12pm**  
  12.00pm - 12:45pm (lunch)  
  12.45pm – 3.45pm

## **AGES**

2 ½ - 5 years old

Please refer to the Admission Policy attached.

## **FEES**

Non Refundable registration fee of £25.00.

Fees please see main website.

To be paid each half term (in advance)

A retainer fee is charged for parents who wish or need to defer their child's reserved place at the Playcentre (£7.50 per reserved session) for the first half term. After which the full fee is due.

If you wish to cancel your child's place, we require 6 weeks notice. We will try to fill the place, however if we cannot, the fee will still need to be paid.

The Playcentre accepts children (age 3 & 4 years old) through the Nursery Grant Scheme, the funding covers a period of 38 weeks per year. For further information please contact the manager or pick up a leaflet in reception.

We also accept the 30 hours free entitlement but the sessions are limited. Parents need to apply for this funding and produce an eligibility code. Parents are required to supply a packed lunch. If funding does not cover the lunch hour parents will be asked to pay a voluntary contribution of £4.00. The Playcentre Pre-School is a non-profit making organisation.

## **STAFF**

As well as our permanent members of staff the Playcentre operate a bank of Supervisors and Assistants for “Emergency staff cover”. All our staff are registered with the Early Years Directorate of OFSTED (Office for Standards in Education), having undergone Criminal Records Bureau Reference checks. A member of staff trained in First Aid will be on duty for each session.

In accordance with the Registration Certificate the Playcentre can accept fifteen children at each session (between the ages of 2½ - 5 years old). Three staff members, will be on duty at all times, at least two of whom will be qualified.

## **ADDITIONAL NEEDS (including Additional Educational Needs and Disabilities)**

The staff are aware of the Department for Education and Skills publication and requirements of the code of Practice for the Identification and Assessment of Additional Educational Needs. Please refer to the Additional Needs Policy enclosed.

## **DEVELOPMENTAL RECORDS/OBSERVATION RECORDS**

The progress of your child is assessed on a continuous basis. We welcome the involvement of all Parents in this process. You are most welcome to discuss your child's progress at any time with your child's key worker and to view your child's learning journal. We also offer 2 parents evenings a year for you to come in and discuss your child's progress.

## **CHILDREN'S DRESS**

Your child will enjoy the use of many messy creative play activities i.e. Water/Sand/Play Dough/Paint/Glue. Whilst overalls are provided we would request that they are dressed appropriately for nursery play and outdoor play.

We would also request that your child does not wear necklaces, hoop earrings, long skirts/dresses or flipflops to nursery, to safe guard them from accident or injury whilst at play.

## **WEEKLY PLANS/ /SCHOOL HOLIDAY DATES/ACCIDENT & FIRE POLICIES/ INSPECTIONS REPORTS/REGISTRATION DOCUMENTS**

This information will be displayed on the notice board (located in the kitchen/messy play area, close to the rear door), or on the outside notice board.

The following Policies and Procedures are available below:

1. ACCIDENT/INCIDENT
2. ADMISSIONS
3. BEHAVIOUR AND DISCIPLINE
4. CHECK IN/COLLECTION
5. SAFEGUARDING
6. COMMENTS AND COMPLAINTS
7. CONFIDENTIALITY
8. CURRICULUM PLANNING
9. EQUALITY & INCLUSION
10. FIRE EVACUATION PROCEDURE
11. HEALTH & HYGIENE
12. MEDICATION
13. OUTINGS
14. PARENTAL/ADULT HELP
15. PARENTAL INVOLVEMENT
16. RECORD KEEPING
17. RULES AND REGULATIONS
18. SAFETY
19. SETTLING IN
20. ADDITIONAL NEEDS (Including Additional Educational Needs and Disabilities)
21. STAFF DEVELOPMENT
22. STAFFING AND EMPLOYMENT
23. STUDENTS WITHIN THE GROUP

- 24. THREE AND FOUR YEAR OLD PROVISION
- 25. UNCOLLECTED CHILD
- 26. LOST CHILD
- 27. EMERGENCY CLOSURE
- 28. SOCIAL NETWORKING POLICY
- 29. PET POLICY
- 30. COVID-19 POLICY

Parents are very welcome to visit the Playcentre to meet the staff and view the facilities we offer to the children. Please telephone 01903 850984 to arrange a convenient appointment.

## **ACCIDENT/INCIDENT PROCEDURE**

### **IN CASE OF A MINOR ACCIDENT**

**The person that is trained to administer First Aid will assess the situation and decide on what is to be done and administer First Aid accordingly.**

**It may be necessary at this stage to refer to the relevant contact forms.**

**The accident must then be recorded in the accident book.**

**An investigation into the cause of the accident should be made by the manager as soon as practical, and any remedial action taken.**

**If the accident involves a child in the session, full details should be recorded in the accident book which will be signed by the person dealing with the accident and the parent/carer on collection of the child.**

### **IN CASE OF A MAJOR ACCIDENT**

**One staff member trained in First Aid is to stay with the unwell or injured child or adult, and apply emergency treatment as appropriate.**

**The other member of staff is to:**

- 1. Telephone for an ambulance.**
- 2. Telephone the parents to attend. (In the case of a member of staff – their emergency contact).**

**The third member of staff and any volunteers/students on duty are to ensure the safety of the other children until the members of staff involved in the emergency are able to take full control again.**

**If the ambulance arrives before the child's parents, the person who has been looking after the child should accompany him/her to the hospital.**

**If the parents cannot be found it may be necessary to ask the Police to trace them.**

**Enter full details into the Accident/Incident book.**

**Written notification of any serious accident occurring on the premises must always be sent to the Early Years Directorate of OFSTED (Office for Standards in Education).**

## ADMISSION POLICY

Children are admitted to the pre-school on a non-discriminatory basis and the group embraces parents and children from all racial and cultural groups, and anyone with disabilities or learning difficulties considered a priority, wherever possible.

- **The catchment area is Rustington, East Preston, Angmering and Littlehampton.**
- **Children are accepted into the pre-school via the** Waiting List Register. **Brothers and sisters of children who have previously attended will be given priority.**
- **Session allocations are by place on the register, date of birth and space available at the time.**
  - **Children are accepted into the pre-school between the ages of 2 - 5 years old.**

## POLICY FOR BEHAVIOUR/DISCIPLINE

Within the Pre-School we have a high expectation of children's work and behaviour, fostered in a calm, secure, caring environment, with a positive approach, giving praise and encouragement.

- We encourage children to be responsible for their own behaviour and actions, to aim towards self-discipline;
- We celebrate each other's successes, however great or small;
- We aim to help children acquire a positive self-image, a pride in themselves and the work that they do, and high self-esteem, through praise and encouragement;
- All adults will provide a positive role model i.e. quiet voices, "please" and "thank you" as appropriate, to each other and to the children, moving around without rushing;
- All adults will provide a positive role model for children of friendliness, care and courtesy;
- Adults in the group will praise desirable behaviour, e.g. kindness and willingness to share.

Unacceptable behaviour may include:

- Rudeness to an adult or child
  - Fighting of any description
  - Hitting, kicking, punching
  - Pinching, biting
  - Physical or verbal intimidation
  - Swearing/bad language
  - Bullying or racial abuse
- 
- Any child/children will be talked with about the behaviour, emphasising that it is the **behaviour** which is unacceptable, not the child;
  - A positive approach will be taken to any unacceptable behaviour, with the child being redirected to an alternative activity, after talking about the behaviour. Children will be given the opportunity to understand their actions were unacceptable and encouraged to find a solution to the situation.
  - Physical punishment such as smacking or shaking will **never** be used or threatened.
  - Adults will be aware that some kinds of behaviour may arise from a child's special needs.
  - Continued unacceptable behaviour will be discussed with the parent(s), for a consistent approach to dealing with it within the group and at home.
  - Our staff attend whenever possible, in service training on behaviour management, as appropriate with a number of professional providers.
  - Sally Plumb is the designated behaviour management person and is responsible for behaviour management issues.



## CHECK IN – COLLECTION PROCEDURE

Parents are required to complete a registration form to include their consent for staff to obtain emergency treatment for their child if the need arises.

Details of each child will be entered in the appropriate register.

As the child enters the premises, staff will mark the register accordingly. The same procedure applies as the child departs the premises.

In the case of a child being collected late on a continual basis without prior notice a £10 charge may be implemented.

Parents are required to inform the staff if they are unable to collect their child and enter details of an adult who can in the collection book. Photographic identification or a pre arranged password will be required from new people who collect children for the first time. A signature will be required in the collection book.

If staff have any concerns or the child is not happy to leave with the nominated adult, then every effort will be made to contact the parents or the emergency contact to try and clarify the situation. If they are not available do not release the child and contact the Police.

# Arun Church Safeguarding Policy and Procedure

## 1. What is Safeguarding?

Safeguarding is a term that describes the actions used to keep children and adults-at-risk safe from abuse. The terms Child, Children and Young People refer to those under the age of 18 as defined by the Children Act 2004. A adult-at-risk is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

### Types of abuse

The main categories of abuse are physical, emotional, sexual and neglect, but abuse also includes Child Sexual Exploitation (CSE), Bullying and cyberbullying, Female Genital Mutilation (FGM), extremism and radicalisation (Prevent), grooming, Domestic Violence (DV) and others. More comprehensive information on types of abuse is [available from the NSPCC on their website](#).

## 2. Our Responsibilities

Arun Church, Arun Church: Wickbourne Centre, Refresh Trading Ltd and Arun Creative (the 'Company') including Playcentres, CAP Debt Help, and Arun Youth Projects aim to adopt the highest possible standards and take all reasonable steps to safeguard the welfare of children and adults-at-risk, and to prevent their abuse. We recognise that creating a culture of safeguarding is everyone's responsibility and that clear communication is key to preventing abuse.

We accept the principles laid out by the [Children Act 2004](#) and the [Care Act 2014](#), and work within current government and local authority guidelines including:

- [Working Together to Safeguard Children](#) (July 2018)
- [Pan-Sussex Child Protection and Safeguarding Procedures](#)
- [West Sussex Safeguarding Children Partnership \(WSSCP\)](#)
- [West Sussex Safeguarding Adults Board \(WSSAB\)](#)
- [West Sussex Continuum of Need/Threshold guidance](#)
- [West Sussex Adults Safeguarding Thresholds](#)

This policy applies to all staff, trustees and volunteers working across the organisation and is available to everyone online at <https://www.arunchurch.com/safeguarding>. Other policies linked to this document include: Recruitment, Whistleblowing, Complaints, Privacy Statement, Disciplinary & Grievance, Health and Safety and Equality and Diversity which are available in the staff handbook.

### Recruitment & Training

The Company follows safe recruitment procedures (outlined in the Company Recruitment Pack) to ensure the suitability of staff and volunteers. Measures include:

- Ensuring all adults both paid and voluntary are aware that work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974,
- Securing two references, ideally from previous employers, for every application,
- Completing Disclosure and Barring Service (DBS) checks,

- Requiring everyone to undertake safeguarding induction training within 6 weeks of start date
- Completing regular 1:1 supervision with staff, and session debrief

All staff and volunteers are made aware of these safeguarding procedures and must attend safeguarding training a minimum of every 3 years. The Designated Safeguarding Lead will attend training every 2 years. Everyone should be able to recognise the possible signs of abuse including neglect, emotional, physical or sexual abuse, among others.

### **Designated Safeguarding Lead**

The Designated Safeguarding Lead (DSL) holds responsibility for all safeguarding issues within the Company. The role of the DSL is to collect and clarify the precise details of any safeguarding concern and to decide on the appropriate action. Where necessary, the DSL will refer the information to the relevant authority whose responsibility it is to investigate.

The Designated Safeguarding Lead (DSL) for Arun Church is:

- Jon Jolly [jon.jolly@arunchurch.com](mailto:jon.jolly@arunchurch.com) 07713 639690

The DSL works alongside additional Designated Safeguarding Officers (DSO) for different parts of the Company. The DSOs will respond to safeguarding concerns and liaise with the DSL. Designated Safeguarding Officers are:

- Ben Young [ben.young@arunchurch.com](mailto:ben.young@arunchurch.com) 07834 223001
- Wendy Groussin (Playcentre) [wendy.groussin@arunchurch.com](mailto:wendy.groussin@arunchurch.com) 01903 850984
- Melanie Ruffell (Playcentre) [melanie.ruffell@arunchurch.com](mailto:melanie.ruffell@arunchurch.com) 01903 276827

The church trustee with safeguarding responsibility is:

- Andy Harsant [andy.harsant@arunchurch.com](mailto:andy.harsant@arunchurch.com)

### **3. Responding to Safeguarding Concerns**

The following steps outline the Company process for dealing with concerns of abuse. They are set out under headings known as The 5 R's of Safeguarding:

1. Recognise
2. Respond
3. Report
4. Record
5. Refer

The summary flow chart outlines the process for what happens if you have a concern over the safety and wellbeing of someone. The flow chart should be printed out and available in all premises and settings where the Company operates and made known to all staff and volunteers.

Following steps 1-4 are the responsibility of the individual who raises the concern. Step 5 is usually the responsibility of the Designated Safeguarding Lead (DSL) and Designated Safeguarding Officers (DSOs).

Further detailed information on each step of the process is outlined after the flow chart below.

## Responding to Safeguarding Concerns - Flow Chart

The Designated Safeguarding Lead (DSL) for Arun Church is:

- Jon Jolly

[jon.jolly@arunchurch.com](mailto:jon.jolly@arunchurch.com)

07713 639690

Additional Designated Safeguarding Officers (DSO) are:

- Ben Young (Kids, Youth & Community Projects)
- Wendy Groussin (PlayCentre Pre-School)
- Melanie Ruffell (PlayCentre Nursery)

[ben.young@arunchurch.com](mailto:ben.young@arunchurch.com)

07834 223001

[wendy.grousson@arunchurch.com](mailto:wendy.grousson@arunchurch.com)

01903 850984

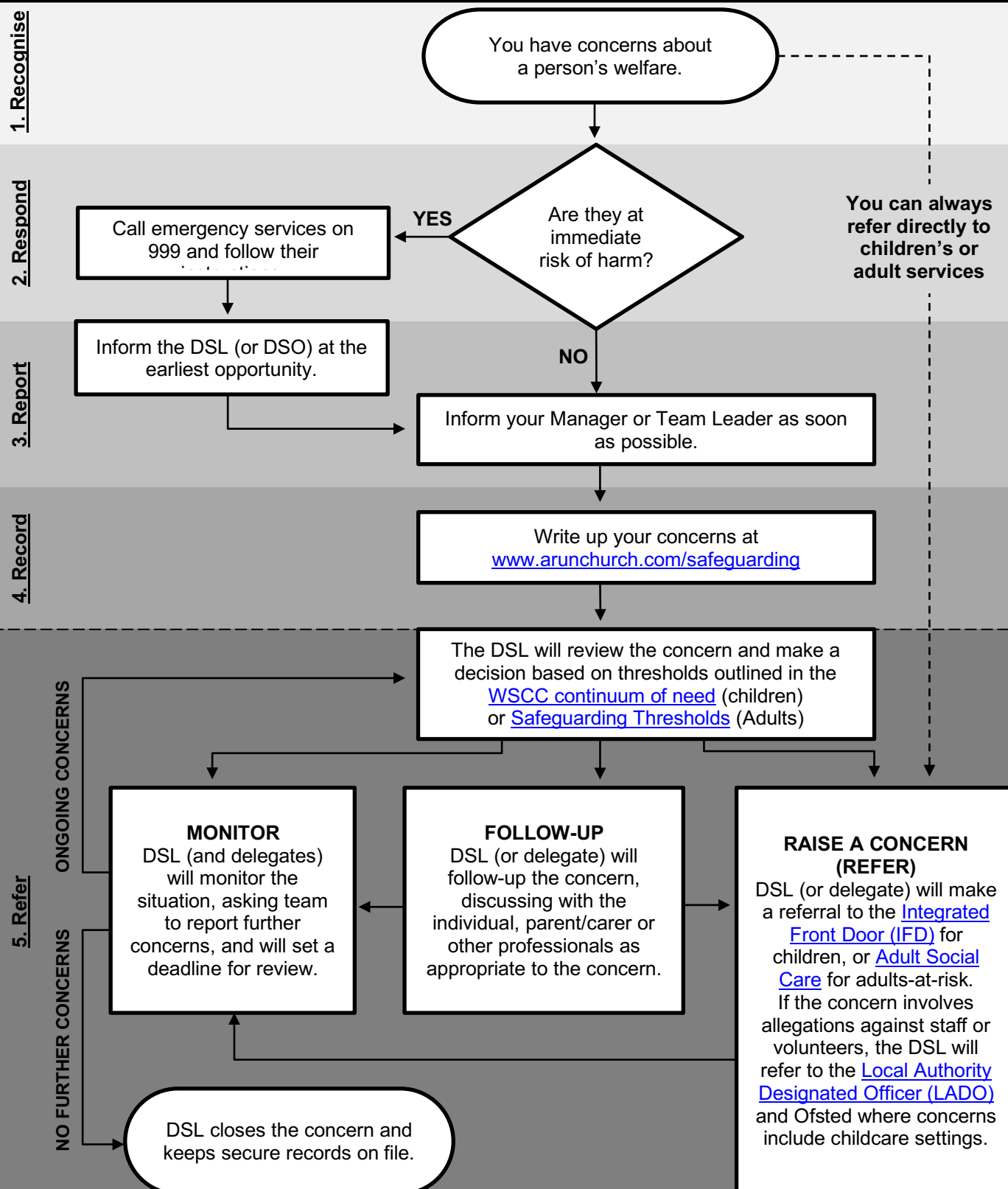
[melanie.ruffell@arunchurch.com](mailto:melanie.ruffell@arunchurch.com)

01903 276827

The church trustee with safeguarding responsibility is:

- Andy Harsant

[andy.harsant@arunchurch.com](mailto:andy.harsant@arunchurch.com)

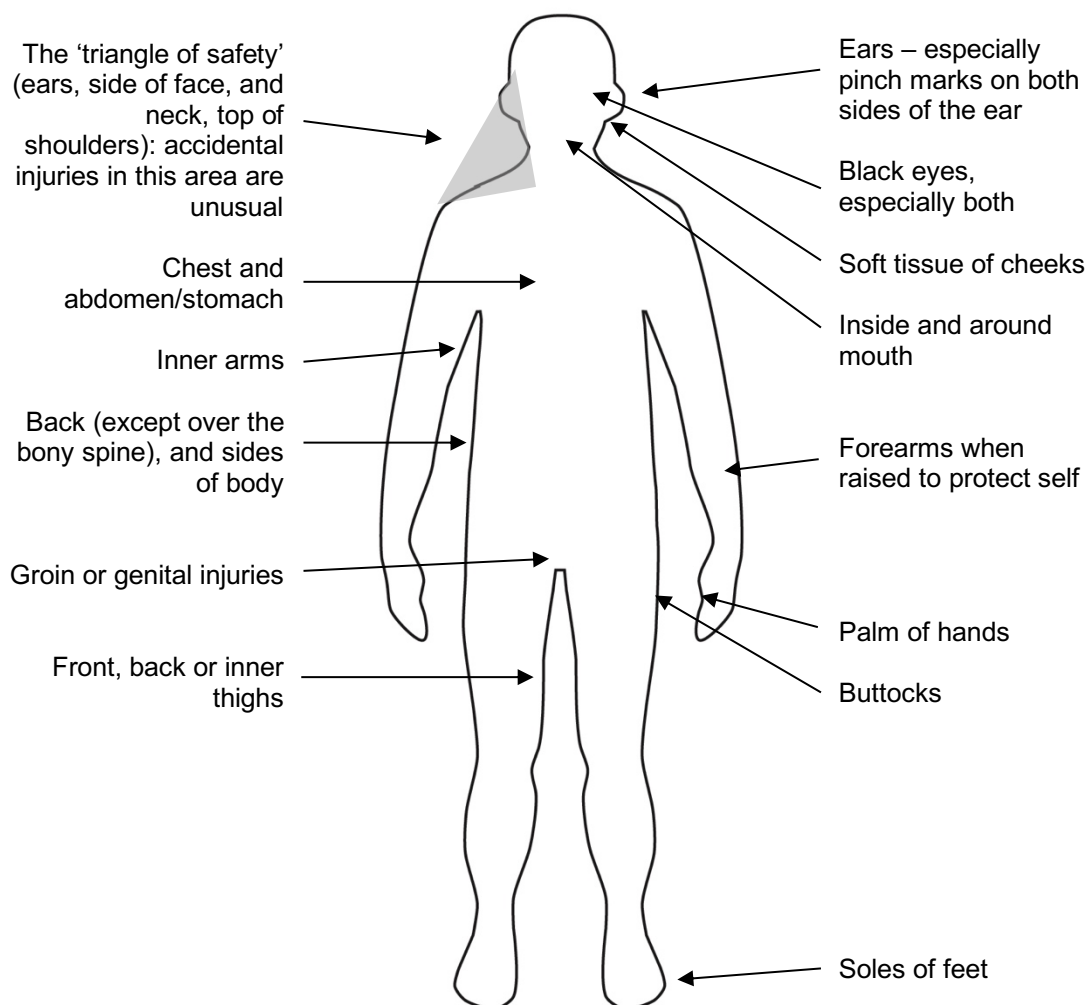


## The 5 R's of Safeguarding:

### 1. Recognise

The ability to recognise signs or behaviour that may indicate abuse is of fundamental importance. All staff and volunteers will receive training on safeguarding and should be able to recognise the possible signs of abuse including neglect, emotional, physical or sexual abuse, among others. Some common signs that there may be something concerning happening in a person's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent or carer
- knowledge of adult issues inappropriate for their age or ability
- running away or going missing
- always choosing to wear clothes which cover their body
- physical injuries that are likely to be non-accidental, including



Concerns should be raised when there are:

- Injuries to both sides of the body
- Injuries to soft tissue
- Injuries with particular patterns
- Any injury that doesn't fit the explanation for it

- Delays in presentation – injuries that seem to have occurred previously
- Untreated injuries

In children, the NSPCC states that particular attention should be paid to bruises which have 'petechiae' (dots of blood under the skin) around them, which are found more commonly in children who have been abused than in those injured accidentally. Clusters of bruises are also a common feature in abused children and adults-at-risk. These are often on the upper arm, outside of the thigh or on the body. Furthermore, abusive bruises can often carry the imprint of the implement used or the hand.

As signs of abuse can often have other explanations, it is important people are confident in raising any concerns without worrying they might get it wrong. More information on spotting signs of abuse is [available from the NSPCC here](#).

## 2. Respond

No sign of abuse should ever be ignored. The welfare of the child or adult-at-risk is paramount. Statements about, or allegations of abuse, or neglect made by children or adults-at-risk, must always be taken seriously.

**If you believe a person is in immediate risk of harm, call 999 and follow their instructions.**

You should then inform the Designated Safeguarding Lead (DSL) at the earliest opportunity.

Where a child or adult-at-risk discloses incidences of abuse directly to staff or volunteers, you should:

- Stay Calm. The individual disclosing abuse may be very scared and emotional in sharing the information. Use empathetic listening skills, and do not let them know if you feel panicked, shocked or outraged as this may make them stop.
- Don't push for information. Use open questions (not leading or suggestive ones) to gather enough information to clarify the nature of the disclosure so you can report it and discern if they are in immediate danger. **It is not your role to get a detailed account, so do not probe with further questions.**
- Explain you must share this information. You must not make any promises about what will happen next. Be clear that it will be treated in confidence, but will be recorded and passed on to the appropriate person. It is the responsibility of the Designated Safeguarding Lead or Designated Safeguarding Officers to decide whether there is any cause for further action.
- Reassure them that they have done the right thing by telling you.

## 3. Report

If any staff or volunteer has any concerns which may suggest someone is being abused or is at risk of harm, they must report it to their Team Leader/Manager immediately who will liaise with the Designated Safeguarding Lead (DSL) or Designated Safeguarding Officers (DSO). It is the responsibility of the Designated Safeguarding Lead or Designated Safeguarding Officers to decide whether there is any cause for further action.

Staff and volunteers also have the right to share their concerns directly with the Integrated Front Door, Adult Social Care or the Police without affecting their terms of employment (see Whistleblowing Policy) but we encourage people to go through the company's DSL or DSO. All concerns must be reported and should never be ignored.

## Allegations About Staff or Volunteers

If a complaint or allegation of abuse or harm is made against a member of staff or volunteer, it will immediately be brought to the attention of the DSL who will arrange for discussions to be held with the person, if appropriate. The Company's Disciplinary Procedure will be followed where applicable and we will ensure that we cooperate fully with any investigation.

### 4. Record

Once a concern has been reported to the appropriate person, it must be recorded. All concerns should be recorded in writing within 12 hours. The usual method will be to complete the online form at <http://www.arunchurch.com/safeguarding>. All written records should be clear and factual, containing what was seen, heard and what action was taken. They should include:

- The individual's name, full address, date of birth (if known)
- Date and time of the disclosure/observation
- Exact record of any conversation or disclosure (in their own words)
- Name of person to whom disclosure was made.
- Names of any third-party present.
- Location of any injuries including their colour and shape.

The DSL will be notified when a concern is logged online. They may contact you for more information on your concern. The DSL will review the concern and make a decision on the most appropriate action, based on the [West Sussex Continuum of Need Thresholds Guidance](#) or the Adults' [Safeguarding Thresholds Guidance](#). The action will be one of the following options:

- **Monitor** – keep an eye on the situation, asking the team to report additional concerns, and setting a deadline for review.
- **Follow-Up** – discussing the concern with the individual, parent/carer or other professionals as appropriate. Then deciding to Monitor or Refer
- **Raise A Concern (Refer)** – make a referral to the appropriate authorities. See below.

All concerns will remain confidential, be stored securely, and shared on a need to know basis in line with the Company's Privacy Statement available at [www.arunchurch.com/privacy](http://www.arunchurch.com/privacy). Records relating to children will be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2016). Records related to an adult's behaviour around children will be kept in their personnel file either until they reach the age of 65 or for 10 years – whichever is longer (IRMS, 2016; Department for Education (DfE), 2020). This applies to volunteers and paid staff. In certain cases, records may be kept for longer periods of time, but must be clearly marked with the reasons for the extension period.

### 5. Refer

Making a referral is usually the responsibility of the DSL or DSO. It is their responsibility to gather information and decide on what action to take. This allows for consistency in the process and for the DSL to build relationships with the referral agencies. Staff and volunteers also have the right to share their concerns directly with the Integrated Front Door, Adult Social Care or the Police without affecting their terms of employment (see Whistleblowing Policy), but we encourage people to go through the DSL or DSO.

To make a referral, the DSL or DSO will contact one of the following:



- **Integrated Front Door:**

The Integrated Front Door (IFD) is the only public contact point for Early Help and Children's Social Care. The IFD for West Sussex Children Services ensures that all enquiries and referrals are triaged upon receipt and directed to the appropriate service to support with the query, providing a seamless process with children receiving a service proportionate to their needs in a timely way. The team comprises of qualified Early Help specialists, qualified Social Care specialists, qualified managers, Customer Service Centre Agents and social care referral advisors.

Referrals should usually be made via the [online referral form](#).

You can also call **01403 229900** (Mon-Fri 9am to 5pm), or 033 022 26664 for emergencies out of office hours, weekends and bank holidays.

- **Adult's Social Care:**

Referrals should usually be made via the [online referral form](#).

The general public can also call **01243 642121** to discuss concerns, or 033 022 27007 for emergencies out of office hours, weekends and bank holidays.

- **Sussex Police** (non-emergency): **101**

Wherever possible, concerns about an individual should be discussed with their parents/carers or immediate family and agreement sought for a referral unless this may:

- Place the individual at risk of significant harm e.g. by the behavioural response it prompts or by leading to an unreasonable delay.
- Lead to the risk of losing evidential material.
- In cases where fabricated or induced illness is suspected.

If a parent/carer has agreed to give their consent for a referral this should be recorded and confirmed in the referral. A decision not to seek consent before making a referral must also be recorded and reasons given when making the referral.

All referrals must be confirmed in writing by the referrer within 24 working hours if not already submitted online. The helpdesk advisors are responsible for making initial assessment as to the nature of the referral, and with a social services manager decide whether an investigation should take place.

Where concerns or an allegation involves a member of staff or volunteer, the DSL will also contact:

- **The Local Area Designated Officer (LADO):** 0330 222 3339 [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk) within 24 hours, and
- **Ofsted** for concerns relating to a childcare setting: **0300 123 1231** or <https://www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/> within 14 days

Depending on the outcome of the investigation, a DBS referral may also be triggered. Parent/Carers of the alleged victim(s) will be supported and informed of all progress.

Other Contacts for advice on Safeguarding children:

- **NSPCC** for concerns over a child: **0808 800 5000**, [www.nspcc.org.uk](http://www.nspcc.org.uk)
- **Thirtynine:eight** (Formerly the Churches' Child Protection Advisory Service) for advice on safeguarding issues: **0303 003 11 11**, [www.thirtynineeight.org](http://www.thirtynineeight.org)

## Escalation – Taking Concerns Further



If you believe that a safeguarding concern is not being taken seriously, or is not being dealt with in a timely or appropriate manner, you should seek to escalate your concern. Initially, this should be with the Designated Safeguarding Lead (DSL). If your concern is not satisfied, then you should contact the Trustee with safeguarding responsibility. Staff and volunteers also have the right to share their concerns directly with the Integrated Front Door (IFD), Adult Social Care or the Police without affecting their terms of employment (see Whistleblowing Policy), but we encourage people to go through the DSL or DSO. Remember, **If you believe a person is in immediate risk of harm, call 999 and follow their instructions**

Occasionally situations arise when workers within one agency feel that the decision made by a worker from another agency is either not safe or not in the best interests of a child; this may relate to professional involvement in early help services, children in need, child protection or children looked after. The [WSSCP Escalation Policy](#) provides workers with the means to raise concerns they have about decisions made by other professionals or agencies by:

- Encouraging professional curiosity
- Avoiding professional disputes that put children at risk or obscure the focus on the child
- Resolving the difficulties within and between agencies quickly and openly
- Identifying problem areas in working together where there is a lack of clarity and to promote the resolution via amendment to protocols and procedures

More information about the WSSCP Escalation Policy is [available here](#).

## ***Minimising Risk***

The safety of children and adult at risks is the responsibility of all staff and volunteers, and everyone has a duty to ensure a safe environment, and to report any issues or concerns. The following points are general actions that should be taken at all our activities to help minimise risk.

- Activities with children will be covered by regular risk assessments as outlined in the company's Health & Safety Policy.
- All activities which involve a single child or adult at risk working with an adult should take place in a public area or room which can be easily observed by other staff in nearby areas. If this is not possible, permission should be sought from a manager/leader with consideration to the Lone Working Policy.
- Only DBS-checked staff or volunteers will supervise children in the toilet/washroom area, and only when necessary to assist a child.
- All visitors, staff and volunteers must sign in as they enter and exit the building/venue.
- Staff and volunteers should not give out personal mobile numbers, email addresses or chat to service users on social network websites (see Acceptable Use of IT and Social Media Policy).
- Staff will not be allowed access to mobile phones during sessions unless authorised by the manager and any volunteers/parents coming into the session will be asked to leave mobile phones in their bag in the hallway or in the storage area provided.
- The Company will always ensure the appropriate level of supervision for children in our care adhering to specific requirements where necessary.
  - For childcare settings, the ratios set out by Ofsted in [Statutory framework for the early years foundation stage](#)
  - For other activities, the [NSPCC Guidance on appropriate levels of supervision for children and young people](#) will be used. Supervision levels will vary depending on children's age, gender, behaviour and abilities but will usually be a minimum of:

- 1 adult to 3 children for 0-2 years
- 1 adult to 4 children for 2-3 years
- 1 adult to 6 children for 4-8 years
- 1 adult to 8 children for 9-12 years
- 1 adult to 10 children for 13-18 years
- For high-risk activities the ratio should be appropriate to the level of risk as determined by Risk Assessment.

*These are non-contractual arrangements, which will be reviewed from time to time.  
Last Updated July 2021 by Jon Jolly*

## COMMENTS AND COMPLAINTS POLICY AND PROCEDURES

Our Pre-School aims to provide a safe, stimulating and caring environment where children and their families feel welcome and valued. We believe in working together with parents to ensure their children's needs are identified and met.

We welcome comments from parents about our provision and recognise that parents are prime educators of their child and that comments, whether positive or negative, about our group are made with the child's interest at heart.

### Positive comments

- These are a good way for parents to let the group know that their work is valued and appreciated. This gives everyone concerned the chance to build on good practice which promotes children's development and parents are encouraged to praise where appropriate.

### Concerns/Problems.

- A parent who has any concerns about any aspect of the group's provision should first talk with the supervisor/manager of the group.
- If this does not have a satisfactory outcome within two weeks, or the problem reoccurs, the parent should put the concerns or complaint in writing and request a meeting with the supervisor/manager, together with the co-ordinator of the management team. Both parent(s) and supervisor/manager should have a friend or partner present if wished and an agreed written record of the discussion should be made.

Most complaints should normally be resolved at this stage.

- If the matter or concern is not sorted out to the parent's satisfaction, the parent should again contact the group supervisor/manager and coordinator.
- If the parent and group cannot reach an agreement, it might be helpful to invite an external person as mediator, someone who is acceptable to both parent and group, to listen to both sides and offer advice. Such a mediator has no legal powers, must be impartial but may be able to clarify the situation. (A mediator could be someone from the West Sussex Early Years and Childcare Team or Ofsted)
- The mediator will help define the problem, review the action to date and suggest further ways in which it might be resolved.
- The mediator will keep all discussion confidential. She/he will meet with the group if requested and keep an agreed written record of any meetings that are held and any advice given.

The role of the registering authority

- It may be necessary to involve the Early Years Directorate of OFSTED (Office for Standards in Education, Phone number 0300 123 1231) with whom the group are registered. The unit would be involved if registration requirements were not being met. In such instance a full investigation would be made, followed by appropriate action.

Everyone involved with any discussion and outcome of a complaint will be expected to treat all information as confidential and will not discuss the situation with anyone else.

## **CONFIDENTIALITY – POLICY AND PROCEDURES**

**Working with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the group can do so with confidence, we will respect confidentiality in the following ways:**

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child;
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carer of that child;
- Information given by parents/carers to the manager, supervisor or other staff members will not be passed on to other adults without permission;
- Any feedback given to parents on their child's progress will be given directly to the parents unless they express a wish for someone else to be present e.g. childminder or other carer;
- Information about a child's medical needs or status e.g. HIV, or concerns about Child Protection issues, will be kept in a separate file and will only be available to authorised personnel;
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key worker/supervisor/assistant and playgroup coordinator.
- Students participating in training and undertaking observation/practical tasks with children will be made aware of our confidentiality policy and required to respect it.
- Where individual children are being observed by students for case studies, as part of their course work, direct permission must be sought from parents
- Issues to do with employment of staff, whether paid or voluntary, will remain confidential to the people directly involved with making personnel decisions;
- Voluntary workers and other visitors to the group will be made aware of the importance of confidentiality of information and their responsibility within the group;

Information about individual members of staff will not be given out to anyone without the permission of that person, except in a case of Child Protection.

## **CURRICULUM PLANNING POLICY**

Our group aims to provide a safe, secure, happy and stimulating environment for pre-school children, where they will be helped and encouraged to develop and learn through a variety and appropriate range of play and learning activities, by caring, professional, trained adults.

**The group is registered by Social Services Registration and Inspection Unit, with the DfES (Department for Education and Skills) for Nursery Grant for eligible two, three and four year old children and with the West Sussex Early Years Development and Childcare Partnership.**

### **Curriculum**

We follow the Early Years Foundation Stage (EYFS) which covers the seven areas of learning, which we incorporate into our planned themes and which children are mostly expected to achieve by the **end of the reception year in school.**

**Many children will be well on the way to achieving these outcomes when they leave the pre- school.**

**We work closely with our local schools to help in the transition stage, for the school to build on what the children have achieved and learnt.**

### **Prime areas**

#### **Personal, social and emotional development**

- Self confidence and self-awareness
- Making relationships
- Managing feelings and behaviour

#### **Physical Development**

- Moving and handling
- Health and self-care

#### **Communication and language**

- Listening and attention
- Understanding
- Speaking

### **Specific Areas**

#### **Literacy**

- Reading
- Writing

#### **Mathematics**

- Numbers
- Shape, space and measure

#### **Understanding of the world**

- People and communities
- The World
- Technology

#### **Expressive Arts and Design**

- Exploring and using media and materials
- Being imaginative

For a copy of the EYFS please ask a member of staff or find online at  
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

## **POLICY FOR EQUALITY AND INCLUSION**

In our Pre-School we aim to acknowledge and value each child's individual stage of development, ability, culture, religion, language and family group, giving the children the self confidence to progress in their development.

- We recognise that parents are young children's first educators and that children have made considerable progress and achieved much in their development before coming to pre-school. We welcome parents' involvement in the pre-school.
- We promote equality of opportunity for children with additional needs and their families, and equal opportunity for girls and boys.
- We plan our programme to extend the children's experience and knowledge of different cultures, languages and celebrations, using dolls, puppets, models and photographs as appropriate.
- Our equality of opportunity policy includes adults as well as children, ensuring that no one will be discriminated against.
- As a staff we monitor our practice and as with all our policies, there is a regular review procedure to discuss how our practice and procedures might be improved.
- Our staff attend whenever possible, in service training on equality and inclusion as appropriate with a number of professional providers.

## ***FIRE EVACUATION PROCEDURE***

In the event of suspicion of a fire the alarm must be raised by pressing the fire alarm which are located in the kitchen.

The Supervisor will escort the children through a safe "FIRE EXIT" (taking the register if it can be safely reached) and a mobile phone to the pre-arranged place of safety:

The Early Bird Nursery School  
80 Woodlands Avenue  
Rustington

The remaining member/members of staff are to ensure that no child has been left on the Pre-school premises. They should then assist the Supervisor in escorting the children to the place of safety.

Once there the Fire Service can be summonsed and parents contacted and asked to collect their children.

The named Fire Wardens are W. Groussin (Playcentre Manager)

## ***FIRE EQUIPMENT POLICY***

Fire fighting apparatus will be regularly maintained on a yearly basis by an outside company.

Fire Exits must be kept clear at all times.

Fire drills take place once every half term over a weekly period to ensure every child practices what to do in an event of an emergency.



## HEALTH AND HYGIENE POLICY AND PRACTICE

**Our pre-school promotes a healthy lifestyle and a high standard of hygiene and safety in its day to day work with children and adults.**

**We do this by ensuring:**

### HEALTH

#### Provision of Food

- All snacks provided will be nutritious and pay attention to children's particular dietary requirements and needs.
- Drinking water will be available at all times, (we ask parents to provide a clearly labelled bottle).
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- The pre-school promotes a **no smoking** policy in all areas of the premises.

### Outdoor play

- Children will have the opportunity to play in the fresh air throughout the year in the Playcentre garden.
- All measures will be taken to ensure that the activities and equipment are safe and fully supervised by staff both indoors and outside.

### Illness

- Parents are asked to keep their children at home if they have any infection and to inform the group as to the nature of the infection so that other parents can be alerted, in case their child becomes unwell.
- Parents are asked not to bring a child to the group after suffering vomiting or diarrhoea, for at least 48 hours following the last symptoms. These requirements also apply to the pre-school staff. This is in accordance with guidance by WSCC.
- Should a child become unwell at the pre-school a designated member of staff will care for the child in a suitable and quiet area, away from the other children and staff until they can be collected by their parents or nominated emergency contact.
- Collection of a child – refer to the separate policy and procedures.
- With reference to the rights of the individual with regards to equality of access and opportunity please refer to the policy for Equality and Inclusion.

- Parents will be informed confidentially if there is any infestation of head lice, infection of scabies, or worms or childhood infection which may affect other children or adults.
- Cuts or open sores, whether on child or adult, will need to be covered up with a plaster dressing or suitable alternative.
- Confidentiality – refer to the separate policy and procedures.

## **HYGIENE**

**To prevent the spread of infection, adults in the group will ensure that the following good practices and procedure are followed.**

- Hands washed after using the toilet;
- Children encouraged to blow and wipe their nose when necessary, with soiled tissues being disposed of hygienically;
- Children encouraged to put their hand in front of their mouth when coughing;
- Paper towels used and disposed of hygienically;

## **Body fluids – clearing and cleaning**

- Disposable gloves and aprons should be to hand at all times in toilet area, messy play area, first aid box, overall pocket;
- Gloves and apron must always be worn when cleaning up or clearing blood, vomit, urine, faeces, with any surfaces being cleaned with bleach, (diluted to the manufacturer's directions.) Fabrics contaminated with body fluids should be washed in the washing machine;
- Spare laundered pants and other clothing available together with polythene bags in which to put soiled garments to be taken home;
- All surfaces cleaned daily with an appropriate cleaner

## **PREPARATION OF FOOD**

**All staff will follow current legislation when handling food:**

- Always wash hands under running water before handling food;
- Not to be involved in handling food or preparation if suffering from any infectious/contagious illness or skin trouble;

- Never cough or sneeze over food; if this should occur, food should be disposed of;
- Prepare raw and cooked food in different areas using different utensils;
- Wash fresh fruit and vegetables thoroughly before use;
- Use different cleaning cloths in toilet and kitchen areas;
- Keep food refrigerated;
- Ensure waste is disposed of appropriately and out of reach of children;
- Teatowels will be washed between each session;
- All utensils will be kept clean and stored in a cupboard or drawer.
- The pre-school will obtain (and display via the notice board) current information on health issues from sources such as the Environmental Department and Health Authority to ensure current recommendations are met.

At least one member of staff at each session will have current first aid training/qualification and be familiar with the First Aid box and Accident Book location.

## POLICY FOR MEDICATION

Parents and the staff within a Pre-School need to know what procedures will be followed regarding administering prescribed medication.

- Where a child is taking a limited course of medication, e.g. antibiotics, it would be expected that this will be administered by the parent at home. However, if a child is ill and is prescribed antibiotics, the full course should be completed before the child returns to the setting at the discretion of the manager.
- If a child is taking a non prescribed medicine e.g. cough medicine, this would be expected to be administered by the parent at home if the child is on in for half a day if they are in a full day staff can administered and a medication form need to be filled.
- Staff are only permitted to administer **emergency** medication e.g. allergic reaction, anaphylactic shock, diabetic hypo or **as needed** medication e.g. asthmatic.
- The Parent is required to fill in a medication form to list details of dosage and frequency to be administered.
- Where staff do agree to administer medication to a child, the group needs to be clear **who** will be responsible, so that both the parent and the child know.
- Staff must ensure that parents give in writing (medication admin form) details of their child's medical condition, dosage, instructions and consent for administration.
- If **emergency** medication is administered then staff will contact the parents to let them know either by phone or at the end of the session.
- Training will be accessed if required so that medication can be administered correctly ie EpiPen training, diabetic meds training.
- If there is the slightest concern over the child's condition then implement the Accident/Incident procedure immediately.
- All Medication must be put in a clearly labelled bag and will be stored in a specific place for Medication.

## **POLICY FOR OUTINGS**

As part of the curriculum planning and themes we occasionally will want to take children off the premises, walking to somewhere close by e.g. local library. These opportunities are special for the children and are important as 'milestones' in their development.

**When undertaking such outings, every care will be taken in the planning and organisation of such events, for the safety and welfare of the children.**

AIMS:

- To extend children's learning experiences;
- To support the belief that wherever possible the learning experiences should be 'first hand' experiences;
- For children, parents and other adults to see that learning takes place all the time, not just at set times within the group or at school;
- For the children and the group to be seen as part of the local community, taking an interest in and learning about the local area, how it functions, it's history;

## **LOCAL VISITS – WALKING**

Part of the learning process is:

Talking about the purpose of the visit;

What they will be looking at or doing;

To whom they will be talking or listening;

How they will be organised;

How they will be expected to behave.

## **ORGANISATION**

- Written parental consent must be obtained prior to any outings.
- Parents and other adults will be encouraged to join any outing to have a ratio of a minimum of 1 adult to 2 children;
- Children will walk in twos in a 'crocodile' with the adult on the kerbside if near a road;
- Great care will be taken when crossing any road, with an adult 'holding up' the traffic until the children have safely crossed;
- Any accompanying adults will be briefed as to their role and what is expected of them;
- The group leader should ensure that at least one person carries a mobile telephone and any relevant telephone numbers.

## **POLICY FOR PARENT/ ADULT HELP**

It is to the benefit of the children that we have additional adult help within the group. To make the best possible use of this help, guidelines are needed for the workers and the helpers.

### **Aims:**

- To help to enrich the playing and learning opportunities for the children;
- To use the skills and knowledge of people within the community;
- To help foster good relationships with parents and the community;
- For parents to have a greater understanding of the group's work, it's aims and range of resources and children's learning.

### **SUPERVISOR / ASSISTANTS:**

- Need to establish whether they want parents/other adults during session time;
- Need to identify what areas of play/activities could enhance the quality of children's learning and understanding by adult support;
- Need to feel confident in their own professionalism, organisation and management to make the best use of additional adult help;
- Need to clarify with any prospective helper any areas of expertise/what activities they would feel happy doing;
- Need to recognise that 2 or 3 children is the most that any untrained person can comfortably handle;
- Need to give time to talking with helpers;
- Should not leave a parent/adult alone with children.

### **PARENTS / ADULTS**

- Need to clarify when they are available to help, aim to be punctual and to let the group know if they are unable to keep an arranged time;
- Need to know exactly what is expected of them;
- Need to know to what extent they 'help' children with e.g. sewing, painting, crayoning – not doing it for them;
- Need to feel they can ask questions;
- Need to feel appreciated;
- Need to know the procedures for:
  - Fire drill
  - Safe use of equipment
  - Confidentiality

Anyone wishing to volunteer to work at the Playcentre on a regular basis will need to have a DBS check in compliance with our Child protection policy

## **PARENTAL INVOLVEMENT - POLICY AND PRACTICE**

Parents are the most significant persons in a young child's life, the first educators. Our playgroup will work in partnership with parents to enhance and support their work at this very important stage of development for their children.

In order to do this we will:

- Ensure that all parents are aware of the group's aims, policies and procedures;
- Encourage parents to become actively involved in the group;
- Ensure that parents are regularly informed about their child's progress;
- Listen to parents' comments and opinions about their child's progress;
- Involve parents in shared record keeping about their child, verbally or from examples of work and play;
- Inform parents about workshops and training courses which might interest them;
- For all parents to feel welcome in the group and that their contributions are valued.

## POLICY FOR RECORD KEEPING

Records for individual children should be in a positive way of identifying what children have achieved and what they understand and can do. Over a period of time they also indicate how the children have progressed, the rate at which they have progressed and where children may need extending in their learning, or need further help.

### Individual Records:

- Each child will have a learning journal for samples of work and comments, from when they are two and a half years of age. Parents are welcome to view their child's journal at any time;
- The Key person is responsible for each of their child's learning journals and are overseen by the manager;
- Contents of the journal should record particular curriculum areas and particular 'milestones' in a child's progress, in the form of:
  - Samples of work
  - Drawings
  - Paintings
  - Photographs
  - Comments from observations
  - Parental comments
- The record samples within the folder will be used to inform parents of a child's progress and the parent may wish to contribute comments or obtain a sample of work, comment about an incident, or occasion from home.
- The folders will be passed on to the parents when the children leave the group.
- The progress review sheets and Moving on sheets will be passed on to the child's school as well as next steps sheets also these journals will be shown to the child's reception teacher as part of the child's transition.
- The setting also uses parentzone online journals. This is a secure system where by any passwords/login details will only be given to the parent of the child or anyone the parent has agreed should have the information. Any information entered online can only be accessed by authorised member of staff.



## **RULES & REGULATIONS**

The staff will ensure that all possible precautions are taken to ensure the safety of the children and request the parents' co-operation in abiding by the following:

- **Staff cannot accept responsibility for children before the start of the sessions.**
- **Parents are requested to collect their child promptly at the end of each session. Should any emergency situation occur preventing this, then parents must contact the pre-school as soon as possible to ensure special arrangements are put into place.**
- **Admission to the pre-school will be refused if there is any reason to suspect a child is unwell or has been in contact with a contagious or infectious illness.**
- **Whilst every reasonable care is taken by our staff, the ultimate responsibility for the safety of the child remains with the parent:**
  - e.g. that suitable clothing and footwear is worn (no long dresses, skirts or flip flops);**
  - no jewellery is to be worn, earrings are allowed if they are stud form;**
  - long hair to be tied back;**
  - children are checked in and collected safely in accordance with the pre-school policy; safe parking outside the pre-school premises (allocated car parking spaces); preparation of snacks and drinks (if not provided by the pre-school);**
- **In compliance with the Children Act, the pre-school reserves the right to refer any injury seen on a child to W.S.C.C. Social Services Department.**
- **The pre-school reserves the right to refuse admission without explanation.**

## **SAFETY– POLICY AND PRACTICE**

**The staff will ensure that all possible precautions are taken to ensure the safety of the children and that parents can be reassured and feel confident to leave their children in our care.**

**Wendy Groussin (manager) is the designated health and safety person**

**The staff will ensure that:**

- All children are supervised by adults at all times and will always be within sight of an adult;
- All accidents/incidents are recorded in the Accident Book, which will be monitored for safety aspects;
- All adults are aware of the procedures for children's arrivals and departures;
- Children will only leave a group with an authorised adult and parental permission;
- Safety checks of premises, indoors and outdoors are made before and at the end of each session;
- Low level glass will be covered or replaced by safety glass;
- Outdoor space is securely fenced;
- The layout of activities allows children and adults to move around safely and freely;
- Fire doors are never obstructed;
- Heaters, electric points, wires and leads are safe and adequately guarded;
- Fire drills are held at least once every half term;
- All dangerous materials, including medicines, cleaning materials, are stored out of the reach of children;
- Children do not have unsupervised access to the kitchen areas, cookers or cupboards storing hazardous materials including matches;
- Adults do not walk around with, or place in the reach of children, any hot drinks;
- A register of both adults and children present is completed soon after arrival, to ensure there is a record available in any emergency;
- There is no smoking anywhere on the premises.
- A stocked first aid box is available at all times;
- All members of staff in each session will have current first aid training/qualification and be familiar with the First Aid box and Accident book location.
- Fire extinguishers are checked annually and staff know how to use them;
- Whenever children are on the premises there are at least two adults present;
- All equipment available for children to use is developmentally appropriate, safely constructed from suitable materials, specifically for young children. Any broken, damaged equipment is repaired or discarded;
- Large equipment is erected with care and checked regularly;
- Activities such as cooking, woodwork, energetic play are always closely supervised;
- On outings/visits the adult : child ratio will be at least 1 : 2;
- If a small group goes out, appropriate staffing ratios for remaining children will be maintained;
- Internal safety gates/barriers are used as necessary.

## SETTLING IN POLICY

We want children to feel happy and safe at our pre-school. We also want parents to feel happy about leaving their children in the care of other adults outside the family. We hope that afterwards, particularly as children become more confident, that they will share the new experiences and learning activities which they have enjoyed at pre-school, with their parents and that parents will value what the children produce and take home.

### **We will:**

- Encourage parents with their child, to visit our playgroup on a number of occasions before their child is due to start attending regularly;
- Encourage parents to prepare their children for pre-school by helping them to become independent in taking care of themselves i.e. being able to go to the toilet unaided, ensuring that they have a routine of hand washing following going to the toilet, putting on and taking off their coat/hat/gloves/mittens. If your child is still not toilet trained we would request they are sent in pull-ups so we can assist them when ready with their toilet training. When necessary we will change any soiled pull-ups;
- Agree, through discussion with the parents, how we will introduce and settle a child into the playgroup, to ensure that the individual needs of the child are being met;
- Welcome parents at our sessions until they feel that their child has settled in and no longer needs them there;
- Gradually increase the time that new children will stay at each session and the number of sessions to attend, agreed with the parents;
- Be reassuring to parents who are anxious about their child by:
  - Telephoning the parent to assure them that their child is happily involved;
  - Suggesting that they collect their child earlier than the others;
  - Informing the parents what activities their child has enjoyed, as something to be shared later;

## **POLICY FOR ADDITIONAL NEEDS (including Additional Educational Needs and Disabilities)**

- Our Pre-School aims to have regard to the DfES (Department for Education and Skills) Code of Practice on the Identification and Assessment of Additional Educational Needs and to provide an inclusive policy, with appropriate learning opportunities for all children.
- Children with additional needs, like all other children, are admitted to the Pre-School after consultation between parents, coordinator, manager and supervisors and other agency representatives as appropriate, which could include discussion relating to the suitability of the premises and facilities of the setting, any possible adaptations needed to the premises, equipment (or need for specialist equipment) and any risk factors.
- Staff will liaise closely with, and learn from parents about the particular specific needs and procedures for individual children.
- Every child will be valued and acknowledged for their individuality and be encouraged to gain in confidence and independence by sensitive and knowledgeable staff.
- Our system of observation and record keeping, which operates in partnership with parents, enables us to monitor children's needs and progress individually. An Individual Educational Play/Plan will be devised to ensure that each child receives the maximum support relating to their additional needs.
- If it is felt that a child's needs cannot be met in the group without the support of a one-to-one worker, funding will be sought to employ one.
- We work in liaison with staff outside the group, including therapists, health visitors, psychologists, social workers, paediatricians, Portage workers and the West Sussex Inclusion Support Team, to meet children's specific needs.
- Outside Professionals will not be contacted without the prior consent of the parent/carer.
- Confidentiality - refer to the separate policy and procedures.
- Our staff attend whenever possible, in-service training on special needs, as appropriate, with a number of professional providers.
- Sally Plumb is our SEN Co-Ordinator.

## **PLAYCENTRE PRE-SCHOOL**

### **POLICY – STAFF DEVELOPMENT**

**Staff development and training is an important part of extending personal skills and for the continuing improvement and development of the provision of quality learning opportunities for the children.**

#### **AIMS:**

- To improve the quality of learning experiences for the children;
- To aid the group in developing overall aims and principles;
- For workers to develop professionally and increase self confidence;
- For workers to share their experience/knowledge gained, with colleagues;
- To enable workers to develop a personal career structure.

#### **IDENTIFYING NEEDS:**

- Through regular staff meetings/appraisal;
- By registered OFSTED Inspector in the report;
- From the OFSTED key issues in the Report;
- From national changes and requirements to receive funding for three and four year olds.

### **IDENTIFYING TYPE OF TRAINING/INPUT**

Training may be:

- 'in house' for all staff with an external input;
- individual members of staff attending extended courses leading to a recognised qualification;
- individual staff attending day courses, evening courses, workshops, conference days;
- all staff attending a course/workshop;
- cover for staff to visit another group or network group meeting;
- opportunities to observe each other and particular activities.

Whilst every effort will be made for staff to undertake appropriate training, this will need to be within the financial constraints of the group.

## **STAFFING AND EMPLOYMENT – POLICY AND PROCEDURES**

**Fundamental to the good quality of provision which we provide is the aim to have well-qualified, professional and caring staff, with a high adult:child ratio to meet the requirements of the Social Services Registration and Inspection Unit criteria, as set out in the Children Act 1989.**

### **Our pre school will:**

- Always have a minimum of one adult to eight children (unless directed otherwise by the local authority);
- Ensure that at two thirds of the staff present are appropriately qualified;
- Ensure that all staff undertake regular updating training on all aspects of playgroup provision;
- Ensure that staff have the opportunity to access nationally recognised training leading to a qualification for individual professional development.
- Have regular staff meetings for curriculum planning and updating of practice and procedures and to discuss the children's progress and resource needs;
- Support the work of the staff through monitoring and appraisal;
- Have a commitment to recruiting, appointing and employing staff in accordance with all relevant legislation, whilst ensuring that staff are 'warm', welcoming and have a love of working with children.

Students are welcome in our playgroup, as part of our professional development is in developing strategies to help and enhance their training. We are happy to accept students if:

- They have written confirmation from their course provider and institution that they are a student and need a placement. (There would be an expectation that a course provider would visit prior to or during a placement time);
- They attend an induction session informing them of our policies and procedures, especially regarding Health and Safety, Child Protection, Discipline and Confidentiality;
- They will not make the number of adults present too great for the safety and benefit of the children's learning.

Please note that students and parent volunteers will not be allowed unsupervised access to children.

## **POLICY FOR STUDENTS WITHIN THE GROUP**

The group will welcome students who are undertaking childcare courses at local colleges, and students on work experience from local secondary schools to work within the pre-school whenever possible.

### **INITIAL VISIT**

**The college may request a placement for a student or the student may be expected to find their own placement for work experience.**

The initial visit will need to identify:

- How many days the work experience/practise is to be;
- How many hours daily the student will be present;
- What particular aspects of work/child observation are part of the designated course and are essential to the work undertaken;
- What previous experience/practise has the student already undertaken;
- Which member of staff will be responsible for overseeing the student;
- Who will be responsible for any written reports;
- What the children will call the student.

### **CONSIDERATIONS WHEN PLANNING WORK / PRACTICE**

- The student's age, experience, self-confidence and level of maturity should be considered when planning the work;
- Too much should not be expected too soon, or initiative taken for granted;
- Students are expected to be polite and well mannered both with adults and children, setting a good example for the children to see;
- Students must be made aware of the fire safety procedures, health, safety and hygiene procedures;
- Any information gained by the students about the children, families or adults in the group must remain confidential;
- Students required to undertake individual child studies will need to obtain written permission from the parents of the child to be studied;
- Confidentiality within the group is an expectation of all staff and is equally applicable to any students;
- Students will not have unsupervised access to children, or be left alone with a child or children.

## **POLICY – TWO, THREE AND FOUR YEAR OLD PROVISION**

A child becomes eligible for funding for the Nursery Grant from the DFES (Department for Education and Skills) in the term after their third birthday, the 'cut off' dates being 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August. Two year funding is available upon application if you/your child meet a specific criteria which includes level of income, special educational needs, additional needs etc please go to

<https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/>

As part of the requirements for the funding, a pre-school, playgroup or nursery is inspected for OFSTED (Office for Standards in Education) by an OFSTED registered Inspector.

The purpose of the inspection is to ensure that the group is providing a developmental curriculum programme which incorporates the Early Learning Goals in all seven areas of learning described in the Curriculum Policy, and that children are being appropriately extended in their play and learning activities to their potential. The Early Learning Goals are known as the EYFS covering the child from birth to the end of the reception year in school.

- Children in this age group will be given particular planned learning activities during the sessions which they attend, targeted at their own stage of development.
- Records will be kept for each individual child, across the curriculum, with samples of work in individual folders.

### **Additional work might include:**

#### **Personal, Social and Emotional Development:**

- Have increased confidence to take responsibility within the group;
- Have increased concentration and perseverance for a task;
- Growing awareness of the needs of others as well as own needs.

#### **Communication and Language**

- Gain concentration and focus on specific tasks
- Gain a greater understanding of speak and communication

#### **Physical Development:**

- Be more confident, have greater body control;
- Enjoy challenge and extend skills e.g. ball control – kicking, throwing, catching;
- Increased skill in moving, climbing and balancing.



## **Literacy**

- Have an understanding of phonic sounds
- Recognise letters
- Begin to form recognisable letters

## **Maths**

- Recognise numbers 1-10 and beyond if appropriate;
- Count up to 10 or beyond with correct 1:1 concept;
- Record through drawing and symbols some practical activities.
- Have an understanding of shape and measures.

## **Understanding of the World:**

- Talk about their family, where they live and features in the area in which they live;
- Talk about the wider family, visits, holidays, people in other countries;
- Ask questions about why things happen and how things work;
- Explore and recognise features of living things, objects and events in a natural world.
- Explore the use of ICT and use simple programs on the computer and use other small electronic equipment.

## **Expressive Arts and Design**

- Enjoy extending their skills in painting and drawing;
- Growing awareness of all five senses and how we use them i.e. hearing, sight touch, smell, taste:
- Use a wide range of materials, tools and instruments to express ideas and feelings.
- Explore their imaginations and enjoy role play activities.
- Enjoy music and dance.

## **POLICY AND PROCEDURE FOR A CHILD NOT BEING COLLECTED**

**Children are in the care of the pre-school until they are handed over into the care of their parent.**

- If a child is not collected after a reasonable time of the session finishing, the parent should be contacted by telephone.
- If contact cannot be made then the staff should contact the nominated emergency telephone number (i.e. family member, friend or neighbour).

**Failure to collect your child on time at the end of the session may result in a £10.00 late payment fee. If you're going to be late due to unavoidable circumstances please call the Playcentre.**

Two staff members will remain with the child on the premises until collected by the appropriate person.

## **POLICY AND PROCEDURES FOR A CHILD BEING LOST**

**Children are in the care of the pre-school throughout the session until they are handed over into the care of the parent.**

**The Manager/Supervisor and Staff will take every precaution necessary for the safety of the children whilst in their care.**

The Pre-school Manager/Supervisor and Staff will ensure that any access/exit doors are locked and cannot be unlocked by children; that safety gates are in place where appropriate; that children are not able to climb out of open windows; that any outside activity area is secure and supervised and that if walking out in the environment, the staffing levels are such that every child has a hand to hold and is with a responsible adult.

In the unlikely event of a child being lost the following procedure will be followed:

- The Supervisor will make 'headcount' of all children present against the attendance register for that day to confirm that a child is missing.
- A member of staff will ensure that the child is nowhere else in the building or in the outside area, including the toilet area.
- A member of staff will search beyond the building in the road etc.
- The children will be asked if they have seen the particular child.
- The police will be alerted following all procedures being followed and the certainty that the child is not on the premises.
- The parent will be contacted.

It is important to ensure that the attendance register is completed daily and that any telephone messages regarding absent children are noted.

## **EMERGENCY CLOSURE POLICY AND PROCEDURES**

**Within the PlayCentre we aim to operate fully during term times and the setting will only close under adverse circumstances:**

- The Setting will only close due to:  
**Adverse weather conditions**  
**Severe staff illness** (when ratios do not meet the requirements as stated by Ofsted)  
**An outbreak of child-related contagious illness** which is notifiable to West Sussex Health Protection Agency (HPA)  
**Utility Emergencies** eg water/heating.
- In the event of this happening parents/carers will be informed by telephone as soon as possible on a daily basis. Other social networking sites may also be used.
- The Managers will be responsible for informing staff and parents as necessary according to the situation.
- In the event of closure where-ever possible your child will be offered another session to compensate any loss of hours. If this is not possible fees will be reimbursed to non-grant funded children.
- In the event of a gas leak /flood, the Manager/Line Manager will be responsible for calling the relevant services.
- Ofsted will be notified of any emergency closures in the soonest instance.

## POLICY – SOCIAL NETWORKING

The Playcentre Pre-school recognizes that social networking has become an integral part of everyday life and many people enjoy membership to social networking sites such as Twitter and Facebook. We are also aware that these sites can be used as a negative forum for complaining and gossiping and care must be taken not to breach our confidentiality policy. Parents/carers should be made aware that these sites should not be used for the following

- A negative forum for complaining about the Playcentre.
- Staff should not be talked about on an open forum basis.
- Staff members will not talk about children/families in the Playcentre and not use social networking sites as a forum for discussion.
- Children should not be talked about on an open forum basis.
- Photos of other people's children should not be posted onto any website without prior consent of the child's parent.
- Playcentre will not be held responsible if this is breached.
- The Manager will ask for any comments or photos to be removed.
- The Manager reserves the right to inform the local authority if confidentiality is breached or members of staff are slandered in any way.
- Photos will not be posted on the Playcentre Facebook page without prior written permission from the parent/carer.

## **PET POLICY**

At the Playcentre we believe children can learn a lot from having contact with animals and have the responsibility of caring for animals. We have our own pet and we also have visitors who come in and show the children their pets.

- Children will be encouraged to treat all animals with respect and will be taught how to handle them correctly.
- Children will be supervised at all time when handling the animal.
- Children will wash their hands after having contact with animals and understand the reasoning behind this.
- Food for the animal will be stored in a correct way and out of reach of the children.
- The children will be encouraged to follow a high standard of hygiene when caring for the animal ie. Cleaning bowls equipment etc.
- Children will be made aware that not all animals are child friendly and they should always check with the pet's owner before attempting to stroke/handle the animal.
- The garden will be checked on a daily basis to ensure it is clear of pet faeces before the children play outside.

## Covid 19 Policy

The following document explains how the Playcentre will operate during the Covid 19 pandemic to keep all staff and children working in a safe environment.

### **Admission policy**

- Children who attend another setting do so on the understanding that it is a setting that is following the same strict hygiene and track and trace guidelines but where ever possible should only attend one setting.
- If your child is displaying any signs of illness they WILL NOT be permitted to attend this includes coughs, colds, temperature or sickness. We will not admit a child if they have been given paracetamol before starting 'in case they have a temperature.'
- Temperatures will only be taken if we think they have one. If they do the parent will be notified immediately to come and collect their child
- We will not be administering any forms of medicine such as paracetamol.
- At this present time we may not be able to offer the full 15 hours or 30 hours you may be entitled to in accordance with your FE declaration if further restrictions are enforced.

### **Drop off and pick up**

- Parents will need to social distance when dropping children off and stand on the markings.
- One adult can bring in one child at a time.
- Parents will only be permitted to come into the Playcentre if they are wearing a mask and have sanitized their hands.
- If the parent is having a face to face meeting with a member of staff both parties are expected to wear a face mask.
- All children will be asked to wash/sanitize hands on arrival.
- When leaving the waiting area parents/carers will be asked to follow the one way system marked on the ground.

### **On entering the building.**

- Children will be encouraged to hang up their own coat on their own peg. Please send in a sun hat if required.
- Only bring in a coat and hat. We ask that bags are small and drinks bottles be left at home.
- Sun cream MUST be applied if needed before they enter the setting staff WILL NOT be able to apply it.

### **Consumption of food and drinks.**

- Children will be supplied with drinks and snacks. DO NOT send in a bottle from home
- Fresh drinking water will be available to the children throughout the session, they will use cups which will be washed after every use.
- Snack time will be supervised by a member of staff ensuring the children only use their own plates, cups and utensils. They will not share food. children will wash hands before and after snack. All equipment will be washed in the dishwasher after use. And the area cleaned down with anti bacterial spray.
- Lunch times will be supervised as normal. Children can bring in a drinks bottle which will be kept with their lunch bag these will be stored on the trolley.

### **Children's hygiene**

- Disposable tissues will be available at all times and children encouraged to put in the bin once used these will be bagged up and disposed of at the end of every session
- Children will be encouraged to cough into their sleeve, if they cough into their hands they will wash them immediately.
- Masks will not be required by children. Staff will only wear them if they fall at immediate risk of infection.
- Only one child will be permitted to use the toilets at a time to avoid cross contamination.
- Should a child need changing a member of staff will do this as normal wearing gloves and an apron to protect themselves and mask if necessary.

### **Social distancing**

- We will not and cannot follow social distancing rules with the children but we will be following all hygiene guidelines with regards hand washing etc.
- We will discourage children from kissing and hugging each other as much as we can.
- We will discourage children from putting toys in their mouths and if they do the toy will be washed straight away.
- Children will be encouraged to play outside as much as possible.

### **Cleaning of the setting**

- Prior to opening staff will antibac wipe all door handle, light switches, toilet area including flush, soap dispenser, and paper towel dispenser
- During the session if children put toys in their mouth the toy is to be removed and cleaned by submerging in disinfectant water and left to dry.
- At the end of each session surfaces, door handles, the toilet area and toys are to be wiped down with anti bac wipes and pencils, pens etc are to be spray with anti bac disinfectant spray.
- The whole Playcentre to be hoovered and mopped at the end of each session.
- At the end of each week toys such as lego, duplo etc are to be cleaned by submerging in disinfectant and left to air dry.

### **Families going on holiday**

- If a family goes on a holiday to another country which is on the current list of quarantine regulations the child will not be permitted back to the Playcentre for 14 days after their return but they will still be expected to pay fees if applicable

### **Toys and equipment**

- Toys and equipment that cannot be easily washed will be removed from the setting.
- Sensory experiences such as shaving foam will be offered and water play outside with frequent changes of water. Painting etc will be as normal. Playdough will not be used to avoid contamination.
- The outside sandpit will be used but children will wash their hands before and after use.
- Tables will be removed to give more space for the children to move around and spread out.

### **Staffing**

- Staff will be expected to adhere to the guidance at all times
- Staff will wear clean clothes on entering the setting and will be expected to wash them at the end of the session to avoid any contamination to their families.



- Staff will be required to bring a change of clothes.
- Staff will be required to use the front entrance to the building only.
- Staff will be following social distancing rules as much as possible with adults.

### **Testing of staff**

- Staff will test themselves once a week prior to their first session at work
- If the test is positive they will attend work as normal
- If they have a positive test they will isolate for 10 days
- If they have a negative test but still display symptoms they will get a PCR test at the nearest testing centre ASAP and isolate until test results are received.

### **If a child becomes poorly during the session with Covid 19 symptoms**

- The child will be taken to a separate room with a member of staff and isolated.
- The member of staff will wear PPE such as a mask and face shield and gloves and stay with the child.
- The parents/ carer will be notified and asked to collect the child immediately.
- The member of staff will wash their hand properly for 20 seconds with soap and water and any PPE they have used.
- They will be required to change into spare clothes they have brought in.
- Testing is going to be made available for children and families to see whether they have the disease if they are clear they can return if they have the virus they will be asked to stay away from the setting for 14 days.

### **If a case is reported at the Playcentre**

- All parents of children in attendance will be informed. Public health England will be informed.
- The setting will be closed and thoroughly deep cleaned and reopened upon advice from the local authority.
- If staff show symptoms they will seek to get tested and will not be permitted to return to work until results are given.

This policy is collated from the information we have received using the following document and can be found online at <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>